

Tetsworth Parish Council

Paul Carr
Chairman, Interim Proper Officer (IPO) & RFO
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To all members of Tetsworth Parish Council
You are summoned to attend the Parish Council meeting detailed below
In Tetsworth Memorial Hall
at 7.30pm on Monday 13th May 2024

Members of the Public and Press are welcome to attend.

AGENDA

1. **To Elect** a Chairman for the Municipal Year 2024/2025
2. **To Receive** the Chairman's Declaration of Acceptance of Office.
3. **Apologies for Absence**
4. **To Receive Declarations of Interest** Members are asked to declare any personal interest, and the nature of the interest. that they may have in any of the items under consideration at the meeting.

PARISH COUNCIL APPOINTMENTS

5. **To Elect** a Vice-Chairman for the Municipal Year 2024/2025.
6. **To Receive** the Vice-Chairman's Declaration of Acceptance of Office.
7. **To Appoint** Councillors to Outside Bodies, Sub-committees and Other Groups and Roles.
 - a. **To Elect** an Interim Proper Officer (IPO) and RFO for the Municipal Year 2024/2025.
 - b. **To Appoint** Councillors to the Media Sub-Committee to assist with updates to the Parish Council website and to post on the Tetsworth Community Facebook page as appropriate.
 - c. **To Appoint** Councillors and Co-opted Members to the Planning Sub-Committee.
8. **To Approve the Minutes of the Council Meeting held on 8th April 2024 for Signing**
9. **Matters Arising from the Minutes not on the Agenda.**
10. **Public Questions**
11. **Update of Actions List**

Ref.	Item Requiring Action	Resp	Action/Progress
355c/21	Monitor OCC investigation of school extension project progress	IPO (OCC:KG)	OCC met developer in Dec 23 to discuss S278 and S106 agreements. Permanent fencing now installed. Developer providing updated drawings for review. Land transfer still pending, but unregistered land application with OCC Legal team. OCC to meet with school head and governors after land transfer to confirm future plans. Funding subject to bid for OCC CIL money. ONGOING
482c/21	Consider Christmas tree and outdoor decorations purchase / installation on Village Green for 2024	KB	Indicative cost of surface metal frame in range of £300-500+VAT. Dimensions to be forwarded to assisting resident to obtain firm quotation. ONGOING
317b/23	Access roadway/track – A40-Marsh End-TSSC-Spencers Farm and Sewage Disposal Works	IPO	OCC Countryside Access Officer has asked Highways colleague to make site visit. Action prompted by email exchange 9 Apr. ONGOING
392d/23	War Memorial cleaning. Obtain quotations and submit grant request to War Memorial Trust.	SM	Quotations to clean & reinstate lettering £1,250, and 2 for cleaning only £1,950 and £820. War Memorial Trust grant application on hold. Implementation to be considered in FY2024/25. ONGOING
91b/23	Monitor progress of installation of kissing gate to Oxfordshire Way on Stoke Talmage Road and Parkers Hill access points	IPO	Landowner permission granted for east side, but refused for west side Stoke Talmage Rd. OCC has installation of east side and Parkers Hill gates in hand with Chiltern Society Volunteer group. ONGOING
135/23	Seek OCC advice on siting and costs of east-end village entrance gates	IPO	Siting of south verge gate beyond 30mph sign supported by OCC Highways officer. Cost in order of £3,000 inc VAT. Implementation to be considered for FY2024/25 expenditure. ONGOING
174b/23	Investigate means of deterring unauthorized vehicle access to Village Green	CT	Variety of post and chain boundaries seen in neighbouring parishes. Indicative costs to be investigated. ONGOING

201a/23	Install replacement Forest School gate	TPC	Planned for action in milder weather. ONGOING
203c/23	Engage local contractor to repair Jitty grass damage and subsequently bill Ocado for cost.	IPO	Ground repair completed. Invoice forwarded to Ocado for direct payment to contractor. COMPLETE
253a/23	Place order for Emergency Generator once SSEN grant released	IPO	Installation commencing 7 May 24. 75% (£13,077.90 inc VAT) of cost paid 9 Apr 24. Installation planned for early May. <i>See Item 17a(vii) for remainder.</i> COMPLETE
281b/23	Notify SODC Councillor of local fly-tipping hot-spot	IPO	Email 9 Apr identifying track alongside Talmage Road/M40 bridge. COMPLETE
283aiv/23	Advise parish Clerk vacancy with OALC and elsewhere	IPO	Advert sent to OALC for publication 9 Apr. COMPLETE
283c/23	Investigate refreshments and disposable cups for Annual Meeting of the Parish	PGC	ONGOING
294b/23	Order further PATCH repairs with Creative Play at cost of £246.60 inc VAT, and seek timber treatment advice	IPO	Order placed 9 Apr. COMPLETE
294c/23	Return signed PATCH grant acceptance form to SODC	IPO	Form submitted with email 9 Apr. COMPLETE
294c/23	Negotiate contract for PATCH surface replacement with Ecosurface	IPO/SW	Email to Ecosurface seeking implementation schedule 9 Apr. COMPLETE
297b/23	Submit response to Playing Pitches and Leisure Facilities consultation	IPO	Submitted. COMPLETE
297fij/23	Submit response to Fire Service false alarm consultation	IPO	Submitted. COMPLETE
298a/23	Make payment of £100 for village daffodil planting	IPO	Payment made 9 Apr. COMPLETE
448b/21	Canvass support for possible First Aid training	SR	More than 12 residents registered interest. Possible course dates post April 2023 investigated. No local face to face training available. Re-visit when practicable. ON HOLD
592a/21	Seek further advice from OCC Highways on High Street pedestrian crossing design / siting solutions.	Clerk/IPO	OCC advice that proposed 20mph limit might allow the assessment of the crossing's suitability to be reconsidered. ON HOLD
18b/23	Roundabout repair / re-installation	Clerk/IPO	Cost to reinstall the equipment (Creative Play) £450 + new bearing at £265 UNANIMOUSLY AGREED at June meeting. Installation ON HOLD until implementation of PATCH new surface project.

COUNCILLOR REPORTS

12. **County Councillors' Reports**

13. **District Councillor's Report**

14. **Parish Councillor Reports**

- a. **King Charles Portrait.** To Note receipt of portrait.

15. **Parish Council Administration**

- a. **Parish Clerk Appointment.** To Consider responses to the advertisement of Parish Clerk vacancy.
- i. Alexander Marasco.
 - ii. Thom Rhodes.
 - iii. Samantha Goodsell.

FINANCE

16. **Monthly Financial Report.** To Approve the report for April 2024.

17. **Expenditure To Approve** signing of cheques, making electronic payments, and raising standing orders and direct debits.

a. **Electronic Payments:**

i.	Shield Maintenance (Dog Bins)	Invoice 7572	£25.99 inc VAT
ii.	Village Daffodil Planting Donation	Paid iaw FR3/4 9 April 2024	£100
iii.	ONPA Subscription	Invoice dated 5 Apr 2024	£50.00
iv.	Creative Play (PATCH repair)	Invoice 28994	£634.20 inc VAT
v.	Creative Play (PATCH repair)	Invoice 28995	£246.60 inc VAT
vi.	Climate Building Services (TSSC gen)	WHEN INVOICED	£3,632.75 plus VAT
vii.	Ecosurface Limited (Patch floor)	SO-6923 (60% upfront)	£31,434.30 plus VAT
viii.	OALC (Employment course, P Carr)	Invoice W-3287	£36.00 inc VAT
ix.	360 Landscapes (Grass cutting)	WHEN INVOICED	up to £495.00 plus VAT

b. **Standing Orders:**

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|----|------------------------|---------------|-------------------------|
| i. | Wiseserve (IT Support) | Invoice 24552 | £6.00 inc VAT per month |
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c. Direct Debit:

i.	O ² (phone service)	05928908	£19.20 inc VAT per month
ii.	One Drive Storage (7 May due d/card)	Contract	£1.99 inc VAT per month

18. To Consider / Discuss / Approve Further Financial Matters

- a. **To Approve** the Annual Governance Statement 2023/24 for signing.
- b. **To Approve** the Annual Accounting Statements 2023/24 for signing.
- c. **To Note** Shield Maintenance dog bin collection price increase of 55p per bin with effect from 1 May 2024.
- d. **To Approve** insurance renewal quotation of £1562.61 for annual cover from 1 June 2024.
- e. **To Note** cancellation of Bank Debit Card for Mrs Freeth and issue of card for Paul Carr as RFO.
- f. **To Note** receipt of the initial half-precept of £15,595.50 for 2024-25.
- g. **To Note** receipt of the initial half-grant from SODC towards the play area resurfacing project.
- h. **To note** that the 6-monthly PWLB repayment of £1,315.22 will be taken on 31 May 2024.

PLANNING

19. To Note or Consider Planning Applications

- a. **Application Reference: P23/S3277/FUL: Attington Leys Thame Road Tetsworth OX9 7DB** Demolition of existing stables and barns and erection of a replacement single storey dwelling served by the existing vehicular access. **Appeal** notification dated 19 April 2024. **(Any amendments to previous comments required by 22 May 2024).**
- b. **Application Reference: P24/S1282/LDP: Oxhouse Farm near Tetsworth OX9 7BT** Resurface and repair of existing farm yard hardstanding with concrete. **(Notification only)**

20. To Note Planning Applications Determined

- a. **Application Ref: P23/2989/HH: Laurel Cottage 15 Silver Street Tetsworth OX9 7AR** A two storey side extension and a single storey front extension. Existing garage to be demolished and new enlarged garage to be constructed. **GRANTED**
- b. **Application Ref: P24/S0904/S73: Moreton Park Moreton OX9 2HT** Removal of condition 4(vision splay dimensions) on application P23/S3835/S73 (Variation of condition 8 (landscaping) on application P23/S1179/S73 (Variation of condition 2 (approved plans) on application Ref. P21/S2114/FUL changes to layout, orientation and design of dwelling and decrease in volume (Demolition of the existing agricultural barn and the erection of a single dwelling with associated works and landscaping). **Removal of Condition GRANTED**

21. To Note Planning Applications Awaiting Decision

- a. **Application Reference: P23/S4191/FUL: Claridge Barn Chiltern View Tetsworth OX9 7AL** Conversion of stables building to three dwellings with gardens and parking.
- b. **Application Ref: P24/S0933/HH: Emerton House 64 High Street OX9 7AB** Repairs to roof, ceiling and windows at first floor. Replacement of existing modern conservatory with a new single storey extension.
- c. **Application Ref: P24/S0934/LB: Emerton House 64 High Street OX9 7AB** Repairs to roof, ceiling and windows at first floor. Replacement of existing modern conservatory with a new single storey extension.

22. Tetsworth NDP Review To Receive Steering Group progress report.

23. To Discuss Any Further Planning Issues

24. To Note any Further Planning Considerations Received after Agenda Publication

RECREATION AREAS

25. Routine Play Area, Adult Exercise Equipment and Defibrillator Inspection. To Receive report.

26. PATCH

- a. **Creative Play Repair. To Note** completion of programmed repairs on 26 April, and free-of-charge replacement of contractor-damaged beams expected in week of 28 May.
- b. **Timber Treatment. To Note** Creative Play advice that further treatment is not appropriate.
- c. **To Note** the Play Inspection Company's repeat order for the 2025 inspection.
- d. **Resurfacing Project. To Approve** Ecosurface stage payment schedule (see 17a(vii)) and installation from 3 June.

27. Adult Fitness

- a. **SODC Specialist Site Visit.** Update

28. Forest School

- a. **Activity Risk Assessments and Emergency Procedures. To Consider** holding copies of tenant documents.
- b. **To Note** production of Forest School Handbook.

COMMUNICATIONS

29. a. **SODC Corporate Plan 2024-28. To Consider** a response to 'Way Ahead' consultation closing on 14 May.
b. **South News – April 2024. To Note and Publicise** relevant items in the SODC Newsletter.
c. **Community First Oxfordshire Newsletter. To Note** articles on Community Stewardship and Connected Communities Fund recipients.
d. **D-Day Merchandise. To Consider** RBLI promotion of D-Day memorabilia.
e. **TSSC Generator Project. To Note** SSEN request for project feedback to support media publicity.
f. **South Oxfordshire Taxi Fares. To Note SODC** decision on revised maximum Hackney Carriage fares.
g. **OALC April 2024 Newsletter. To Consider** attendance At OALC AGM on 1 July and other items relevant to Tetsworth.
h. **To Note** the issue of new model NALC Financial Regulations for adoption once adapted to TPC's needs.
i. **Employment Practices. To Note** the contents of the open letter to Chairs from Katharine Keats-Rohan, to **Consider** attending the courses offered by OALC and to **Consider** signing the Civility and Respect Pledge.

VILLAGE ENVIRONMENT

30. a. **Village Green Drainage. To Note** submission of expression of interest to OCC, and **Consider** way ahead with or without OCC support.
b. **Registration of Address. To Note** Royal Mail registration of a refurbished existing dwelling and a new dwelling as 5A and 5B High Street, Tetsworth.
c. **Harlesford Solar Farm. To note** the start of construction on 6th May 2024.

31 Highways, Byways & Transport

- a. **Temporary Traffic Regulation Order. To Note** and Publicise total closure of Stoke Talmage Road from junction with A40 on 17 June for a period of up to 8 weeks for road maintenance once TTRO received. OCC have been asked to send one.
b. **OCC Community Transport Grants. To Consider** responding to 2024/25 grant scheme (closure date 12 July)

CORRESPONDENCE

32. a. **PATCH Beam Failure. To Note** resident email of 23 April notifying failure of a beam, and response. Beam now repaired.
b. **Council-run Business Questionnaire. To Consider** Community Governance degree student's SurveyMonkey request.
c. **Resident Concern over Aggressive Dog. To Note** resident request for Council action and response offering appropriate sources of advice.
33. **Items for Next Agenda Not Already Mentioned**
To Note any such items.
34. **Date of the Next Meeting**
The next meeting will be held on Monday 10th June 2024 at 1930.
35. **To Close the Meeting**
To Note time of closure.

OPEN FORUM



Paul Carr
Interim Proper Officer & RFO