

Tetsworth Parish Council

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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 15th July 2024

Members of the Public and Press are welcome to attend.

AGENDA

1. **To Elect a Chairman** following the resignation of Cllr Mossop as Chairman.
2. **To Receive the Chairman's 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 they may have in any of the items under consideration at the meeting.
5. **To Approve the Minutes of the Council Meeting held on 10th June 2024 for Signing**
6. **Public Questions**
7. **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. Land transfer to OCC and S278 agreement still pending registration of unregistered land with Land Registry as at 13 May 24. OCC to meet with school head and governors after land transfer to confirm future plans. Funding subject to bid for OCC CLL money. ONGOING
482c/21	Consider Christmas tree and outdoor decorations purchase / installation on Village Green for 2024	SR/KB	Indicative cost of surface metal frame in range of £300-500+VAT. Dimensions to be forwarded to assisting resident to obtain firm quotation. Commercial tree brochure received. ONGOING
91b/23	Monitor progress of installation of kissing gate to Oxfordshire Way on Stoke Talmage Road and Parkers Hill access points	IPO	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. 2023/24 estimate by OCC was ~£3,000 inc VAT, £2,827 earmarked. Implementation with or without road markings to be considered for FY2024/25 expenditure after decision on 20mph limit. ONGOING
201a/23	Install replacement Forest School gate	SM	Installed 19 June. See Item 22a. COMPLETE
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
30e/24	Prepare Emergency Generator publicity feedback for SSEN once installed	IPO	To be prepared after installation completion. Email enquiring about progress sent to contractor 8 th July 24. ONGOING
56/24	Invite Parish Clerk candidates for interview and advise unsuccessful candidate	IPO	Emails sent 11 June. COMPLETE
57/24	Align Financial Regulations with NALC model guidelines, adapting where needed.	IPO	PGC agreed to undertake review. To be presented in September 2024. ONGOING
61/24	Investigate implications of adopting a gov.uk internet domain address	SW	To note SLCC newsletter advice on funding and support. ONGOING

62/24	Seek contractor advice on emergency generator operating and maintenance arrangements	IPO	Awaiting completion of installation. Email enquiring about progress sent to contractor 8 th July 24. ONGOING
66b/24,66c/24,66d/24	Submit AGAR to the external auditors and post the Notice of Public Rights on the Council website and noticeboard	IPO	AGAR submitted and Notice posted 11 June. COMPLETE
66e/24	Purchase 13 th edition of Local Government Administration from SLCC	IPO	Ordered 21 June. COMPLETE
66g/24	Advise TSSC of insurance premium repayment arrangements	IPO	TSSC advised 11 June. COMPLETE
74b/24	Place order for roundabout repair with Creative Play	IPO	Order placed 11 June. COMPLETE
75b/24	Advise Free Range Foxes of availability of bark chipping for use in the Forest School.	IPO	Email sent 11 June. COMPLETE
76a/24	Book OALC Employee Appraisal training course for SM	IPO	Booking made for SM to attend on 16 Sept. COMPLETE
76i/24	Respond to the LUC survey on use of green spaces	IPO	Response submitted 11 June. COMPLETE
76j/24	Advise TSSC of SODC Everyone Active Grant Scheme	IPO	TSSC advised 11 June. COMPLETE
77a/24	Discuss Village Green ditch clearance with local farmer	IPO	ONGOING
78b/24	Invite OCC Highways Engagement Team to visit Tetsworth	IPO	Meeting arranged for 2.00pm 15 July. COMPLETE
174b/23	Investigate means of deterring unauthorized vehicle access to Village Green	CT	Variety of post and chain boundaries seen in neighbouring parishes. Need to be monitored for one year from June 2024. ONGOING
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

Councillor Reports

8. County Councillors' Reports

9. District Councillor's Report

10. Parish Councillor Reports.

Parish Council Administration

- a. Parish Clerk Appointment To Review results of interviews on 24 June 2024 and to **DECIDE** on the successful candidate.

Finance

11. Monthly Financial Report To Approve the report for June 2024.

12. Expenditure To Approve the following payments, and to **Note** the payments previously agreed as standing orders and direct debits.

a. Electronic Payments:

i.	Shield Maintenance (Dog Bins)	Invoice 7783	£33.16 inc VAT
ii.	360 Landscapes (Grass cutting - May)	Invoice SI-10854 (paid iaw min 18a(ix))	£396.00 inc VAT
iii.	OALC (Appraisal training)	Invoice W-3339	£36.00 inc VAT
iv.	Wilson Property Care (Material supply)	Invoice 220 *	£105.00
v.	Wilson Property Care (Gate furniture)	Invoice 224 **	£75.00
vi.	EcoSurface (PATCH resurfacing balance)	Invoice 9662 (paid iaw min 18a(vii)/24)	£25,147.44 inc VAT
vii.	SLCC (Local Council Admin book)	Invoice ORD509684 (paid iaw min 66e)	£137.00
viii.	SLCC (Local Council Admin book delivery)	Invoice ORD509684 (paid iaw FR3/4)	£5.40 inc VAT
ix.	360 Landscapes (Grass cutting - June)	Invoice SI-10855	£396.00 inc VAT

b. Standing Orders:

i.	Wiseserve (IT Support)	Invoice 25444	£6.00 inc VAT per month
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c. Direct Debit:

i.	O ² (phone service)	05928908	£20.88 inc VAT per month
ii.	Microsoft (One Drive Storage)	Contract	£1.99 inc VAT per month

d. Bank Debit Card:

- i. None.

(* Urgent work order for material required for play area equipment repair during resurfacing. ** Urgent work order for fittings required during installation to ensure security of gate when both open and closed. Both agreed by telecon SM/PC)

13. To Consider / Discuss / Approve Further Financial Matters

- a. **Marie Curie Charity. To Consider** making a donation.
- b. **Budget Line Transfer. To Approve** transfer of £141.50 (unbudgeted purchase and delivery of Local Council Admin book) from Clerk's Salary budget line to Office line.
- c. **Payments due August 2024. To Approve** the following regular payments due during August 2024, subject to their being for the amounts shown in Item 12 or less, upon receipt of invoices: Shield Group, 360 Landscapes, Wiseserve, O2 and Microsoft. Payment of the final generator installation payment covered by existing minute references 279/23 & 253a/23.
- d. **Senior Citizens' Christmas Party. To Consider Approval** of a grant request for £480 for 2024 event.
- e. **PATCH Artificial Surface Insurance. To Consider** implications in Council insurance policy. Insurers consulted 3 Jul 24.
- f. **SODC Grant for PATCH Artificial Surface. To Note** receipt of balance of grant awarded. Application submitted 28 Jun 24, payment expected 5 Jul 24 but still awaited. Email enquiry sent 8 Jul 24.
- g. **VAT Reclaim. To Note** submission of reclaim for Jun 24.
- h. **TSSC Insurance. To Note** repayment schedule for 2024/25.

Planning

14. To Note or Consider Planning Applications None.

15. To Note Planning Applications Determined None.

16. 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/S1445/HH: Mounthill Farm 19 High Street Tetsworth OX9 7AD** Demolition of existing unstable outbuilding and replacement with a 2-bay car port with a log store.

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

18. To Discuss Any Further Planning Issues

- a. **Lewknor/Postcombe Solar Farm. To Note** progress of potential Planning Application.

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

Recreation Areas

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

21. PATCH

- a. **Resurfacing Project. To Note** completion of Ecosurface implementation of replacement surface.
- b. **Roundabout Repair. To Note** that Creative Play's repair is scheduled for w/c 12 Aug 24.
- c. **Replacement Fencing Project. To Consider** options for metal railings.

22. Forest School

- a. **Gate Signs and Fittings. To Approve** text and purchase of proposed signage.

Communications

23.
 - a. **SODC Green Infrastructure and Open Spaces Survey. To Note** the Council's responses
 - b. **Parish Transport Representative Meeting. To Consider** attending meeting on 16 July.
 - c. **Traffic-Sensitive Streets Review Consultation. To Discuss** and **Approve** a response.
 - d. **OALC AGM, 15 July. To Note** Council enquiry re proxy voting due to meeting conflict. This is not permitted.
 - e. **OALC June 2024 Newsletter. To Note** items of relevance to Tetsworth.
 - f. **Mobile Post Office. To Note** and **Publicise** withdrawal of Tetsworth service from 28 August 2024.
 - g. **OCC Climate Change Survey. To Publicise and Consider** a Council response. The survey asks about knowledge of the climate crisis and actions that we could take to reduce carbon emissions and adapt, and will be used to develop an engagement plan.
 - h. **OCC Information Update. To Note** and **Publicise**.

Village Environment

24.
 - a. **Golf on Village Green. To Support** TSSC concern over golf practice on Village Green.
 - b. **Overhanging Trees, Parkers Hill. To Discuss** responsibility for maintenance.

Highways, Byways & Transport

25. a. **Highway Engagement Team at Oxfordshire County Council. To Report** issues discussed during team visit on 15 July.
b. **HGV Traffic Complaints. To Note** resident's complaints of speeding HGV traffic along the A40 High Street, and action taken so far. To **Consider** further action should the problem continue following complaints to Harlesford Solar Farm contractor and OCC Highways.

Correspondence

26. a. None received.

27. Items for Next Agenda Not Already Mentioned

To Note any such items.

28. Date of the Next Meeting

The next meeting will be held on **Monday 9th September 2024 at 1930.**

29. To Close the Meeting

To Note time of closure.

Open Forum



Paul Carr
Interim Proper Officer & RFO