

**Tetsworth Parish Council**

Paul Carr

Interim Proper Officer and RFO

Tel: 07523 907741

Email: clerk@tetsworthparishcouncil.co.uk

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To all members of Tetsworth Parish Council  
You are summoned to attend the Parish Council meeting as detailed below  
In Tetsworth Memorial Hall  
**on Monday 11<sup>th</sup> November 2024 at 7.30pm**

Members of the Public and Press are welcome to attend

**AGENDA**

1. **Apologies for Absence**
2. **To Receive Declarations of Interest**  
Members are asked to declare any personal interest and the nature of that interest they may have in any of the items under consideration at this meeting.
3. **To Approve the Minutes of the Extraordinary Council Meeting held on 23<sup>rd</sup> September 2024 for Signing**
4. **To Approve the Minutes of the Council Meeting held on 14<sup>th</sup> October 2024 for Signing**
5. **Public Questions**
6. **Update of Actions List**

<b><u>Ref.</u></b>	<b><u>Item Requiring Action</u></b>	<b><u>Resp</u></b>	<b><u>Action/Progress</u></b>
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. Land transfer to OCC and S278 agreement awaiting registration of unregistered land with Land Registry as at 15 July 24. OCC will meet with school head and governors after land transfer to confirm future plans. <b>ONGOING</b>
482c/21	Arrange installation of decorated Christmas tree on Village Green for 2024.	SR	Allocation of up to £300 + VAT for metal frame purchase <b>Approved Unanimously</b> on 14 Oct 24. Order to be placed for construction of metal support frame with identified manufacturer. <b>ONGOING</b>
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. Continuing delay may be due to OCC Countryside Access staff shortage. <b>ONGOING</b>
317b/23	Access roadway/track – A40-Marsh End-TSSC-Spencers Farm and Sewage Disposal Works	IPO	Continuing delay in resolution may be due to OCC Countryside Access and Highways staff. OCC Countryside Access Officer has asked Highways colleague to make site visit. OCC action last prompted by email exchange 9 Apr 24. <b>ONGOING</b>
392d/23	War Memorial cleaning.	TPC	Commercial cleaning option on hold. Self-help cleaning by TPC personnel planned ahead of 2024 Remembrance event. <b>ONGOING</b>
30e/24	Prepare Emergency Generator publicity feedback for SSEN once installed	IPO	Installation completed. Publicity feedback preparation in hand. <b>ONGOING</b>
61/24	Investigate implications of adopting a gov.uk internet domain address	IPO	Wiseserve were consulted but need process in place first. Online meeting with Government Domains Dept 4 Nov. Guidance pack emailed. Research to be carried out in line with this advice. <b>ONGOING</b>
62/24	Seek contractor advice on emergency generator operating and maintenance arrangements	IPO	PDF copy of instructions awaited from TSSC. Demonstration to TPC being arranged. Fuel and container being obtained by TSSC; invoices being forwarded to TPC. <b>ONGOING</b>
77a/24	Discuss Village Green ditch clearance with local farmer	IPO	2017 land ownership statement may place responsibility with registered landowner. TSSC advised. <b>ONGOING</b>
105a/24	Prepare 'letters of thanks' to organisations providing grants for PATCH resurfacing project	IPO	Preparation in hand. <b>ONGOING</b>
105c/24	Arrange PATCH site visits with potential metal fencing contractors to establish specification and quotations	SM	Some quotations received for metal fencing. Options broadened to include supplier of robust wooden fencing. <b>ONGOING</b>
139a/24	Identify and seek permission for 'Cool Spaces'	IPO	Tetsworth PCC has agreed to the Church being used as a 'Cool Space' during extremely hot weather. Both this and the use of the Red Lion as a 'Warm Space' to be added to the Emergency Plan. See Agenda Item 11. <b>COMPLETE</b>
139c/24	Grass Cutting Contract. Review the areas under contract and invite contractors to tender.	IPO	360° Landscapes and RJ Groundcare Ltd quotations received. <b>COMPLETE</b>

139f/24	Land Ownership - To make a Land Registry enquiry regarding the ownership of the pond behind the High Street.	IPO	<b>ONGOING</b>
167c/24	Make donation of £200 to South and Vale Citizens' Advice	RFO	Payment of grant actioned 15 Oct. <b>COMPLETE</b>
172/24	Submit response to Regulation 19 consultation to support draft Joint Local Plan 2041	IPO	'Nil Return' submitted 15 Oct. <b>COMPLETE</b>
176/24	Incorporate OCC Flooding Advice into Emergency Plan	IPO	Posted on website as addendum to Emergency Plan, see also Item 11. <b>COMPLETE</b>
177/24	Order replacement bench and fixing bolts at cost of £570 plus VAT and £172 carriage	IPO	Order placed. <b>COMPLETE</b>
178/24	Investigate option of locating a salt bin on Judds Lane	IPO	Proposal approved by OCC 29 Oct. Application form submitted 31 Oct. <b>COMPLETE</b>
179/24	Investigate cost of sandbag purchase as a flood protection asset	IPO	Quotation of 53p each (48p with a trade account) including VAT, with a minimum order of 25 bags. To <b>DECIDE</b> on purchase. <b>ONGOING</b>
181/24	Press BT Openreach to repair distribution cabinet	IPO	Discussed with Openreach who are awaiting electrical repair inside cabinet. <b>ONGOING</b>
182/24	Respond to OCC about preservation of Route 127 bus service	IPO	Response submitted 15 Oct. <b>COMPLETE</b>
184/24	Advise OCC of proposed amendment to align south-eastern boundary of 20mph speed limit with the 30mph VAS	IPO	Response submitted 15 Oct. <b>COMPLETE</b>
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. <b>ONGOING</b>
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. <b>ON HOLD</b>
392d/23	War Memorial cleaning. Obtain quotations and submit grant request to War Memorial Trust.	SM/TPC	Quotations to clean & reinstate lettering £1,250, and 2 for cleaning only £1,950 and £820. War Memorial Trust grant application <b>ON HOLD</b> .
592a/21	Seek further advice from OCC Highways on High Street pedestrian crossing design / siting solutions.	IPO	OCC advice that proposed 20mph limit might allow the assessment of the crossing's suitability to be reconsidered. <b>ON HOLD</b>

## **Councillor Reports**

7. **County Councillors' Reports**
8. **District Councillor's Reports**
9. **Parish Councillors' Reports**

## **Parish Council Administration**

10. **Parish Clerk Appointment.** To Discuss options for recruitment to vacant post.
11. **Emergency Plan.** To Approve the updated plan.

## **Finance**

12. **Monthly Financial Report.** To Approve the report for October 2024.
13. **Expenditure:** To Approve the following payments and to Note those payments paid as previously agreed as standing orders and direct debits. Notes: \* paid iaw minute 167c/24, \*\*paid iaw minute 166a(vi) – amount reduced as it is salary-based and the IPO is unpaid, \*\*\* VAT not reclaimable as supplier paid direct, \*\*\*\* paid iaw contract.

### **a. Electronic Payments'**

i.	Shield Maintenance	Dog Bin Emptying	Invoice 8161	£33.16 inc VAT
ii.	<i>Sth &amp; Vale Citizens Advice</i>	<i>Donation</i>	*	£200.00 no VAT
iii.	Creative Play	Equipment Repair	Invoice 30072	£339.00 inc VAT
iv.	SLCC	Ann membership	MEM251246-1 **	£75.00 no VAT
v.	A Bottone	Gen Fuel and Can	***	£21.99
vi.	S Cox	Clerk salary Aug/Sep	Inv 015 ****	£1,666.90

### **b. Standing Orders (Monthly):**

i.	Wiserve	IT Support	Invoice xxxxx	£6.00 inc VAT
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c. **Direct Debits (Monthly):**

i.	O <sup>2</sup>	Phone Service	05928908	£20.88 inc VAT
ii.	Microsoft	One Drive Storage	82322662943	£1.99 inc VAT

14. **Receipts:** To note the following receipts:

a.	Miss T De'Ath N Waters	Wayleave payment	£100.00
b.	TSSC	Insurance repayment	£52.36

15. **To Consider / Discuss / Approve Further Financial Matters**

- a. **2025/26 Budget. To Consider** budget proposal.
- b. **Harlesford Solar Farm. To Consider** Community Benefit financial options.
- c. **War Memorial Bench. To Discuss** replacement cost recovery and location of new bench.
- d. **Clerk NI Payment. To Note** requirement to make final payment of employer's contribution.
- e. **Howe Trust Wheatley. To APPROVE** a donation of £100.
- f. **Annual CIL Declaration for FY23/24. To NOTE** submission of the return.
- g. **Lloyds Bank. To NOTE** change of account to a Community Account from 1<sup>st</sup> Jan 25, with accompanying account charge of £4.25pm (this is 50% of the charge for a Business Account from that date).

**Planning**

16. **To Note or Consider Planning Applications**

- a. **Application Reference: P24/S1717/S73: Harlesford Farm near Tetsworth Oxfordshire OX9 7BX.** Variation of conditions 2 (Site Location and Development Zones Plan), 4 (Details and Layout of Proposed Infrastructure), 5 (Landscape Specification Plan), 6 (Landscape Maintenance and Management Plan), 7 (Arboricultural Method Statement), 8 (Construction Environmental Management Plan-Biodiversity), 9 (Biodiversity Enhancement Plan), 10 (Ecological Buffer Zones), 11 (Archaeological Field Evaluation), 12 (Written Scheme of Investigation), 13 (Programme of Archaeological Evaluation), 14 (Construction Traffic Management Plan), 15 (Detailed Surface Drainage Scheme) and 18 (Flood Risk Assessment) pursuant to planning permission reference P20/S3245/FUL. (The construction and operation of a solar photovoltaic farm and associated infrastructure, including inverters, substation compound, security cameras, fencing, access tracks and landscaping). **(Consultation closes 23 Nov 24).**
- b. **Application Reference: P24/S3144/O: Land at High Street Tetsworth OX9 7AU.** Outline planning application for the erection of up to 50 dwellings with public open space, landscaping, sustainable urban drainage system (SuDs) and the principal means of vehicular access from High Street. All matters reserved except for means of access. **(Consultation closes 21 Nov 24).**
- c. **Application Reference: P24/S3254/LDP: The Bungalow Judds Lane Tetsworth OX9 7FA.** New Garden Room. **(Link down, consultation closes ???).**
- d. **Application Reference: P24/S3264/DIS: Horseshoe House Stoke Talmage Road Tetsworth OX9 7BU.** Discharge of conditions 3 (Surface Water Drainage Scheme), 4 (Foul Water Drainage Scheme) & 5 (Materials) on planning application P20/S4389/FUL. (Erection of a new dwelling and the removal of the existing dwelling). **To Note**

17. **To Note Planning Applications Determined**

18. **To Note Planning Applications Awaiting Decision**

- a. **Application Reference: P23/S4191/FUL: Claridge Barn Chiltern View Tetsworth OX9 7AL** Conversion of stable building to three dwellings with gardens and parking.

19. **Tetsworth NDP Review To Receive** Steering Group progress report.

20. **To Discuss any Further Planning Issues**

21. **To Note any Further Planning Considerations Received after Agenda Publication**

**Recreation Areas**

22. **PATCH. To Receive** Play Area, Adult Exercise Equipment and Defibrillator Inspection reports.
23. **Forest School To Note** SODC enquiry and response over facility management arrangements.

**Village Environment**

24. **Dog Walking Signs. To Note** TVP plan to place 'Responsible Dog Exercising' signs round Village Green.

25. **A40 Footpath. To Note** resident request to OCC to undertake pathway clearance.
26. **Tree Planting. To Consider** the proposal to plant trees on TPC-managed open spaces under 'Nature Recovery' grant arrangements.
27. **Possible Salt Spreader Purchase. To Consider** options for purchase, storage and operation of winter salt spreader machine.
28. a. **2025/28 Grass Cutting Contract. To Approve** placement of contract.  
b. **PATCH Leaf Clearance. To Approve** 360° Landscapes quotation for 2025/28.

### **Highways, Byways & Transport**

#### **Communications**

29. **Street Trading Policy. To Consider** responding to SODC survey. (Closes 26 Nov)
30. **TSSC Building Maintenance. To Note** reply to TSSC question on responsibility under terms of lease.
31. **Digital Infrastructure for South Oxfordshire. To Consider** Webinar content.
32. **Council Tax. To Consider** and **Publicise** SODC survey on long-term empty property charges. (Closes 26 Nov)
33. **Repair Cafés. To Note** publicity of alternative to disposal of repairable equipment.
34. **School Applications for Reception 2025. To NOTE** publication of OCC poster.
35. **Thame Community Transport Service. To CONSIDER** request from resident for an annual contribution to enable the TCTS scheme to be extended to include Tetsworth.
36. **Open Spaces Society. To NOTE** training courses on "Protecting Commons, Greens and Open Spaces" on Tue 1/Wed 2 April and Tue 14/Wed 15 October 2025.
37. **AGE UK. To NOTE** publicity of Age UK's new partnership with SGN, aimed at providing essential support to older people and their carers, to ensure that they can stay safe and warm in their homes.

#### **Items for Next Agenda Not Already Mentioned**

38. **To Note** any such items.

**Date of the Next Meeting** The next meeting will be held on 9<sup>th</sup> December 2024 at 7.30pm.

**To Close the Meeting.** **To Note** the time of closure.

#### **Open Forum**



Paul Carr  
IPO and RFO