

Tetsworth Parish Council

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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 9th December 2024 at 7.30pm**

Members of the Public and Press are welcome to attend

AGENDA1. **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 Council Meeting held on 11th November 2024 for Signing**4. **Public Questions** None notified.5. **Update of Actions List**

<u>Ref.</u>	<u>Item Requiring Action</u>	<u>Resp</u>	<u>Action/Progress</u>
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 Jul 24. KG had asked OCC solicitor for update 7 Nov 24. OCC will meet with school head and governors after land transfer to confirm future plans. ONGOING
482c/21	Arrange installation of decorated Christmas tree on Village Green for 2024.	SR	Metal support frame ordered and being manufactured. Tree identified. Invoice payment, tree installation, decoration purchase and installation and frame storage to be arranged. 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. OCC Countryside Access officer appointed. General footpaths site visit to be arranged. ONGOING
317b/23	Access roadway/track – A40-Marsh End-TSSC-Spencers Farm and Sewage Disposal Works	IPO	Continuing delay in resolution last prompted 9 Apr 24. OCC Countryside Access officer appointed. General footpaths site visit to be arranged followed by further liaison with OCC Highways staff. ONGOING
30e/24	Prepare Emergency Generator publicity feedback for SSEN once installed	IPO	Installation completed. Publicity feedback preparation in hand. ONGOING
61/24	Investigate implications of adopting a gov.uk internet domain address	IPO	Indicative costs considered by TPC, 11 Nov 24. Registration with Government Domains Dept Approved Unanimously . Cost quotation for email addresses, website hosting and data storage received. Consideration of implementation at Agenda Item 12. COMPLETE
62/24	Seek contractor advice on emergency generator operating and maintenance arrangements	IPO	PDF copy of instructions received from TSSC. Demonstration to TPC being arranged. ONGOING
77a/24	Discuss Village Green ditch clearance with local farmer	IPO	2017 land ownership statement may place responsibility with registered landowner. TSSC consulted landowner, who confirms known ownerships of the ditch and declines responsibility. ONGOING
105a/24	Prepare 'letters of thanks' to organisations providing grants for PATCH resurfacing project	IPO	Emails thanking National Lottery, Couzens Bequest and SODC sent 16 Nov 24. COMPLETE
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. ONGOING
139f/24	Land Ownership - To make a Land Registry enquiry regarding the ownership of the pond behind the High Street.	IPO	Title plans for surrounding properties obtained. See Item 14d for payments under FR5.15. None include the pond. ONGOING
178/24	Investigate option of locating a salt bin on Judds Lane	IPO	OCC agreed to place bin adjacent to school car park in Judds Lane. Monitor progress. ONGOING
179/24	Investigate cost and purchase sandbags as a flood protection asset	IPO	Purchase of 100 bags Approved Unanimously , 11 Nov 24. Order placed 12 Nov 24; bags delivered 14 Nov 24. COMPLETE

181/24	Press BT Openreach to repair distribution cabinet	IPO	Openreach acknowledge issue unresolved since 2021. Understand electrical repair inside cabinet is holding factor. Progress being chased, but repair plans still outstanding. ONGOING
207/24	Send Parish Clerk vacancy advertisement to OALC for publication	IPO	Forwarded to OALC 12 Nov 24. COMPLETE
212b/24	Ask Harlesford Solar Farm Co whether Community Benefit decision is time limited	IPO	Email to contractor 12 Nov 24. Superseded by Item 16d below. COMPLETE
219/24	Contact Ecosurface ref weeds on PATCH synthetic surface	SM	Ecosurface advise that growth on the surface can be expected and can be removed by hand. COMPLETE
225/24 & 226/24	Place combined grass cutting/patch leaf clearing contract for 2025/28 with 360° Landscapes and advise unsuccessful tenderer.	IPO	Contractors advised 12 Nov 24. Signed contracts exchanged with 360° Landscapes 15 Nov 24. COMPLETE
228/24	Respond to SODC Street Trading survey	CT	
234/24	Investigate possible extension of Thame Community Transport Service to Tetsworth	IPO	Organiser contacted 12 Nov. Awaiting information on projected annual contribution. ONGOING
592a/21	Seek further advice from OCC Highways on High Street pedestrian crossing design / siting solutions.	IPO	20mph limit might allow the assessment of the crossing's suitability to be reconsidered. See Item 29 below. COMPLETE
174b/23	Investigate means of deterring unauthorized vehicle access to Village Green	CT	Variety of post and chain boundaries seen in neighbouring parishes. Assess need in June 2025. 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

Councillor Reports

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

Parish Council Administration

10. Parish Clerk Appointment. To Approve the appointment of Victoria Nuthall as Tetsworth Parish Clerk and RFO with effect from 1 January 2025.
11. Internal Financial Control Statement. To Receive the statement.
12. Implementation of .gov.uk Domain Name. To Consider Parish Online Support's quotation of £315+VAT annual subscription for service registration, transfer and maintenance, and £42+VAT per year for cloud data storage.

Finance

13. Monthly Financial Report. To Approve the report for November 2024.
14. Expenditure: To Approve the following payments (**Note** *italics show payments already made: * iaw minute 177/24, ** clarifies minute 210a(v)/24, *** iaw minute 212e/24, **** iaw minute 179/24, " iaw FR5.15*) and **Note** those payments paid as previously agreed as standing orders and direct debits.

a. Electronic Payments'

i.	Shield Maintenance	Dog Bin Emptying	Invoice 8267	£33.16 inc VAT
ii	<i>Broxap</i>	<i>Bench + Carriage</i>	<i>Invoice 0000325848 *</i>	<i>£890.40 inc VAT</i>
iii	<i>TSSC</i>	<i>Oil Container</i>	<i>Invoice 0015 TSSC **</i>	<i>£21.99 inc VAT</i>
iv.	<i>Howe Trust (Wheatley)</i>	<i>Xmas Hamper donation</i>	<i>None ***</i>	<i>£100.00</i>
v.	<i>HMRC</i>	<i>Employer's NI</i>	<i>Paid iaw Clerk Contract</i>	<i>£136.89</i>
vi.	<i>HMRC</i>	<i>Employee's PAYE/NI</i>	<i>Paid iaw Clerk Contract</i>	<i>£295.20</i>

b. Standing Orders (Monthly):

i.	Wiseserve	IT Support	Invoice 27649	£6.00 inc VAT
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c. Direct Debits (Monthly):

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

d. Debit Card:

i.	<i>Travis Perkins</i>	<i>100 sandbags</i>	<i>WEB170726841 ****</i>	<i>£52.80 inc VAT</i>
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ii.	GOV.UK	Title Plan	1000006565890 "	£3.00
iii.	GOV.UK	Title Plan	1000006565938 "	£3.00
iv.	GOV.UK	Title Plan	1000006565986 "	£3.00
v.	GOV.UK	Title Plan	1000006566014 "	£3.00
vi.	GOV.UK	Title Plan	1000006566040 "	£3.00
vii.	GOV.UK	Title Plan	1000006566079 "	£3.00

15. **Receipts:** To Note the following receipts:

a.	TSSC	Insurance repayment		£52.36
b.	S Cox	PAYE/NI recovery	Invoice 001SC	£295.20

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

- Strategic Reserve.** To **Approve** the transfer of £4,000 from unspent clerk salary to restore reserves to 3-4 months expenditure level.
- 2025/26 Budget.** To **Approve** draft budget proposal.
- 2025/26 Parish Precept.** To **Approve** draft Precept Request proposal for submission.
- Harlesford Solar Farm.** To **Consider** Community Benefit financial options and to **Approve** one option.
- PWLB Loan Repayment.** To **Note** collection of PWLB loan repayment of £1,315.22 on 2 Dec 24.
- Oxfordshire Mind.** To **CONSIDER** the donation request from Oxfordshire Mind.
- Senior Citizens' Christmas Party.** To **Consider** disposal of residual funds granted by TPC.

Planning

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

- None notified.

18. **To Note Planning Applications Determined**

- Application Reference: P24/S3254/LDP: The Bungalow Judds Lane Tetsworth OX9 7FA.** New Garden Room. APPROVED.

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

- Application Reference: P23/S4191/FUL: Claridge Barn Chiltern View Tetsworth OX9 7AL** Conversion of stable building to three dwellings with gardens and parking (additional noise survey received 22nd March 2024 and revised certificate of ownership received 2 April 2024 and additional rights of way, heritage and surfacing information as shown on documents received 3rd September 2024 and addition of acoustic barrier and revised acoustic report waste management information as shown on amended and additional documents received 6th November 2024).
- 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).
- 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.
- 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).

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

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

- Oxfordshire County Council's Local List of Information Requirements for Validation of Planning and Related Applications.** To Note proposed update. (Consultation closed 2 Dec 24).

- b. **Toll Lodge Farm.** To **Note** SODC Enforcement staff progress report.
- c. **SODC Planning Training October 2024.** To **NOTE** the contents of the training presentation.

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

Recreation Areas

- 23. **PATCH.** To **Receive** Play Area, Adult Exercise Equipment and Defibrillator Inspection reports.
- 24. **DofE Award Candidate Report** To **Note** submission of silver DofE volunteering report on completion of the candidate's PATCH and war memorial weeding work.

Village Environment

- 25. **War Memorial Bench.** To **Decide** on new location for installing replacement bench. Possible bin relocation by bus-stop being discussed with SODC.
- 26. **Tree Planting.** To **Consider** tree planting on publicly-accessible land with possible support from biodiversity grant schemes.

Highways, Byways & Transport

- 27. **20mph Speed Limit.** To **Note** OCC approval and implementation of 20mph speed limit in Tetsworth.
- 28. **VAS replacement.** To **Consider** replacement of VAS 30mph signs with 20mph signs.
- 29. **High Street Pedestrian Crossing.** To **Consider** seeking further OCC advice following implementation of 20mph speed limit.
- 30. **A40 Footpath.** To **NOTE** resident enquiry of OCC re clearance of footpath towards Milton Common.

Communications

- 31. **SSEN Toolkit for Residents.** To **Publicise** and **Note.**
- 32. **OCC Support for keeping residents warm during colder months.** To **Publicise** and **Note.**
- 33. **TVP Police & Crime Commissioner's Survey.** To **Consider** responding to the ongoing police priorities survey (closure 3 Jan 25).
- 34. **SODC Services over Christmas and the New Year.** To **NOTE** publicity of the services available.
- 35. **HM Prison & Probation Service survey.** To **Consider** responding to the survey on unpaid work, also known as 'community payback'.
- 36. **Christmas Tree Collection Point.** To **NOTE** SODC correspondence re provision of/collection from such a point and to **Discuss** a possible location in Tetsworth.
- 37. **Flooding in Tetsworth.** To **NOTE** correspondence from a resident and to **DISCUSS** what help to Council can provide.
- 38. **OALC Newsletter.** To **NOTE** the contents of the November newsletter, particularly the 2.5% pay award backdated to April 1st.

Items for Next Agenda Not Already Mentioned

- 39. To **Note** any such items.

Date of the Next Meeting The next meeting will be held on Monday 13th January 2025 at 7.30pm.

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

Open Forum



Paul Carr
Interim Proper Officer and RFO