

**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 13<sup>th</sup> January 2025 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 Council Meeting held on 9<sup>th</sup> December 2024 for Signing**4. **Public Questions**5. **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 at Land Registry, now anticipated by 23 Oct 25. 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/SM	Tree erected and decorated 14 Dec 24. <b>COMPLETE</b>
91b/23	Monitor progress of installation of kissing gate to Oxfordshire Way on Stoke Talmage Road and Parkers Hill access points	IPO	Installation of east side and Parkers Hill gates being arranged by OCC Countryside Access officer with Chiltern Society volunteer group. <b>ONGOING</b>
317b/23	Access roadway/track – A40-Marsh End-TSSC-Spencers Farm and Sewage Disposal Works	IPO	Visited by OCC Countryside Access officer 11 Dec 24. Concrete section considered to be classified as Bridleway and of acceptable standard. If considered to be in need of repair by permitted vehicular users, responsibility lies with them. <b>COMPLETE</b>
30e/24	Prepare Emergency Generator publicity feedback for SSEN once installed	IPO	Installation completed. Publicity feedback (photo with generator, Councillors and TSSC committee members) required. <b>ONGOING</b>
62/24	Seek contractor advice on emergency generator operating and maintenance arrangements	IPO	PDF copy of instructions received from TSSC. Demonstration to TPC to be arranged. <b>ONGOING</b>
77a/24	Discuss Village Green ditch clearance with local farmer	IPO	Village Green landowner declined responsibility. TPC has the power to commission work. Local resident with appropriate equipment to be approached in collaboration with TSSC. <b>ONGOING</b>
105c/24	Arrange PATCH site visits with potential metal fencing contractors to establish specification and quotations	SM	Quotations received for metal fencing. Less expensive quotation for more robust wooden fencing £9,400+VAT. Illustrations to be obtained for consideration at 13 Jan 25 meeting. Agenda Item 21b refers. <b>ONGOING</b>
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. None include the pond. Further enquiries being made with Thames Water. <b>ONGOING</b>
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. <b>ONGOING</b>
212b/24	Ask Harlesford Solar Farm Co whether Community Benefit decision is time limited	IPO	Email to contractor 12 Nov 24. No limit ahead of site 'going live', expected Q2 2025. <b>COMPLETE</b>
228/24	Respond to SODC Street Trading survey	CT	In hand. <b>ONGOING</b>
234/24	Investigate possible extension of Thame Community Transport Service to Tetsworth	IPO	Organiser contacted 12 Nov 24. Awaiting information on projected annual contribution. <b>ONGOING</b>
250/24	Contract Parish Online Support to implement IT transfer to .gov.uk domain	IPO	Request made 10 Dec 24. Procedure commenced by Parish Online. Landscape pictures of Tetsworth and of Councillors to be provided in due course. Item 9 refers for progress. <b>COMPLETE</b>

250/24	Terminate IT support arrangements with Wiserserve/QuickFixIT once .gov.uk transfer implemented	IPO	Awaiting confirmation of successful transfer to .gov.uk domain name. <b>ONGOING</b>
254c/24	Submit Parish Precept Request to SODC	IPO	Submitted 10 Dec 24. <b>COMPLETE</b>
254f/24	Make donation of £100 to Oxfordshire Mind	RFO	Donation made 10 Dec 24. <b>COMPLETE</b>
254g/24	Advise Senior Citizens Christmas Party to return residual grant funds to TPC	IPO	£67.63 refunded, 11 Dec 24. <b>COMPLETE</b>
263/24	Engage contractor to install replacement War memorial bench at bus stop. Arrange reimbursement of purchase/installation costs from resident once installed.	IPO	Local contractor tasked with installation 10 Dec 24. SODC waste services confirm removal of the adjacent bin in the near future. Agenda Item 22 refers. <b>ONGOING</b>
266/24	Order 20mph replacement VAS – like-for-like at ~£8,000.	IPO	Westcotec contacted 10 Dec 24 with replacement plan. No trade-in or resale options for old signs available. <b>ONGOING</b>
267/24	Seek OCC Highways further advice on a High St pedestrian crossing	IPO	Email request sent 10 Dec 24. OCC Highways response 11 Dec 24 to be considered at Agenda Item 24. <b>COMPLETE</b>
271/24	Submit response to TVP P&CC survey	IPO	Response submitted 10 Dec 24. <b>COMPLETE</b>
273/24	Submit response to HM Prisons & Probation Service survey	IPO	Response submitted 10 Dec 24. <b>COMPLETE</b>
274/24	Seek TSSC agreement to Christmas tree collection point, notify SODC and publicise	IPO	Site on TSSC carpark agreed and publicised. <b>COMPLETE</b>
275/24	Write to Thames Water, SODC Environmental Health and OCC Highways concerning village drainage and flooding issues	IPO	Preparation of correspondence in hand. <b>ONGOING</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>

## Councillor Reports

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

## Parish Council Administration

9. **Implementation of .gov.uk Domain Name.** To Note progress on Parish Online Support's registration and transfer of Council online services.
10. **Council Asset Register.** To Approve updated Asset Register for signing.

## Finance

11. **Monthly Financial Report.** To Approve the report for December 2024.
12. **Expenditure:** To Approve the following payments (*Note italics show payments already made: \* iaw minute 254f/24; \*\*iaw minute 244(482c/21)/24 and FR5.15*) and Note those payments paid as previously agreed as standing orders and direct debits. \*\*\* expected to be £250.00 + VAT but TBC, up to £300.00 + VAT approved by minute 157(482c/21)/24.

### a. Electronic Payments

i.	Shield Maintenance	Dog Bin Emptying	Invoice 8364	£33.16 inc VAT
ii.	Wiserserve	Domain	Invoice 28259	£117.69 inc VAT
iii.	Howard Engineering	Christmas Tree Stand	Invoice TBC ***	£300.00 plus VAT
iv.	Parish Online	Website/email service	Invoice 38UD071-0001	£258.00 inc VAT
v.	Oxfordshire Mind	Donation	*	£100

### b. Standing Orders (Monthly):

i.	Wiserserve	IT Support	Invoice 28082	£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

d. **Debit Card:**

i.	Haddenham Garden Centre	Christmas Lights	A000000031010 **	£34.99 INC vat
ii.	Screwfix	Power cable/box	A20110846317 **	£93.98 INC vat

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

a.	Tetsworth OAP Party	S137 Grant Refund		£67.63
b.	TSSC	Insurance repayment		£52.36
c.	SSEN	Wayleave	TETSWPC	£62.88

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

- Christmas Tree Base/Lights Insurance.** To Note addition of Christmas tree support and light equipment to Council insurance policy at no additional premium.
- External Audit Timeline for 2024/25.** To Note timeline and requirements issued by Moore on 12 Dec 24.
- Harlesford Solar Farm Community Benefit financial options.** To **DECIDE** which of the available options to accept.
- VAT Return.** To **NOTE** submission of the VAT return for the period 1 Jun 24 to 31 Dec 24.

**Planning**

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

- Application Reference: P23/S4191/FUL: Claridge Barn Chiltern View Tetsworth OX9 7AL.** Revised acoustic barrier shown on amended plans (Amendment 5) received 6th December 2024. (*No consultation period stated*).
- Application Reference: P24/S3558/FUL: Manor Farm Access Track to Manor Farm near Tetsworth OX9 7AY.** Replacement of two farmhouses self-build on their existing sites. (*Consultation extended to 14 Jan 25*).
- Application Reference: P24/S3880/LDE: 8 Swan Gardens, Tetsworth OX9 7BN.** Erection of free standing garden room on raised platform in rear garden. (*Consultation extended to 14 Jan 25*).
- Application Reference P24/S3982/DIS: Dodwells Solar Farm Land north of the A40.** Discharge of conditions 4 (Final Layout and Equipment Details), 6 (Archaeology Written Scheme of Investigation), 7 (Implementation of Programme of Archaeological Work), 8 (Sustainable Drainage Scheme), 9 (Construction Traffic Management Plan), 10 (Landscaping Scheme and Implementation), 11 (Landscape and Biodiversity Management Plan), 12 (Tree Protection Measures), 13 (Biodiversity Enhancement Plan), 14 (Construction Environment Management Plan for Biodiversity) on planning application P21/S3915/FUL (Installation and operation of a Solar Farm together with all associated works, equipment and necessary infrastructure).

16. **To Note Planning Applications Determined**

- Application Reference P24-S3886-T28. Harlesford Farm Stoke Talmage Road Tetsworth OX9 7AR.** Remove the existing 15m phase 4 pole and replace with a 17.5m phase 5 pole, swap a cabinet together with all associated ancillary equipment. **Permission Granted.**
- 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). **Conditions partially discharged.**

17. **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).

c. **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.

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

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

a. **Joint Local Plan 2041. To Note** submission of draft plan for examination by Planning Inspectorate and **Note** policies applicable to Tetsworth. See:

[Joint Local Plan 2041 Examination Library - South Oxfordshire District Council and Vale of White Horse District Council](#)

b. **Oxfordshire Housing Infrastructure Fund 1 (HIF1) Appeal. To Note** Government approval of HIF1 and potential implications for Tetsworth.

c. **National Planning Policy Framework (NPPF) Dec 2024.** **To Note** potential implications for Tetsworth.

d. **ONH – Planning for Good.** **To Note** commentary on revised NPPF and implications for Neighbourhood Plans.

e. **ONPA AGM 25<sup>th</sup> January 2025.** **To NOTE** that JG will attend on behalf of the TPC NDP Steering Group.

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

### **Recreation Areas**

21. **PATCH.**

a. **Routine Inspections. To Receive** Play Area, Adult Exercise Equipment and Defibrillator Inspection reports.

b. **Replacement Fencing Project. To Consider** more robust wooden fencing option.

### **Village Environment**

22. **War Memorial Bench.** **To Note** progress on waste-bin removal and bench installation at eastbound bus stop.

23. **Tree Planting.** **To ACCEPT** the offer from Devey Tree Care to plant 5 trees alongside the bridleway across Tetsworth Common.

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

24. **High Street Pedestrian Crossing. To Consider** OCC Highways advice following implementation of 20mph speed limit.

25. **Village East End Sign. To Note** correspondence on removal and replacement of Tetsworth sign at the east end of the village.

26. **National Highways & Transport Network Public Satisfaction Survey. To Note** analysis of performance provided by OCC and **Consider** responding to survey.

27. **Nov 24 Oxfordshire PTR meeting.** **To NOTE** items of interest from the meeting.

28. **Tetsworth Footpaths.** **To NOTE** the outcome of the Countryside Access Officer's recent visit.

29. **Thames Valley Police updates:**

a. **Safer Roads.** **To NOTE** the statistics for 2024 Q3.

b. **Special Constable recruitment.** **To NOTE** publication of the advert on the website.

### **Communications**

30. **Cost of Living Payments Scam.** **To Note** and **Publicise** Thames Valley Alert advice.

31. **Strengthening The Standards and Conduct Framework for Local Authorities in England.** **To Consider** responding or contributing to SLCC's response to Government consultation.

32. **OALC December 2024 Newsletter.** **To Note** items relevant to Tetsworth.

33. **Oxfordshire County Council Climate Engagement Route Map.** **To NOTE** that there will be a webinar progress update on 29 Jan 2025 at 2pm. Details are available from the Clerk if a Councillor would like to take part.

34. **Local Government Reorganisation.** **To NOTE** request from SODC to OCC to urge HMG to allow Oxfordshire to move forward quickly. Full letter [here](#).

35. **Survey from NALC on The Ministry for Housing, Communities and Local Government (MHCLG)'s consultation on local government standards.** **To DECIDE** on a response to the survey.

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

36. **To Note** any such items.

**Date of the Next Meeting.** The next meeting will be held on 10<sup>th</sup> February 2025 at 7.30pm.

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

**Open Forum**

A handwritten signature in black ink, appearing to read 'Paul Carr', with a stylized flourish underneath.

Paul Carr  
Interim Proper Officer and RFO