**Tetsworth Parish Council**
hairman & Interim Proper Officer

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**Minutes of the Meeting of Tetsworth Parish Council**

**Held at 7.30pm on Monday 13th September 2021**

**Present:**

Chair Cllr Paul Carr (PGC)

Vice Chair Cllr Seb Mossop (SM)

Cllr Sanjiv (Kim) Bhagat (KB)

 **Minutes Clerk:** John Gilbert (JG)

**In Attendance:** None

**Members of the public:** 3

**Apologies for Absence:** TPC: Cllr Susan Rufus (SR), Cllr Christopher Thompson (CT), Cllr Sean Whitehead (SW) OCC: Cllr Kate Gregory (KG), Cllr Nigel Champken-Woods (NCW) SODC: Cllr Caroline Newton (CN)

**386. To Receive Declarations of Interest** PGC declared an interest in 2 invoices scheduled for approval of payment to him, and in his request, as the local organiser, for a donation to the Royal British Legion.

**387. Approval of the Minutes of the Council Meeting held on 9th August 2021 for Signing AGREED UNANIMOUSLY.**

**388. Matters Arising from the Minutes not on the Agenda NONE.**

**389. Public Questions NONE.**

**390. Update of Actions List**

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| --- | --- | --- | --- |
| **Ref.** | **Item Requiring Action** | **Resp** | **Action/Progress** |
| 218a/20 | SE19/341 Land North of A40 Adjacent to the Gate House | TPC (SODC) | Awaiting enforcement appeal decision date from PINS inspectorate. **ONGOING** |
| 183g/20 | CIL Funding | TPC | **CIL Costings and Progress**1) **Village Wicket Gates**. Awaiting views of OCC Highways officer. Funding deadline has been extended. **ONGOING**2) **Trim trail for Tetsworth Primary School**. CT confirmed with SODC’s infrastructure Implementation Officer that CIL is appropriate for such school projects. Proposal now priced. **ONGOING**3) **Benches on the Green**. 3 replacement benches delivered 11 Aug. Storage arranged at Spencer’s Farm. The installation quote from D Wilson Property Care for £250 was **APPROVED UNANIMOUSLY**. Contractor to be notified. **ONGOING** 4) **Footpath Kissing Gates** on Oxfordshire Way. Awaiting outcome of OCC Byways staff site visit to review all parish footpath issues. **ONGOING**5) **Memorial Hall Improvements**. £5000 earmarked towards heating installation. TMH Committee confirmed new heating system would be installed ahead of winter season and would advise TPC of start date. **ONGOING**  |
| 212b/21 | Development to The Swan not covered by a planning application | SM | Letter sent to the Landowner with follow-up discussions.Continuing uncertainty over planning status of changes made to building attached to Grade II\* listed Swan property. Further investigation required. **ONGOING** |
| 305c/21 | Drainage ditch blockage at site of The Swan | SM | Landowner has accepted responsibility. Relevant permissions for vehicular access to Village Green to be arranged. Remedial action will be monitored. **ONGOING** |
| 305f/21 | Investigate ownership of dilapidated bench alongside War Memorial | CT | TPC ownership established. Repair options being investigated with local contractor after which maintenance will be undertaken by volunteer village resident. **ONGOING** |
| 307b/21 | Reinstatement of white lines on A40 | PGC (OCC) | White centre lines outside 30mph signs reinstated, but none through village. OCC councillors will enquire outcome of ‘no lines’ trial and report back. **ONGOING** |
| 345/21 | Pursue recovery of Traveller Site appeal costs through PHD Chartered Town Planners | PGC | Email sent 28 Jul. Further communication attempted, but no reply as yet.SODC has confirmed that it did not pursue recovery of its own costs. **ONGOING** |
| 355a/21 | Arrange replacement dog waste collection contract.Purchase and install 2 new dog waste bins. | PGC | Contract with Pet Waste Services. Initial collections fortnightly from 15 Jul arranged.First invoice received 13 Sep.Contractor’s capacity to be monitored. **ONGOING**Bins ordered from Wybone with delivery expected by 18 Sep. TPC will install on existing posts at Judds lane and A40 access to Tetsworth Common. **ONGOING** |
| 355c/21 | Monitor OCC investigation of school extension project progress | PGC (OCC) | Progress report received from school leadership team 28 Jul.OCC councillor agreed to press for OCC action to secure completion of S106 obligations by Blackthorn Rise developer and transfer of ownership of site to OCC. OCC councillor site visit with village residents and previous landowner on 10 Sep. Outcome of subsequent discussion with developer representative indicated firm was awaiting issue of Form 278 from OCC specifying required standards for S106 obligations. **ONGOING.**  |
| 356b/21 | Investigate extent of SOHA responsibility for Marsh End footpath maintenance | PGC | SOHA property maintenance team has accepted some responsibility and will investigate extent of maintenance action required. Further email to hasten investigation sent 13 Sep. **ONGOING** |
| 357b/21 | Investigate viability of running village first aid training session | SR/PGC | Village Facebook posting will assess likely interest in arranging such a session. **ONGOING** |
| 357f/21 | Liaise with Swan gardens resident over overgrown footpath issue | CT | Letter to be drafted to explain Taylor-Woodrow’s ongoing responsibility for estate footpath maintenance issues. **ONGOING** |
| 367/21 | Investigate feasibility of a village A40 zebra crossing within OCC future highways programme | CT (OCC) | Previous correspondence has been forwarded to NCW who is progressing case within OCC. **ONGOING** |
| 371/21 | Arrange continuous monthly payments with Wiseserve | PGC | Contact established by phone 13 Aug. TPC address updated. Accounts agent on leave, will contact TPC early Sep. **ONGOING** |
| 372a/21 | Monitor dog waste bin adequacy in Village Green area | TPC | **ONGOING** |
| 377a/21 | Confirm skate ramp delamination inspection arrangements with Fearless Ramps  | PGC | Email prompt sent 13 Aug and reinforced on 7 Sep. **ONGOING** |
| 378b/21 | Note need for Tetsworth NDP review in May 2026 | TPC | A Review Committee to be set up in Nov 2025, or earlier if legislation changes or shortcomings require. **ONGOING** |
| 396c/21 | Issue wayleave payment requests | PGC | Issued 14 Sep. **COMPLETE** |
| 400a/21 | Submit response to Thame NDP Review consultation | PGC | Submitted by email 14 Sep. **COMPLETE** |
| 400b/21 | Submit response to Ox-Cam Arc consultation | PGC | Submitted by email 14 Sep. **COMPLETE** |
| 401b/21 | Order 3 pallets of bark for PATCH | PGC |  |
| 403a/21 | Draft updated grass cutting specification | PGC |  |
| 403b/21 | Offer pre-start meeting to SODC Deep Clean Team | PGC | Email sent 14 Sep. **COMPLETE** |
| 404c/21 | Submit response to OCC Bus Improvement Plan Survey  | PGC | Submitted by email 14 Sep. **COMPLETE** |
| 404a/21 | Investigate data cleansing of redundant laptop and phone | SW |  |
| 405a/21 | Constituency MP Meeting Offer | PGC | Invitation declined by email 14 Sep. **COMPLETE** |

**391. County Councillors’ Report** Report’s **t**opics included requests to publicise the Oxfordshire Plan 2050 webinars, introduction of Civil Parking Enforcement and seeking volunteers for a home electric vehicle charging trial. All had been done or were in hand.

 Applications were still open for Councillor Priority Funding from the £15,000 allocated to each councillor for the next 2 years.

 The visibility splay issue at the A40/Thame route junction had been resolved and KW confirmed her ongoing engagement with OCC officers on the Tetsworth Primary School extension project.

**392. District Councillor’s Report** CN advised that she was pressing SODC to find a solution to the suspension of garden waste collections and erratic performance of other bin collections while residents were still paying for these services. SODC would be addressing the issue at an Extraordinary Meeting of the Council on 24th September.

**393. Parish Councillor’s Report** **- NONE**

**Finance**

**394. Monthly Financial Report** The Monthly Report for August 2021 was **APPROVED UNANIMOUSLY.**

**395. Approval of Expenditure** The payment of cheques/electronic payment for the following invoices was **APPROVED UNANIMOUSLY.**

Open Spaces Society (membership) Ref 75645 £45.00 (from 'subscriptions')

 Wilson Property Care (noticeboard inst) Inv #360 £190.00 (from CIL)

 Broxap Ltd (3 benches) Inv T1133 £1,962.00 inc VAT (from CIL)

 Wiseserve Inv 8873 £4.80 (from 'website' etc)

 QuickFixIT (website upgrade) Inv 1043 £2,112.00 inc VAT (from ‘S137’)

 QuickFixIT (annual account) Inv 1050 £89.99 (from 'website' etc)

 CAAOS (laptop) Inv 2160 £545.00 inc VAT (from 'office')

 Devey Tree Care (tree on Jitty) Inv 2396 £240.00 inc VAT (from 'tree maint')

 Devey Tree Care (grass cutting) Inv 2399 £780.00 inc VAT (from ‘grass cutting’)

 Moore (External Audit) Inv 307701 £360.00 inc VAT (from ‘audit')

The proposal to pay the QuickFixIT website upgrade invoice from the S137 account was **APPROVED UNANIMOUSLY.**

Due to quorum requirements, approval of the following reimbursement payments to PGC was deferred to the next meeting.

 Mobile Phone Deposit Inv PC001 £30.00 (Carphone Warehouse Inv 17711689)

 McAfee internet security Inv PC002 £21.99 (McAfee Inv CS2851152055)

 **396. Further Financial Issues**

 a. Data Protection renewal fee of £40 due by Direct Debit on 15th September was **NOTED**.

 b. The submission of the annual CIL report to SODC was **NOTED**.

 c. The need to send invoices for the wayleave payments due to TPC by end September was **NOTED**.

**397. Requests for Grants/Donations** Due to quorum requirements, consideration of PGC’s request, as local organiser, for a grant of £100 to the Royal British Legion was deferred to the next meeting.

**Planning**

**398. Planning Decision**

a. **Application Reference: P20/S4389/FUL (Horseshoe House Stoke Talmage Road Tetsworth OX9 7BU)** Replacement dwelling with associated parking access, detached outbuilding and energy strategy as per amended plans and additional supporting information submitted 26th July 2021. **REJECTION** was **NOTED.**

**399. Planning Application**

a. **Application Reference: P21/S2028/FUL (Mount Hill Farm, 19 High Street Tetsworth OX9 7AD)** Erection of detached dwelling, conversion of outbuilding to carport with access served off High Street footprint and height of dwelling reduced, number of dormer windows reduced from four to one as shown on amended plans and energy statement submitted received 9th August 2021). **SUPPORTED UNANIMOUSLY.**

**400. Further Planning Issues**

 a. A supportive response to the Thame NDP Review consultation was **AGREED UNANIMOUSLY**.

b.A critical response to the Ox-Cam Arc consultation as discussed and reflecting Tetsworth NDP policies was **AGREED UNANIMOUSLY.**

c. A response to the Oxfordshire 2050 consultation as discussed and reflecting Tetsworth NDP policies was **AGREED UNANIMOUSLY.**

 d. A Nil response to the Oxfordshire 2050 Call for Strategic Locations Ideas was **AGREED UNANIMOUSLY.**

e. A Nil response to the SODC/VoWH Joint Local Plan Call for Land and Building Availability for Change consultation was **AGREED UNANIMOUSLY**.

f. The Tetsworth NDP Steering Group’s decision not to apply for participation in the Government Office for Place’s Design Code Pilot Scheme was **NOTED.**

**Play Areas**

**401. PATCH/Skatepark**

a. The routine inspection report was **NOTED.**

b.The proposal to purchase a further 3 pallets of bark for PATCH was **APPROVED UNANIMOUSLY.**

**TPC Website**

**402.** **Accessibility Upgrade** Implementation of the WCAG zooming requirement and need for 'alternative text' within the pictures was **NOTED**. Further adjustments were legally required but would be deferred as they presented a ‘disproportionate burden’.

**Village Environment**

**403.** a. **Village Grass Cutting Tender Specification Review** Following discussion, PGC agreed to draft an updated version for consideration at the next meeting.

 b. **SODC Waste Team Deep Cleanse** PGC agreed to offer the team an informal briefing meeting at the start of its Tetsworth 3-day programme on 26th October.

 c. **Graffiti** The recent occurrence of graffiti in the Oxfordshire Way/M40 underpass was **NOTED**, but taking no action for its removal was **AGREED UNANIMOUSLY.**

**Highways and Byways**

**404.** a. **Temporary Road Closure Notices** The closure notices for Wheatfield Road and The Mount were **NOTED** and had been publicised locally.

b. **National Highways and Transport Public Satisfaction Survey** This had been publicised locally, but TPC would not be submitting a response.

c. **OCC Oxfordshire Bus Service Improvement Plan Survey** Following discussion, PGC agreed to respond reflecting local priorities for improved services.

**Disposal of Redundant TPC Equipment**

**405.** a. **Laptop and Phone** A proposal to offer these assets to Tetsworth Primary School once they had been cleansed of data was **APPROVED UNANIMOUSLY.**

b. **Old Noticeboard** Access and weatherproofing needed to be considered ahead of opening it to community use.

**Correspondence**

**406.** a. **Offer of Constituency MP Meeting** Although it appreciated the offer, TPC had no pressing issues to discuss in October and **AGREED UNANIMOUSLY** to decline the invitation.

b. **Civil Parking Enforcement in Oxfordshire** The introduction of this arrangement was **NOTED.**

 **407. Items for Next Agenda Not Already Mentioned NONE.**

**408. Date of the Next Meeting.** The next meeting will be held at **7.30pm on Monday 11th October 2021.**

**409.** **Meeting Closed at 9.17pm**

 

 Paul Carr

 Chair and Interim Proper Officer