

**Minutes of the Meeting of  
Tetsworth Parish Council  
Held in the Memorial Hall  
at 7.30pm on Monday 12 September 2016**

**Present:** Cllr. Karen Harris (KH) – Chair  
Cllr. Alan Martin (AM)  
Cllr. Hazel Bottone (HB)  
Cllr. Paul Carr (PC)  
Cllr. Ted Peycke (TP)  
Cllr. Marjorie Sanders (MS)

**Officer:** Debra Duke (DD)

**Members of the Public:** There were 3

**82. Apologies for absence**

District Councillor Harrod and County Councillor Carter had passed on their apologies.

**83. To receive Declarations of Interest and Dispensations**

*a. In accordance with the Local Code of Conduct to receive any declarations of disclosable pecuniary or non-disclosable pecuniary interests and to consider and grant any dispensation requests.*

Councillor Harris declared a non-pecuniary interest as she was a neighbour of Mount Hill Farm, a planning application for this property was on the agenda.

**84. To APPROVE the Minutes of the Council Meeting held on 11 July and 2 August 2016**

**RESOLVED:** The minutes of the meetings held on 11 July and 2 August were approved as correct records and signed by the Chairman.

**85. Matters arising from the Minutes not on agenda**

None

**86. Public Questions**

None received

**87. Update of Actions List**

<b>88. Ref.</b>	<b>Action Required</b>	<b>Resp.</b>	<b>Progress</b>
040/15	Publish Parish Tree Report on Tetsworth Parish Council (TPC) Website	AM/KH	Summer & winter photos being digitised
14/16	Pursue identification and retrieval of documentation relating to Council-owned land	KH/PC	Nuzhat Dunn Solicitors not heard from the Armstrongs. They have sent another email  Council's solicitor has said it is up to the Armstrongs solicitor to apply for possessary rights
15/16	Seek way-ahead to resolve land transfer at Knapp Cottage	KH	Advised residents to seek 'Possessary Rights' for next 12 years  Purchase map from OCC that

			defines the area.
32/16	Contact OCC Environment staff over materials at the Gate House development site	KH	Last contacted in May awaiting reply from OCC. KH to chase.
46/16	Update emergency planning information and return to SODC	DD	Emailed TMH checking use of hall as place of safety. Had been discussed at last meeting. DD to chase response
51/16	To send a complaint letter to SODC regarding P16/S0725/LDE	MS/DD	Stage 2 complaint received and acknowledged by SODC. Response on agenda. COMPLETE
52/16	To request maps of the parish from SODC	DD	Maps for Neighbourhood Plan received. COMPLETE
53/16	To report to SODC the collapse of a road sign south of the village on A40	DD	Cllr D Wilmshurst in attendance and will pass on information. Sign not fixed. KH reported. Cc DW. Will send further info as more signs need fixing
55/16	Purchase office equipment VOIPfone local number VOIPfone router and handset external hard drive	DD	IN progress
56/16	Parking issues on Cygnet Close	KH	Report to PCSO. New PCSO passed on mobile no for any queries. COMPLETE
57/16	Contact Fearless Ramps about the missing railings and noise issues	KH	No complaints received since July. Railings different to the pictures will contact.
58/16	contact the usual contractor about play area inspections	DD	Contact normal inspector
59/16	Update the council's website in line with Transparency Code requirements	Clerk	Additional audit information added. May be some other bits to add over time. COMPLETE
60/16	forward the Zero Carbon building report to the Neighbourhood Planning Committee for inclusion within their work.	MS	COMPLETE
61/16	parish council had given a grant to TSSC for maintenance of the green	Clerk	Check details from last year. £1000 given annually. Agenda item for Oct then COMPLETE.

### 89. District Councillor's Report

Councillor Harrod had forwarded a written report. Points included:

- A simple guide to responding to planning applications. The parish council would add this to their website.
- Devolution reports had been published
- Active women vouchers. Parish councillors were critical of the availability of these as they could only be used in Didcot or Milton.
- Community payback scheme where Thames Valley Community Rehabilitation Company can arrange for offenders given Community payback sentences to help out.

RESOLVED: To contact Diane Major about the Community payback scheme

90. County Councillor's Report

Councillor Wilmshurst presented a report. The biggest issue was the future of governance within Oxfordshire. Reports to Oxfordshire County Council committees were being considered in the next two weeks. It was unlikely that agreement would be reached before the county council elections in May 2017.

91. Reports from Parish Councillors

None

92. To receive and APPROVE the Monthly Financial Report

The clerk presented the monthly financial report. At the five month point the council had spent £24000. This was not in line with what had been predicted, expenditure at this point should have been approximately £9000. The additional expenditure could be explained by the following:

- Additional income to cover unexpected expenditure £5900
- VAT expenditure of £2000 can be reclaimed and will be zero (a reclaim has been submitted)
- Additional expenditure of £9000 on skate ramp
- With these explanations expenditure was on course for the rest of the financial year

a. **To RECEIVE the external auditor report. To APPROVE and ACCEPT the external auditor certificate.**

The external auditor report had been received for 2015/16 and had not raised any issues.

RESOLVED:

- The monthly financial report was accepted
- The external auditor report was approved and accepted.
- The relevant notices would be displayed on the noticeboard and website.

93. To APPROVE expenditure and sign cheques/approve electronic payment

RESOLVED: To approve payment and authorise signatories for the following:

DC Pullen 572.95  
 K Harris – printing 25.00  
 Grass cutting July and August 395.04  
 Annual web hosting SKP solutions 115.06  
 External Auditor 120.00  
 SODC dog bins 37.68  
 SLCC membership 57.40  
 D Duke salary- August and September 559.60  
 HMRC 140.00  
 Internal Auditor 165.00  
 TSSC- queen's jubilee grant 299.00

To approve the signing of the direct debit mandate for the Information Commissioner Office

94. To RECEIVE the response to the council's stage 2 complaint

Following the council's request to submit a stage 2 complaint to SODC a reply had been received.

**Land at Green Barn Stables P16/S0725/LDE**

The first element of the stage 2 complaint was not upheld but the SODC apologised for the fact that a planning officer failed to identify, during the course of a site visit on 30 October 2012, that there was an existing dwelling on the site.

**The Swan Inn, P15/S2852/LDE**

Apologies were also given for not responding the second issue raised in the first response. The letter stated that when the application was originally considered the mobile accommodation was located at the rear of the property and could not be viewed from the road.

Councillors expressed their dissatisfaction with the response and apologies for missed opportunities to prevent dwellings in the countryside being granted lawful status due to time occupied.

RESOLVED: That a further letter be sent to the Interim Head of Development and Regeneration, that the parish council was dissatisfied with the response.

95. To CONSIDER a report and APPROVE future work to the Parish Council website

A report from the July meeting was reconsidered. The report outlined a proposed structure of the parish council website and general improvements. It was suggested that Councillor Harris, the clerk and John Gilbert meet to update and revamp the website.

96. To CONSIDER information as required about the Oxfordshire Unitary proposals

None

97. PATCH/Skatepark

**a. Consideration of purchase of replacement play equipment**

To replace any equipment would require grant funding to be sought. It was suggested that the parish council advertise for help to undertake work if that is what residents wished to do.

**b. Update from HB for PATCH and Skatepark**

The PATCH required weeding and could be a suggestion for an area of work for Community Payback scheme.

There were some issues with young people walking on the skate ramp with football boots on during a football tournament.

**c. Annual Inspection arrangements**

The company previously used would be contacted.

RESOLVED:

- To send a letter to the school and playgroup requesting help for any revamping of the play area.
- To contact Play Inspections about undertaking the play area annual inspection

98. To DISCUSS and APPROVE request from Heart of the Wildwood forest school for a composting toilet and live willow shelter

The request had been made to the Parish Council as landlords. The Heart of the Wildwood forest school were making a funding application for some or all elements. The willow shelter would be rooted in the ground but would not be permanent. The composting toilet and the shed would not be permanent. There was also a request for a metal box to store equipment in.

RESOLVED: To approve the construction of a live willow shelter, a composting toilet and a metal box.

## 99. Planning

To DISCUSS the following planning appeal:

- a. **P15/S3936/FUL Land adjacent London Road Tetsworth Oxon OX9 7BB Change of use from agricultural land to provide; Proposed traveller site with provision for twelve individual plots with individual parking, individual amenity, shared paddock / amenity space and bin storage areas**

The parish council had been made aware that an appeal had been received for this application, however there had been no formal notification and there were no documents on the SODC website.

It was understood that as SODC could not demonstrate a 5 year housing land supply this was also being applied to gypsy and traveller sites too.

The date for the end of comments was 13 October, the next parish council meeting was 10 October.

RESOLVED:

- To contact the Planning Inspectorate to see if the date could be extended due to the lack of information received to date.
- To contact SODC about the lack of documentation received.

To APPROVE responses to the following Planning Applications:

- b. **P16/S2751/O 10 Silver Street Tetsworth OX9 7AR Outline application for the erection of six detached single and two-storey dwellings including matters of layout and access together with additional parking for existing properties and all other matters reserved**

RESOLVED: To submit the following comments:

The Parish Council recommends refusal of the planning application P16/S2751/O on the following grounds:

The site has already been refused permission on appeal, twice. In 1990 application number 95/N0157 and in 1999 application number 99/N0026: on both occasions the inspector cited detriment to the character of the area, created in part by the presence of surrounding trees and fields. The site is on the edge of open farmland at the western edge of the village. The surrounding area has a relatively open rural village feel with two listed buildings forming part of the immediate villagescape. The proposed site currently makes a contribution to the rural setting of the village as a green paddock on the edge of a built up area.

Both inspectors also drew attention to the lack of neighbouring amenities. Even now these are very limited. The service bus to Thame has been withdrawn and the primary school is full and unable to accommodate further children.

Every new property in Tetsworth will contribute to the already over capacity sewage system, once again the problem of drainage was highlighted in both previous inspectors' reports.

More recently the Tetsworth Community Led Plan 2015 - 2025 highlighted the local need as a requirement for 2 and 3 bedroom houses. This development does not address any local need.

The proposed access to the site is unacceptable as noted by the OCC Highways report.

The allocated space only allows for one vehicle to use the road in any one direction at one time. It does not provide sufficient room for service or emergency vehicles to access the site.

The road into Silver Street is already in a poor condition and subject to subsidence, more vehicles will only make the situation worse for existing residents.

The agreement of the Parish Council for the development of the 39 houses and preschool building on the Mount Hill Farm site and the rising number of applications for infill development was prompted by the expectation that as a small village Tetsworth had fulfilled its quota of new development in line with the current core strategy and the 2032 strategic plan. The development could, if broadly accepted be a stepping stone to the proposed development of 60 houses on the adjacent field application P16/S2350/O, and would lead to something completely unacceptable and contribute to complete over development of an open rural landscape in a strategic focal point of the Oxfordshire Plain. For these reasons the Parish council recommends refusal for this outline planning application.

**c. P16/S2760/AG Mounthill Farm 19 High Street Tetsworth OX9 7AD  
Agricultural building.**

RESOLVED: To submit the following comments:  
To support the application

**d. P16/S2957/FUL Mount Hill Farm 19 High Street Tetsworth OX9 7AD  
Erection of two detached dwellings with access, parking and amenity space.**  
In principle two dwellings on this site, which was adjacent to another site which had permission for 39 dwellings was acceptable. However, concerns were raised about the proposed access to the site.

RESOLVED: To submit the following comments:

The original outline planning permission was granted before the appeal and approval for the development of 39 houses on Mount Hill Farm, which is adjacent to the area proposed for the development of these two properties.

At the time of the planning application P15/S3391/O the Parish Council recommended refusal because of the access into Judds Lane, the blind entrance at the top of the rise and the close proximity to the school entrance makes this access unsuitable for additional vehicles. The current traffic movements are an accident waiting to happen. Even with the proposed widening of Judds Lane beyond the Mount Hill Farm house wall, the Parish Council considers the amended access to be too dangerous to approve the application. The application makes no reference to or consideration of the school usage of the area, or takes note that the school is in a grade 2 listed property. There is also a grade 2 listed property opposite the farm house, on the High Street. Two listed properties in close proximity to the development warrant consideration of the historic setting in line with SODC Design Guide.

However, the successful appeal decision for the larger Mount Hill Farm development means that there will be a safe road within the development which passes at the eastern end of the proposed properties in plan P16/S2957/FUL. With a realigned access to join the other Mount Hill Farm development the Parish Council would consider supporting approval for the building of two properties on the site.

But based on current local knowledge of the difficulties of the Judds lane access particularly in term time the Parish Council has no alternative to recommending refusal of the existing plans.

- e. **P16/S2763/MPO Land at Mounthill Farm 19 High Street Tetsworth OX9 7AD Proposal to remove the land outlined in red on the plan from the planning obligation. (The application relates to the legal agreement, associated with planning application SO/N/377/81, between Aubrey Albert Redman, Barclays Bank Ltd and South Oxfordshire District Council and specifically Paragraph 1(c) '... that the said land shall be maintained in one ownership and that no part of the said land shall be sold leased or otherwise disposed of separately from the remainder thereof.'**

The farmhouse would be separated from the farm due to the approved new development of 39 dwellings.

RESOLVED: To submit the following comments:

Supported the application

- f. **P16/S2657/FUL Land Adjoining Former Greyhound Kennels Judds Lane near Tetsworth OX9 7AD Use of land for the grazing of horses, together with erection of stable building and horse walker, and formation of manege.**

Some concerns were raised about the possibility of this change becoming a business that attracted external visitors. However, there were restrictions about the usage of Judds Lane.

On being put to the vote it was approved that the following be submitted, 5 votes for, 1 against.

RESOLVED: To submit the following comments:

To support the application

To NOTE Planning Decisions made by SODC:

- g. P16/S2240/FUL, for development work at the following location: Sydenham Grange Farm Thame Park Road Thame (26/7)  
A grain drying and storage facility consisting of a building to house a grain reception pit, loading out area and continuous flow grain drier; two wet grain hopper silos and four flat bottomed storage silos each with the capacity of 475 tonnes of wheat.  
**Application approved- Parish council had raised no objections**

- h. P16/S2006/HH, 2 Victoria Gardens, Tetsworth, OX9 7DG  
Erection of a rear glass roof garden canopy, laminated clear glass with aluminium roof beams  
**Application approved- Parish council had supported the application**

- i. P16/S2168/LB, for development work at the following location: The Swan 5 High Street Tetsworth  
Repairs to building.  
**Application approved- Parish Council had supported application**

To RECEIVE Planning Correspondence/Information:

- j. **To NOTE Tetsworth Memorial Hall correspondence regarding conversion of The Old Forge**

Tetsworth Memorial Hall had submitted an objection to the planning application. They had copied this to the parish council for information.

100. To RECEIVE an update about the Tetsworth Neighbourhood Plan

The Tetsworth Neighbourhood Area was out for consultation. There was a section of Postcombe Parish within the Area applied for. Comments could be made about this on the SODC website.

It was noted that Thame Town Council supported the Tetsworth Neighbourhood Area.

Vision and objectives for the Neighbourhood Plan had also been agreed.

101. To CONSIDER any issues about the Village Environment

**a. Works on Judds bridleway**

The landowner had spoken to OCC Highways before undertaking the work and materials used had been agreed.

**b. Swan gardens walk through to village green all over grown. Complaint from resident.**

Brambles were overgrown in the alleyway.

**c. Signage for Judds lane regarding access for occ to look into.**

OCC would be replacing the no vehicles signs.

**d. Parkers Hill. The growth from the properties on the west side of the road and a car stored on the junction between Back street and the Mount.**

The car that had been stored under a cover had now been removed.

Potholes on roads could be reported through fixmystreet.com

RESOLVED:

- To write to the following residences about overgrown vegetation:
  - 5 Swan Gardens
  - 8 Parkers Hill
  - Old School House
  - John Peers House
  - The Swan
  
- To add an agenda item about the tree outside the Old Forge to the next meeting.

102. To RECEIVE an update from Tetsworth Sports and Social Club (if required)

None

103. Correspondence

Items received for discussion and/or as previously emailed

- a. Prospective county councillor event
- b. UK Highways- M40 notice of major maintenance
- c. Oxfordshire Comet transport service
- d. OALC newsletter
- e. Meeting dates for the community with local MP
- f. Cyber safety event- TVP

104. Other Matters for Discussion

None

105. Date of the Next Meeting - Monday 10 October 2016



106. To Close the Meeting – the meeting closed at 9:25pm

107. Open Forum

**CHAIRMAN**

Action list

Ref.	Action Required	Resp.	Progress
040/15	Publish Parish Tree Report on Tetsworth Parish Council (TPC) Website	AM/KH	Summer & winter photos being digitised
14/16	Pursue identification and retrieval of documentation relating to Council-owned land	KH/PC	Nuzhat Dunn Solicitors not heard from the Armstrongs. They have sent another email  Council's solicitor has said it is up to the Armstrongs solicitor to apply for possessory rights
15/16	Seek way-ahead to resolve land transfer at Knapp Cottage	KH	Advised residents to seek 'Possessory Rights' for next 12 years  Purchase map from OCC that defines the area.
32/16	Contact OCC Environment staff over materials at the Gate House development site	KH	Last contacted in May awaiting reply from OCC. KH to chase.
46/16	Update emergency planning information and return to SODC	DD	Emailed TMH checking use of hall as place of safety. Had been discussed at last meeting. DD to chase response
53/16	To report to SODC the collapse of a road sign south of the village on A40	DD	Clr D Wilmshurst in attendance and will pass on information. Sign not fixed. KH reported. Cc DW. Will send further info as more signs need fixing
55/16	Purchase office equipment VOIPfone local number VOIPfone router and handset external hard drive	DD	IN progress
57/16	Contact Fearless Ramps about the missing railings and noise issues	KH	No complaints received since July. Railings different to the pictures will contact.
58/16	contact the usual contractor about play area inspections	DD	Contact normal inspector
62/16	Contact Diane Major about Community Payback	DD	
63/16	To write to the Interim Head of Development and Regeneration		

64/16	To send a letter to the school and playgroup requesting help for any revamping of the play area	DD	
65/16	To contact the Planning Inspectorate to see if the date could be extended due to the lack of information received to date.	KH	
66/16	To contact SODC about the lack of documentation received.	KH	
67/16	To write to the following residences about overgrown vegetation: 5 Swan Gardens 8 Parkers Hill Old School House John Peers House The Swan	DD	
68/16	To add an agenda item about the tree outside the Old Forge to the next meeting.	DD	