

**Minutes of the Meeting of
Tetsworth Parish Council
Held in the Memorial Hall
at 7.30pm on Monday 10 October 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

115. Apologies for absence
County Councillor Wilmshurst and District Councillor Harrod had been unable to attend.
116. 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.*

117. To APPROVE the Minutes of the Council Meeting held on 12 September 2016
An extraordinary meeting of the council had also been called for Wednesday 5 October 2016. The draft minutes for this meeting were also considered as they were available for approval.

RESOLVED: The minutes of the meetings held on 12 September and 5 October 2016 were approved as correct records and signed by the Chairman.

118. Matters arising from the Minutes not on agenda
None

119. Public Questions
None

120. Update of Actions 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 ON AGENDA- COMPLETE
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 COMPLETE
53/16	To report to SODC the collapse of a road sign south of the village on A40	DD	ClIr 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	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. REMOVE
58/16	contact the usual contractor about play area inspections	DD	Contact normal inspector- COMPLETE. Annual report to be considered on agenda.
62/16	Contact Diane Major about Community Payback	DD	COMPLETE- awaiting reply. KH also contacted by phone.
63/16	To write to the Interim Head of Development and Regeneration	MS	Ref complaint- In progress
64/16	To send a letter to the school and playgroup requesting help for any revamping of the play area	DD	COMPLETE
65/16	To contact the Planning Inspectorate to see if the date	KH	COMPLETE

	could be extended due to the lack of information received to date.		Update an agenda item
66/16	To contact SODC about the lack of documentation received.	KH	Ref planning appeal. COMPLETE
67/16	To write to the following residences about overgrown vegetation: 5 Swan Gardens Parkers Hill- 8 residents Old School House John Peers House The Swan	DD	COMPLETE- to be delivered
68/16	To add an agenda item about the tree outside the Old Forge to the next meeting.	DD	On agenda- COMPLETE
069/16	Appoint Philip Hughes as Town Planner consultant to support Tetsworth's opposition to the traveller site planning appeal	KH	COMPLETE
070/16	Arrange initial tasking meeting with Philip Hughes	KH/MS	IN PROGRESS
071/16	Circulate revised Statement of Case to Councillors on 7 Oct	MS	COMPLETE
072/16	Include consideration of draft Statement of Case in TPC 10 Oct Agenda	KH	COMPLETE
073/16	Contact SODC Planning Staff on 10 Oct to reinforce wish for joint working and ascertain LPA appeal preparation progress	KH	COMPLETE

121. District Councillor's Report
A report had been circulated for information.
122. County Councillor's Report
A report had been circulated for information.
123. Reports from Parish Councillors
It was noted that the parish council had received donations totalling more than £26,000 to defend the council's and community's position at a planning appeal.
124. To APPROVE the transfer of land to Mr and Mrs Armstrong
The paperwork had been received although the name was incorrect.

RESOLVED: That Karen Harris, as Chairman of the Parish Council, sign the documentation when the correction to the name was made.

125. To RECEIVE and APPROVE the Monthly Financial Report
Internet banking had been approved but not yet set up as the parish clerk had wanted confirmation about the set up. Users only had one user number which they could access all the accounts they had permissions for.

As such the bank statement for the period until 30 September 2016 had not been received by post. The clerk confirmed that the report would be formally reported to the next parish council meeting. Upon receipt of the bank statement the clerk would forward a report to councillors for any comments or feedback, which would then be presented at the meeting on 14 November 2016.

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

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

- Donation to the Royal British Legion: £100.00
- D Duke – Salary and expenses: £407.07
- HMRC income tax payment: £5.60

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

Information was included within the reports from the District and County Councillors. It was noted.

128. PATCH/Skatepark

- a. Update from HB for PATCH and Skatepark
It was suggested that weeding could be undertaken by volunteers, particularly users of the play area and their families.

- b. To RECEIVE the annual inspection report (if available) to APPROVE any works as required
The annual report had been received. Overall the risk of the equipment was low. There were various maintenance issues to complete. With regard to splitting timbers it was proposed to wait until spring to undertake any maintenance work.

RESOLVED:

- To write an article for the newsletter asking for volunteers to weed the play area.
- To advertise for volunteers to help weed the PATCH on social media and email distribution lists.
- To check the budget for remaining funds available for maintenance of the PATCH.

129. Planning

To DISCUSS the following planning appeal and APPROVE any actions as required:

- 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 Statement of Case had been circulated for approval. Minor changes since the previous draft had been circulated were outlined.
- Phillip Hughes had been appointed as the planning consultant for Tetsworth Parish Council and Tetsworth Community.
- Tetsworth Parish Council had been registered as a Rule 6 witness
- Actions agreed at the Extraordinary meeting held on 5 October had been completed.
- To date there had been little response from SODC.
- The parish council had been advised that it would be useful to appoint a barrister now, to act for Tetsworth Parish Council and Tetsworth Community at the appeal.
- Enough funds had been received to cover the costs of a barrister subject to a maximum, as per the quotes received, of £7500.
- It was noted that due to the additional income for the planning appeal, the parish council may be required to have a different and more expensive audit for the financial year 2016/17.

RESOLVED:

- To appoint Ed Grant, barrister, to represent Tetsworth Parish Council and Tetsworth Community.
- Clarification about the definition of pitches/plots were being sought.

To APPROVE responses to the following Planning Applications:

- b. P16/S3231/T56 Harlesford Farm Silver Street Tetsworth Thame OX9 7AR; Replacement of 15m phase 3 monopole with an 15m phase 4 monopole and 1 no. additional equipment cabinet**

RESOLVED: No issues with the application

- c. P16/S3113/DIS Greyhound Kennels Judds Lane Tetsworth OX9 7AD; Discharge of condition 3 (demolition) condition 4 (levels) condition 5 (materials) condition 11 (landscaping) condition 12 (tree protection) and condition 13 (contamination) on application P14/S3242/FUL**

RESOLVED: To note as these were discharge notices.

To NOTE Planning Decisions made by SODC:

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

Application approved: Parish council supported the application

- 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.'

Application approved: Parish council supported the application

To RECEIVE Planning Correspondence/Information:

f. Enforcement letter

A breach had been reported about the number of car boot events being held. The parish council did not have any specific information about possible breaches.

RESOLVED: To ask SODC if the parish council could see a copy of the licence for its own record.

130. To RECEIVE an update about the Tetsworth Neighbourhood Plan

John Gilbert made the following points:

- The consultation period for the designation of the area of the Neighbourhood Plan closed on 26 September.
- There had been some changes in officers within SODC.
- Next Steering group meeting would be on 11 October
- There were still more than 10 people attending these meetings
- Objectives had been set
- Budget plans had been agreed
- Grant applications could be made once the area designation had been approved by SODC
- Next steps included a village survey

131. To CONSIDER any issues about the Village Environment

- a. To DISCUSS and APPROVE any actions as required regarding the tree outside The Old Forge

The crown of this tree needed lifting.

RESOLVED: To contact the tree surgeon that the council normally employed for more information and a quote.

- b. To DISCUSS and APPROVE any actions as required regarding missing cobbles on Silver Street

The council had been made aware that they are being replaced, so no actions required.

- c. The Big Clean Up Project- letter from SODC

- d. To contact SODC and suggest the following areas: bottom of Elm Close and Silver Street.

132. Correspondence

Items received for discussion and/or as previously emailed

- a. OALC newsletter

It was noted that the government was currently consulting about extending the referendum principles for increases of council tax to all local councils, including parish councils if increasing their precepts by more than 2 percent.

Councillors agreed that being restricted in the increase of their precepts was not practicable when they were being expected to take services on that had been provided by the county or district council.

- b. Citizens Advice Bureau AGM- 18 Oct
- c. Community First Place Making Conference- 8 Nov

133. Other Matters for Discussion

It was noted that the planning application for the Old Forge was likely to go to planning committee in November.

The TSSC garage had been broken into although nothing had been taken.

134. Date of the Next Meeting - Monday 14 November 2016

135. To Close the Meeting The meeting closed at 8:45pm

136. Open Forum

CHAIRMAN

Actions

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069/16	Appoint Philip Hughes as Town Planner consultant to support Tetsworth's opposition to the traveller site planning appeal	KH	
070/16	Arrange initial tasking meeting with Philip Hughes	KH/MS	
75/16	To write an article for the newsletter asking for volunteers to weed the play area.	Clerk	
76/16	To advertise for volunteers to help weed the PATCH on social media and email distribution lists.	Clerk	
77/16	To check the budget for remaining funds available for maintenance of the PATCH.	Clerk	
78/16	That Karen Harris, as Chairman of the Parish Council, sign the documentation when the correction to the name was made	KH	

79/16	To appoint Ed Grant, barrister, to represent Tetsworth Parish Council and Tetsworth Community.	Clerk	
80/16	To contact the tree surgeon that the council normally employed for more information and a quote.	KH	
81/16	To contact SODC and suggest the following areas: bottom of Elm Close and Silver Street.	Clerk	