

**Minutes of the Meeting of  
Tetsworth Parish Council  
Held in the Memorial Hall  
at 7.30pm on Monday 14 November 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 5

137

137. Apologies for absence

County Councillors Carter and Wilmshurst and District Councillor Harrod had been unable to attend.

138. 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 a neighbour of Mounthill Farm, reference planning applications.

139. To APPROVE the Minutes of the Council Meeting held on 10 October 2016

RESOLVED: The minutes of the meeting held on 10 October 2016 was approved as a correct record and signed by the Chairman.

140. Matters arising from the Minutes not on agenda

None

141. Public Questions

None

142. 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
15/16	Seek way-ahead to resolve land transfer at Knapp Cottage	KH	Advised residents to seek 'Possessory Rights' for next 12 years  COMPLETE- KH would check it had been completed by the solicitor

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.  SODC had served a planning contravention notice.
53/16	To report to SODC the collapse of a road sign south of the village on A40	KH	Most repaired. One has broken again. Will be reported.
62/16	Contact Diane Major (DM) about Community Payback	DD	COMPLETE- awaiting reply. KH also contacted by phone. Meeting with DM Fri 18/11
63/16	To write to the Interim Head of Development and Regeneration	MS	Ref complaint- 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
75/16	To write an article for the newsletter asking for volunteers to weed the play area.	Clerk	In progress
76/16	To advertise for volunteers to help weed the PATCH on social media and email distribution lists.	Clerk	In progress
77/16	To check the budget for remaining funds available for maintenance of the PATCH.	Clerk	Report deferred to the next meeting. Weeds needed clearing first.
78/16	That Karen Harris, as Chairman of the Parish Council, sign the documentation when the correction to the name was made	KH	COMPLETE
79/16	To appoint Ed Grant, barrister, to represent Tetsworth Parish Council and Tetsworth Community.	Clerk	COMPLETE
80/16	To contact the tree surgeon that the council normally employed for more information and a quote.	KH	COMPLETE- quote on agenda
81/16	To contact SODC and suggest the following areas: bottom of Elm Close and Silver Street.	Clerk	COMPLETE- details sent to waste depot to arrange

143. District Councillor's Report  
A report had been circulated for information.

144. County Councillor's Report  
A report had been circulated for information.

145. Reports from Parish Councillors

Councillor Harris had attended a workshop about the strategic infrastructure of the proposed Chalgrove site. Sixteen parish councils were present at the workshop.

Points raised were:

- Access routes to the site were an issue for Tetsworth parish
- One proposed route was Adwell Road. Which was not used much by traffic from that direction currently
- Why was the site chosen? What prevents this site becoming a dormitory site for high Wycombe, Reading and London. But the site could provide more funds for infrastructure as there were no landowners to pay, ex MOD site
- How will Chalgrove be connected to Oxford as the majority routes to Oxford are cross country?
- The definition of sustainability in the NPPF is to be close to employment. A site closer to existing infrastructure would be preferable
- Discussions were had about the Oxford Tube and car parking in Lewknor parish.

146. To CONSIDER and APPROVE a quote for tree works

The parish council had requested a quote for works from Devey Tree Care. The works were for trees next to the Old Forge:

- Remove small Rowan, crown lift of Lime.
- Stump grinding

RESOLVED: To approve the appointment of Devey Tree Care for a total cost of £240 for the following works next to the Old Forge:

- Remove small Rowan, crown lift of Lime.
- Stump grinding

147. To RECEIVE correspondence about the M40 diversion

The parish council and PCSO White had also received correspondence and complaints from Tetsworth residents about the diversion of M40 traffic during works. PCSO White had contacted Thames Valley Police Roads Police department and Highways England about the issues.

A reply from PCSO White was circulated it said that:

- The TVP Roads Police department had added Tetsworth Village to their patrol plan
- Additional signage had been placed
- Unfortunately, due to locality of the diversion, deployment of our speed indicator device in the area would not be effective
- However, the Tetsworth community if trained, could create their own Community Speed Watch group during daylight hours
- A request to contact PCSO White directly with any other concerns

The council considered an option of meeting PCSO White. However, as the diversion should not continue beyond another month, and the only times offered for a meeting were before the busy periods (post 10pm) it was suggested to not hold a meeting.

RESOLVED: The parish council would also contact Highways England to reiterate the concerns raised and also request speed indicator devices to help deter speeding.

148. To RECEIVE and APPROVE the Monthly Financial Report

a. **To CONSIDER a grant request from South and Vale Young Carers**

£137 grants could only be made to benefit the residents of the parish. The charity had provided financial details but as the charity served the whole of

the district without information broken down by parish it was difficult to know the impact of the work on the residents of Tetsworth.

A letter had been received from the M40CEG. It noted that PV barriers had been terminated. Although the M40 near Tetsworth was in the process of being resurfaced to provide improvements to the local area, it was still important for the parish council to support the group in its future work. It was therefore proposed and seconded to make a £250.00 donation to M40 CEG.

It was noted that September and October grass cutting invoices had not been received and were therefore outstanding.

The clerk would confirm ear marked funds carried over from 2015/16 for the next report.

A budget report would be presented to the December meeting. It needed to be noted that due to the planning appeal donations would result in a higher audit fee for 2016/17.

**RESOLVED:**

- To not make any grant to South and Vale Young Carers.
- To make a grant of £250.00 to M40CEG (s137)
- To consider budget and finance reports at the next meeting to cover earmarked funds, budget 2017/18, precept requirement

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

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

Play Inspection Company Ltd	£75.00
Planning appeal counsel	£7200.00
K Harris postage expenses	£4.00
D Duke – salary and expenses	£344.20
HMRC- income tax	£5.60

Note the PWLB repayment on 30 November £1,315.22

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

- a. Report from OCC County Director**
- b. Letter from District Council leaders**

Oxfordshire County Council's preferred option was one unitary for the county. The district councils opposed this option. Government had asked the councils to agree on a preferred option. The parish council noted the letters received.

151. PATCH/Skatepark

- a. Update from HB for PATCH and Skatepark**

- The PATCH needed weeding
- Warnings would be stencilled onto the ramp

- b. Skate ramp noise correspondence**

The amount of noise had decreased since the ramp was installed but was still reported as being intrusive. Options for reducing the noise impact would be considered in spring 2017, when the use of the ramp would increase again.

**c. To CONSIDER a report about budget availability for PATCH**

There was some debate about the amount of funds that had been carried forward from 2015/16 and if additional money had been allocated during the year to date. These questions would be clarified for a report to the December meeting.

152. 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**

Philip Hughes had submitted his report to the Planning Inspectorate. The parish council was in the process of arranging a meeting with Phillip Hughes and planning officers. A transfer of funds for payment of the barrister had been approved.

It was noted that £27,665 had been received towards the planning appeal fund.

To APPROVE responses to the following Planning Applications:

**b. P16/S3451/HH; 26 Swan Gardens Tetsworth OX9 7BN  
Single Storey Orangery Extension**

RESOLVED: To recommend approval.

**c. P16/S3559/FUL Mounthill Farm 19 High Street Tetsworth OX9 7AD  
Erection of two agricultural buildings and associated works**

Access was from the A40.

RESOLVED: To recommend for approval subject to a condition that the buildings were for agricultural use only.

**d. P16/S3574/LDP 2 Parkers Hill Tetsworth OX9 7AH  
Two single-storey extensions, one to the side of the existing building and the other to the rear of the existing building.**

Councillors queried if the extension would be capable of supporting a second storey at a future date. There were no heights of the single storey extension on the planning application documents.

RESOLVED: To query the heights of the extension and load bearing of the proposed walls.

**e. P16/S3598/HH 10 Silver Street Tetsworth OX9 7AR  
A single storey timber garden outbuilding**

RESOLVED: To recommend approval

**f. P16/S3638/T56 Mount Hill Farm 19 High Street Tetsworth OX9 7AD  
Replacing existing 15m Lattice Tower with 15m Swann Lattice Tower Mast**

RESOLVED: No reasons to object as there was already one in place.

To NOTE Planning Decisions made by SODC:

- It was noted that a decision for P16/S2350/O - High Street, Tetsworth (car boot site) was likely on 16 December.
- Planning application for The Old Forge, P16/S1835/LB and P16/S1904/FUL would be considered at the SODC planning committee on 30 November 2016.

To RECEIVE Planning Correspondence/Information:

**g. To CONSIDER a response to Aston Rowant Neighbourhood Plan Area Designation consultation**

The consultation deadline had passed, however the proposed area was the parish council boundary.

153. To RECEIVE an update about the Tetsworth Neighbourhood Plan

John Gilbert presented a short report.

- As the Neighbourhood Planning steering group was a sub committee of the Parish Council, the parish council would manage the finances through its bank account.
- The group was in the process of submitting grant applications and had approved a budget.
- The Neighbourhood area that had been applied for had not been approved by SODC, due to an objection from Lewknor parish council.
- The area applied for included an area of land outside of Tetsworth parish council along the A40 and land to north and south that was in Lewknor parish. This was due to the land being in the same ownership of an attached area in Tetsworth.
- The area map and application would have to be resubmitted with another 4 weeks consultation.
- This would delay the approval of a grant from SODC.
- The village questionnaire was in progress. It was hoped that a draft would be displayed at the Christmas fair.
- The tagline for the questionnaire had been agreed as “Thirty minutes of your time, equals 15 years of influence”.

154. To CONSIDER any issues about the Village Environment

**a. Letters received from residents about overgrown hedges**

Some residents who had received letters about overgrown vegetation on the boundary of their property had replied that they did not feel there were any issues. Others had not undertaken any works.

RESOLVED: To send a further letter to those residents with more detail to help identify the issues.

155. Correspondence

Items received for discussion and/or as previously emailed

**a. OALC October newsletter**

One article was referred to. If you live alone it was important that your contact and medical details were easy to find in the event of an emergency. To help out, a free green bottle, provided by Lions Club International, for you to store important information, such as personal details, emergency contact details, doctors details, medications and allergies. It was agreed to ask OCC Emergency Planning for some bottles to be distributed to residents. The parish council would check if salt bins had been filled.

**b. Daytime support consultation- closing date 20 Dec**

Noted information

**c. Thame- Great British High Street awards**

Noted that all could vote to support Thame in these awards.

**d. Council matters- Came and Company**

Advice within the newsletter included the need for insurance for volunteers who undertook work for the parish. This would be kept under review.

There was an increase in IPT so if the budget for 2017/18 insurance would need to increase.

Further advice was for the parish council to not commence gritting areas of the parish, as it would then be required to continue. Individuals were able to grit public areas if they wished to do so. Salt in grit bins was not for use on private land.

**e. South News**

Noted

156. Other Matters for Discussion

None

157. Date of the Next Meeting - Monday 12 December 2016

158. To Close the Meeting

159. Open Forum

**CHAIRMAN**

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76/16	To advertise for volunteers to help weed the PATCH on social media and email distribution lists.	Clerk	In progress
77/16	To check the budget for remaining funds available for maintenance of the PATCH.	Clerk	Report deferred to the next meeting. Weeds needed clearing first.
82/16	To approve the appointment of Devey Tree Care	DD	
83/16	also contact Highways England to reiterate the concerns raised and also request speed indicator devices to help deter speeding	DD	
84/16	Warnings would be stencilled onto the ramp	HB	
85/16	report about budget availability for PATCH	DD	Report to Dec 2016 meeting
86/16	To send a further letter to those residents with more detail to help identify the issues.	MS/DD	
87/16	Check if salt bins had been filled.		
88/16	Insurance for volunteers was required who undertook work for the parish. This would be kept under review	DD	Ongoing, may impact Neighbourhood Plan
89/16	The budget for 2017/18 insurance would need to increase.	DD	Report for Dec 2016