

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

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

**Officer:** Debra Duke (DD)

**Members of the Public:** There were 5

160. Apologies for absence

Apologies from Councillor Peycke were noted.

It was also noted that District Councillor Harrod and County Councillor Carter was unable to attend.

161. 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.*

There were none.

162. To APPROVE the Minutes of the Council Meeting held on 14 November 2016

RESOLVED: the minutes of the meeting held on 14 November 2016 were approved as a correct record and signed by the Chairman.

163. Matters arising from the Minutes not on agenda

62/16 KH had spoken to Community Payback. They could start work on Sunday 8 January 2017, continuing every Sunday until works were complete.

Work that would be undertaken included: clear ditch along side and back of village green; sand and repaint metal benches; oil wooden benches; clear cobbles on Jitty. Contact had also been made with the church for any works to carry out in the churchyard.

The following were required during times of work: access to the hall or TSSC for toilets and access to a kettle.

**ACTIONS:**

Check council's insurance policy to ensure that adequate cover was provided.

164. Public Questions

None received.

165. Update of Actions List

Ref.	Action Required	Resp.	Progress
040/15	Publish Parish Tree Report on	AM/MS	Summer & winter photos being

	Tetsworth Parish Council (TPC) Website		digitised
32/16	Contact OCC Environment staff over materials at the Gate House development site	KH	SODC had served a planning contravention notice. KH contacted to check what had happened. No response will chase.
53/16	To report to SODC the collapse of a road sign south of the village on A40	KH	COMPLETE
070/16	Arrange initial tasking meeting with Philip Hughes	KH/MS	IN PROGRESS. SODC officers can meet KH w/c 19 Dec.
75/16	To write an article for the newsletter asking for volunteers to weed the play area.	Clerk	Spring/Summer 2017
76/16	To advertise for volunteers to help weed the PATCH on social media and email distribution lists.	Clerk	Spring/Summer 2017
77/16	To check the budget for remaining funds available for maintenance of the PATCH.	Clerk	Weeds needed clearing first. Within 2017/18 budget considerations.
82/16	To approve the appointment of Devey Tree Care	DD	COMPLETE. Works to be undertaken 23 Jan 2017
83/16	also contact Highways England to reiterate the concerns raised and also request speed indicator devices to help deter speeding	DD	COMPLETE. Reply circulated.
84/16	Warnings would be stencilled onto the ramp	HB	To be completed.
85/16	report about budget availability for PATCH	DD	Agenda item.
86/16	To send a further letter to those residents with more detail to help identify the issues.	MS/DD	To be completed
87/16	Check if salt bins had been filled.		All checked.
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. Raised with NP Sub Cttee
89/16	The budget for 2017/18 insurance would need to increase.	DD	Report for Dec 2016. On agenda.

166. District Councillor's Report

Councillor Harrod had sent a report. One article listed grant availability provided by GLL (leisure management contractor) for projects that get people active or improve wellbeing.

A meeting of parishes within the Chalgrove area would be meeting on 20 December. Councillor Carr would be attending for Tetsworth Parish Council.

167. County Councillor's Report

Councillor Wilmshurst presented a report.

168. Reports from Parish Councillors

None.

169. To RECEIVE and APPROVE the Monthly Financial Report

The monthly report was circulated. Expenditure to date, general fund only, was £13,406. Spending was on track for the year as there was still £5,000 of the general fund budget to spend in the remaining 3 months.

RESOLVED: The monthly report was approved.

- It was noted that the planning appeal fund was currently £28,165

170. To CONSIDER a budget report for 2017/18.

**a. To APPROVE the budget for 2017/18**

Councillors discussed a draft budget.

The following points were made:

1. The annual grant of £1000 to TSSC for village green maintenance was considered to be good value for money.
2. Tree maintenance budget should remain as exact costs were always unknown.
3. War memorial budget was increased to ensure that the feature was maintained.
4. Forest school budget heading would be removed as there was no expected expenditure.
5. Enhancement of village budget would be increased to help fund materials for maintenance of the village.
6. The budget for the PATCH should be increased to £2000 as the annual report had outlined various repairs and maintenance needed to be carried out.
7. Auditor budget would increase due to the additional income for the planning appeal fund. The audit fees may be able to be separated to account for the additional income.
8. It was proposed that a one percent increase in the clerk's salary due to local government salary increases.
9. Insurance budget provision needed to be increased by 10 percent due to increases in Insurance Premium Tax.
10. It was also suggested that a small skate ramp reserve be made annually. The manufacturer of the new skate ramp had anticipated maintenance costs of approximately £800 every 3 years. Therefore it would be sensible to allocate about £300 to a maintenance reserve.
11. It was recommended that the council holds between 3 and 6 months budgeted expenditure as a reserve. It was agreed that a general reserve of £9000 would be appropriate.

There was an additional budget line proposed to fund a “handyman”. Areas of work could include undertaking weekly inspections of play equipment, some maintenance and reporting of issues. Currently this work was undertaken by councillors or unpaid volunteers. Paying for these services would more accurately reflect the costs to the parish. It would also provide the capacity to undertake more work as it was likely that the district and county councils would transfer services to parish councils. There were two methods that this could be achieved, either employing an additional member of staff or hiring a contractor. Councillors suggested that a contractor may be a more suitable option. It was suggested that Swan Gardens, who currently undertook the grass cutting and weed spraying, be contacted for a quote.

RESOLVED:

- To approve a budget for 2017/18 at the council meeting on 9 January 2017
- To contact Swan Gardens for a quote for additional maintenance work
- To retain a general reserve of £9000

**b. To APPROVE a precept for 2017/18**

It was proposed that a precept be approved at the next council meeting on 9 January 2017. However, all agreed that the precept for 2017/18 should be equal to the budget set.

For 2016/17 the precept had been £15200 but the budget was £18397. This gave a shortfall of £3197 which was wholly funded from council reserves. This was not a viable long term situation. The council was also conscious that there were no capping limits on local council precepts. However, the government had recently consulted about introducing a cap, therefore it was anticipated that at some point in the future Tetsworth parish council could find that their ability to raise the precept to cover the budget would be limited.

RESOLVED:

- To set the precept for 2017/18 at the council meeting on 9 January 2017.
- To set the precept to cover the council’s budget for 2017/18

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

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

• SODC dog bins	£37.68
• Salaries and expenses	£344.20
• HMRC	£5.60
• Councillor expenses claim (war memorial)	£56.88
• M40 CEG (grant, minute 148)	£250.00
• TSSC (village green maintenance grant, budget)	£1,000.00

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

None.

173. To CONSIDER a response to the BT payphone consultation

BT had proposed removing the public telephone in Tetsworth. Four calls had been made from this payphone in the past 12 months. The parish council did not wish to adopt the phone box and were content that it be removed.

RESOLVED: To reply to SODC that the parish council did not object to the payphone removal or wish to adopt the phone box.

174. PATCH/Skatepark

a. Update from HB for PATCH and Skatepark

The PATCH needed weeding. The membrane needed replacing as well as additional bark. Contact with the school would be made to try and encourage volunteers to help tidy the PATCH and to apply for grants to replace equipment. The parish council could use funds to replace some pieces of equipment or purchase a new item. Refurbishment needed to be driven by the users of the area. Councillors said they were happy to oversee and help a group to apply for grants to undertake replacement and maintenance of the PATCH.

RESOLVED:

- To put an article in the newsletter asking for volunteers to help rejuvenate the PATCH
- To write to the school asking for a letter to be sent to every child
- To include an agenda item about replacement equipment for January 2017

b. To CONSIDER a report about budget availability for PATCH

The general fund budget for 2016/17 had allocated £1000 an additional £1300 had also been moved from the Youth earmarked fund. Current spend on the PATCH was £1402; there was £898 remaining in the PATCH budget to purchase more bark. This would be ordered February 2017 in time for March 2017.

175. 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**

KH would be meeting SODC planning officers week commencing 19 December 2016.

To APPROVE responses to the following Planning Applications:

None received on date of agenda publication.

Since publication of the agenda an amendment to planning application P16/S2350/O Erection of up to 60 dwellings with associated means of access, areas of open space and landscaping, had been received. Comments were due by 23 December 2016. This did not allow enough time to defer consideration of a response to the next meeting.

Councillors discussed the issues raised by the amendments. It was noted that a bund had been proposed. Tetsworth Parish Council had recommended that SODC refuse this planning application due to the bund. The bund would introduce an alien feature to the landscape.

The amendments also showed a traffic calming scheme on the High Street, A40. Councillors had been told previously that Highways would not permit traffic calming on the A40 as it was a principal A road and a diversion route for the M40.

**RESOLVED:**

- To send an additional objection to SODC objecting on the grounds of the construction of the bund and the resulting feature of the sound mitigating bund.
- If the application was considered at committee to request to speak.

**To NOTE Planning Decisions made by SODC:**

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

**Prior Approval not required.**

- 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. (Additional GeoEnvironmental Investigation received 6 October 2016)

**Conditions discharged.**

- d. P16/S1904/FUL and P16/S1835/LB; The Old Forge High Street Tetsworth OX9 7AB  
Change of use and conversion into a two bedroom dwelling. (As amended by plans received 5 August 2016 omitting garden area and designated parking area, and altering opening mechanism for windows to overcome encroachment issues).

**Refused. Parish Council raised some issues about the application.**

**To RECEIVE Planning Correspondence/Information:**

- e. To DISCUSS planning application and SODC Planning Committee process**

Councillors Sanders and Martin had attended a SODC planning committee. They had been concerned that a planning application in Henley had been granted approval contrary to the approved Neighbourhood Plan. Henley's NP required that every development had to provide affordable housing. The planning committee had granted approval to a development that did not provide any affordable housing, voicing concerns about possible appeals.

- f. To RECEIVE an anonymous letter about a suggested planning breach**

An anonymous letter had been received by the parish council about a suggested planning breach. The letter suggested that the buildings on the mentioned site were being used for the storage of the wrong materials. Councillors said that without a name or address on the letter they could not therefore respond directly to the correspondent. It was therefore noted that the parish council would minute the receipt of the letter and note that breaches of planning were dealt with by South Oxfordshire District Council.

176. To RECEIVE an update about the Tetsworth Neighbourhood Plan

John Gilbert gave an update. The issue with including a section of Lewknor parish within the Neighbourhood Plan area had been resolved with Lewknor Parish Council, although confirmation from SODC was still awaiting.

At the public engagement on 26 November there was strong interest in the work being undertaken.

A draft questionnaire had been completed and was being tested on the families of the steering group and parish councillors before final amendments and circulation.

177. To CONSIDER any issues about the Village Environment  
None

178. Correspondence

Items received for discussion and/or as previously emailed

- a. Questionnaire from SODC Independent Remuneration Panel
- b. SODC Housing and Homelessness letter
- c. TVERC newsletter
- d. **Oxford College** had sent a letter about undertaking a land Green Belt review and possibility of releasing some land at Grenoble estate for development.

179. Other Matters for Discussion  
None

180. Date of the Next Meeting - Monday 9 January 2017

181. To Close the Meeting The meeting closed at

182. Open Forum

**CHAIRMAN**

## Action list

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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. Raised with NP Sub Cttee
90/16	To contact Swan Gardens for a quote for additional maintenance work		
91/16	To reply to SODC that the parish council did not object to the payphone removal or wish to adopt the phone box.		
92/16	To write to the school asking for a letter to be sent to every child		
93/16	Use the PATCH budget to purchase more bark.		
94/16	To include an agenda item about replacement equipment for PATCH		Agenda item Jan 2017
95/16	To send an additional objection to SODC objecting on the grounds of the		



	construction of the bund and the resulting feature of the sound mitigating bund.		
96/16	If the application was considered at committee to request to speak.		