

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

**Held in the Memorial Hall  
at 7.30pm on Monday 19 June 2017**

**Present:  
2 members of the public**

Cllr. Karen Harris (KH) – Chair  
Cllr. Hazel Bottone (HB)  
Cllr. Paul Carr (PC)  
Cllr Marjorie Sanders

**Officer:** Clare Devey (CD)

34 Apologies for absence

Apologies for absence were received from Councillor Alan Martin. Apologies had also been received from District Councillor Steve Harrod.

35. 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.*

Cllr Paul Carr declared an interest in Plan app no P17/S1534/LB 64 High Street Tetsworth as he is a neighbour.

36. To APPROVE the Minutes of the Council Meeting held on 8 May 2017

RESOLVED: the minutes of the meeting held on 8 May 2017 were approved as a correct record and signed by the Chairman.

37. Matters arising from the Minutes not on agenda

None

38. Public Questions

None received.

39. Update of Actions List

Ref.	Action Required	Resp.	Progress
040/15	Publish Parish Tree Report on Tetsworth Parish Council (TPC) Website	AM/MS	Summer & winter photos being digitised
32/16	Contact OCC Environment over materials at the Gate House development site. Ask for an FOI on Case no ON318142	CD	OCC had served a planning contravention notice. KH contacted to check what had happened. No response will chase. Officer had visited and was satisfied that clean waste was being used as required. Despite chasing no updates received.

84/16	Warnings would be stencilled onto the ramp	HB	To be completed before the school holidays. More substantial signage to be purchased.
86/16	To send a further letter to those residents of Parkers Hill with more detail to help identify the issues.	MS/CD	Reassess hedge growth at the end of bird nesting season. To be completed in Sept 2017. Ask Swan Gardens to quote to take all hedges back to the wall.
93/16	MS to ask Samantha Stonehouse to organise a work party for spreading the bark.	MS	Bark now purchased. £80 may be charged for incorrect delivery address.
21/17	To link the Neighbourhood Planning questionnaire from the parish council website in time for the launch	Clerk	Complete
22/17	Properties beside the ditch on the Green would be contacted about the responsibilities to maintain the ditch.	KH	Ongoing. No contact yet
23/17	To continue to pursue the enforcement of the hedge removal on the Common.  MS to provide Deed documents for the Common and map outlining the boundaries between the Common and the Marsh End gardens and send to SODC.	MS	KH spoken to Emma Turner SODC. Case officer for this had left SODC. Confirmed that the building was not within permitted development rights.  Actions to be carried out:  Confirmation of boundary- SODC  Request to submit retrospective planning application- SODC  Write to all with boundaries to the Common to remind that they cannot remove the hedge- TPC
24/17	commit purchasing up to 15 copies of the War Memorial booklet at a maximum cost of £150	Clerk	Oct/Nov
25/17	To readvertise for a parish councillor on the noticeboard, newsletter and website	Clerk	No applications received.
26/17	A report of the meeting with the landscape architect would be brought to the next meeting.	KH	Agenda item below.
27/17	Ensure parish council website is compliant with the Transparency Code. To be completed with assistance from Sarah Pullen or KH	Clerk	By June
28/17	To sign Parish Clerk Contract of Employment	KH/CD	Contract of Employment signed. Clerk employed as of 1/6/2017 at SCP23 £11.054 per hour

40. To RECEIVE District Councillor's Report

Received by email.

41. RECEIVE County Councillor's Report

None received.

42. To RECEIVE Reports from Parish Councillors

Councillors Saunders and Martin had attended a workshop on Common Land and Village Greens. The purpose was to raise the profile of our open spaces. If the common was registered as a green space with SODC it becomes equivalent to green belt land which may be very pertinent to the Harrington proposal.

MS and AM propose that all documentation concerning grazing rights, trees, access etc from the archives to be researched, filed together and all agreements formalised.

SODC are responsible for any misdemeanours on common land.

Open Spaces Society membership to be discussed at the next meeting.

43. To Receive information from TPC solicitors relating to Knapp Cottage.

The Solicitor has asked for the registration documents from the Land Registry as the query on the land ownership has still not been resolved. This should clarify the situation.

44. To Discuss the query from the external Auditors.

BDO had queried the 180% increase in staff costs (£2696)

Resolved: To send a copy of the April 2016 minutes showing the payment scale of the clerk and the date that she was appointed and a copy of the contract of employment.

45. To Approve and Sign amendment to access for the TPC bank account.

Documents signed for Internet banking and for Delegate Access to the account for Clare Devey.

46. To APPROVE expenditure and sign cheques.

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

- a. Tetsworth Memorial Hall - Parish Council meetings April 16-March 17 £234
- b. Tetsworth Memorial Hall - Neighbourhood Plan £230.40
- c. SKP Solutions £232.49
- d. Swan Gardens £448.83
- e. Clare Devey Salary & Expenses £438.52
- f. PHD Chartered Town Planners £4080.00

- g. OALC Training Course £78.00
- h. Bucks & MK Assoc of Local Councils £136.60

47. To receive and approve the monthly finance report.

Approved.

48. Copy of Neighbourhood Plan sub account to be sent to John Gilbert on a quarterly basis.

49. 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

To discuss the proposal to carry out a Baseline noise survey close to the proposed traveller site by WSP Group at a cost of £4455.00. Acoustic analysis to be carried out as soon as possible.

Resolved. To approve the quotation and engage WSP to carry out the survey. KH to contact WSP as soon as possible.

It was noted that the Hearing date has been moved to 21-24 November

To Discuss the following planning proposal and APPROVE any actions as required:

**P17/S1799/SCO Land at Junction 7 of the M40**

EIA Scoping Report Harrington new settlement.

**To Consider** coordinating our approach to the development by collaborating with other affected parishes.

Resolved: To join forces with other Parish Councils affected by the Harrington proposal. PC to ensure that S. Harrod of SODC includes him on all correspondence relating to further meetings. PC to be the liaison on all meetings relating to the Harrington proposal.

It was noted that it will take approximately 1 year to carry out the EIA scoping report.

To Approve responses to the following planning applications.

**P17/S1534/LB (Listed Building Consent) 64 High Street Tetsworth**

Remove and replace dormer windows – to be replaced by correct Georgian windows to match house. The timber of the current dormer windows had substantially decayed.

The windows have been removed already and the timber replaced – consent is sought for the replacements.

Noted that although the consultation period had been missed the council were happy to have the timber windows reinstated.

To NOTE

**To Note Planning Decisions made by SODC**

**P17/S1099/HH 7 Marsh End Tetsworth**

Two storey rear extension and single storey side extension

Approved 1<sup>st</sup> June.

50. **To RECEIVE an update about the Tetsworth Neighbourhood Plan**  
John Gilbert presented an update.

On 1 June 2017 SODC Planning approved the designation of the Tetsworth Parish area as a designated Neighbourhood Area

Neighbourhood Questionnaire – 273 responses received which equates to 50% of all adult residents.

The results were reviewed at the last meeting, the responses were as expected but there were a significant number of narrative comments that are being reviewed.

Publication of the results:

Display boards to be used at a stall at the village fete on Saturday 24 June  
A more comprehensive summary to be put on the PC website.

SKP has been asked to remove the survey from the website & a short notice put up instead..

Full results in 2-3 weeks.

The draft plan to be complete in Sept/Oct and submitted to SODC by the end of the year.

The completed plan should be issued by September 2018

51. **To CONSIDER any issues about the Village Environment**

a. The strip of grass at the edge of the green is unkempt.

Resolved: HB to ask TSSC if they are able to maintain it.

b. The ditch at the top of Marsh End in front of Pond Villa is full of grass and debris. The conduit under the road is also collapsing.

Resolved: CD to contact OCC Highways as they are responsible for both.

c. Grass banks at the sides of Parkers Hill are unkempt.

Resolved: No action to be taken as this is unregistered land.

d. The strip of land outside the allotments is no longer cut. Should TPC take on the responsibility of cutting the verge.

Resolved: Ask Swan Gardens to quote for the work. To be discussed at the next meeting.

e. The jitty between the Laurels/Elm Close - the stones are lifting and there is old fencing wire causing an obstruction.

Resolved: Ask Swan Gardens to quote for the work. To be discussed at the next meeting.

f. A number of tree swings have appeared - notably on the jitty, the green and by the War Memorial. These trees have TPOs.

Resolved: MS to write a letter to the Tetsworth Newsletter asking for this practice to stop.

g. PC reported that work in the churchyard carried out by ????? is now complete. There is a pile of uncombustible rubbish that will be removed either by D. Nixey (once requested) or by the Church.

## 52. Correspondence

Items received for discussion and/or as previously emailed.

- a. SODC Waste & Recycling leaflets x 4
- b. Oxfordshire Adult Learning Part Time Courses Prospectus x 3

### ACTIONS:

Leaflets left in entrance hall of Village hall.

## 53. Other Matters for Discussion

5 September 2017 MS will do a presentation to OCC Building Control on thatch fire prevention.

## 54. Date of the Next Meeting

Monday 10 July 2017

## 55. To Close the Meeting 8.50pm

## 56. Open Forum

