**Minutes of the Meeting of**

**Tetsworth Parish Council**

**Held in the Memorial Hall**

**at 7.30pm on Monday 10 July 2017**

**Present:**

1 members of the public

Cllr Marjorie Sanders -Vice Chair(MS)  
Cllr. Paul Carr (PC)

Cllr Alan Martin (AM)

**Officer:**  Clare Devey (CD)

1. **Apologies for absence**

Apologies for absence were received from Councillor Karen Harris & Hazel Bottone.. Apologies had also been received from County Councillor Nick Carter & Jeanette Matelot & District Councillor Steve Harrod

58 **To receive Declarations of Interest and Dispensations**

* 1. *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.*

None.

59 **To APPROVE the Minutes of the Council Meeting held on 19 June 2017**

RESOLVED: the minutes of the meeting held on 19 June 2017 were approved as a correct record and signed by the Vice Chairman.

60 **Matters arising from the Minutes not on agenda**

MS has sent emails to Samantha Stonehouse with no response. MS will try as a matter of urgency to contact her to organise a work party to spread the bark on PATCH.

Minute 51C The grass banks on LHS of Parkers Hill have now been cut. Only the area at the bottom of the hill is now left uncut.

RESOLVED: CD to contact OCC Highways to ask them to do this.

61 **Public Questions**

None received.

1. **Update of Actions List**

|  |  |  |  |
| --- | --- | --- | --- |
| Ref. | Action Required | Resp. | Progress |
| 040/15 | Publish Parish Tree Report on Tetsworth Parish Council (TPC) Website | AM/MS | Complete.  This will now be incorporated into the document for all TPCs green spaces, assets, agreements etc.  The last survey was completed in 2016. MS /AM will complete a quick survey to check there are no changes in the condition of the trees. |
| 32/16 | Contact OCC Environment over materials at the Gate House development site. Ask for an FOI on Case no ON318142 | CD | FOI issued. Information will be received by 20 July 2017. Chris Hodgkinson visited site 26 June 2017. The material tipped did not constitute waste. He proposed we contact SODC to check the planning application had not been contravened. |
| 84/16 | Warnings would be stencilled onto the ramp | HB | Complete. |
| 86/16 | Parkers Hill Hedges on RHS. | CD | Reassess hedge growth at the end of bird nesting season. To be completed in Sept 2017 Swan Gardens quoted £120 labour plus cost of hire of skip to take all hedges back to the wall. CD to contact SOHA to ask if they are still responsible. |
| 22/17 | Properties beside the ditch on the Green would be contacted about the responsibilities to maintain the ditch. | KH | KH to visit Mr Keane the owner of the Swan. |
| 23/17 | To continue to pursue the enforcement of the hedge removal on the Common. MS to send SODC Deed documents and map of the Common. | MS | MS spoke to Emma Turner SODC. Confirmed that the building was not within permitted development rights.  Actions to be carried out:  Confirmation of boundary- SODC are responsible for historic hedge.  Likely outcome.  Householder requested to submit retrospective planning application- SODC .  Hedge to be replanted and bridge removed. 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  Noted that grants are available to improve/repair War Memorial. Item for next Agenda | Clerk | Oct |
| 25/17 | To Re-Advertise for a parish councillor on the noticeboard, newsletter and website | Clerk | CD to be given website training by Sarah Pullen. |
| 27/17 | Ensure parish council website is compliant with the Transparency Code. To be completed with assistance from Sarah Pullen or KH. | Clerk | Minutes, Agenda & Accounts are now on website. CD to be given training. |
| 29/17 | To combine all documentation relating to common land, grazing rights, access, trees etc to be retrieved from the archives, collated and all agreements finalised. | MS & AM | MS & AM to work on this throughout the year. Room in Memorial Hall to be made available to assist in checking the archives. |

63 **To RECEIVE District Councillor’s Report**

None received

64 **To RECEIVE County Councillor’s Report**

Received by email.

£5,000 grant fund now available.

There is to be a drop in session with County Councillor Jeanette Matelot at the Swan, Tetsworth on the 22nd July.

65 **To RECEIVE Reports from Parish Councillors**

AM attended the OALC AGM. AM emphasised their support & assistance is important to TPC.

MS & AM attended the Town & Parish Forum.

The purpose of the meeting was to communicate what SODC were doing for the community in the future.

Matters discussed were Housing Strategy, Planning, Enforcement, Social housing, Care in the community, The Oxford/Cambridge Link Road.

RESOLVED: As a result of the meeting it was agreed that PC would take over responsibility of the Community Plan in case of an emergency. (Town & Parish resilience)

66. **To RECEIVE information from the solicitors relating to Knapp Cottage**.

None received.

67. **To receive and approve the monthly finance report**.

Approved.

68. **To APPROVE expenditure and sign cheques**.

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

* 1. CPA Horticulture - £80 incorrect delivery address.
  2. A. Martin - £16.60 Expenses
  3. C. Devey - £369.35 Salary & Expenses
  4. Olga Cumming - £50 NPQ Prize Draw Winner (pay J.Gilbert)
  5. OALC - £4.00 Publication

It was agreed to include the following payments at the next meeting of TPC

C. Cann £17.99

A. Martin £20.00

**69. PATCH & Skate Park**

There are major concerns over the condition of PATCH. The equipment has deteriorated badly. The hanging bridge has had to be removed and boarded up.

The annual inspection is due & it may fail to meet safety standards.

RESOLVED: To reinstate a weekly inspection and a tick form which was brought to TPC meetings and signed off. It was agreed this must be reinstated as a matter of urgency. The record book needs to be brought up to date and each councillor take it in turn to complete the tick form each week.

TPC are corporately responsible for any accidents and must be more proactive. The PATCH must either be fixed or closed.

Possible emergency meeting in August to discuss the condition of PATCH.

**PLANNING**

**To Discuss**

**70**. **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.**

Noise level monitoring is in progress. Equipment has been installed on Adrian Hope’s and Nick Nixey’s land for 1 week.

**To Discuss**

71. **P17/S2372/HH 80 High Street Tetsworth OX9 7AE**

**Proposed garden room for ancillary domestic use**.

Proposal supported – no strong views.

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

Approved by SODC

SODC published a new Statement of Community Involvement adopted by cabinet 15 June 2017

The potential to communicate between parishes has been improved It is a clearer version with simpler processes.

73. **To RECEIVE an update on the Tetsworth Neighbourhood Plan.**

Results of the questionnaire were reviewed at the last NP meeting.

The main indicator was that 2 and 3 bedroom houses are needed.

Next the NP committee will decide the policies that need to be written into the document to support their objectives.

JG to meet with SODC to be guided through the next stages of the process.

a Public Consultation

b External Examination

c Local Referendum

NP to be submitted to SODC by the end of 2017. NP in place by Autumn 2018

Noted that the Common needs to be documented as a local green space.

74. **Proposed to join the Open Spaces Society**

Agreed.

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

The verge of the Green has been cut by TSSC

RESOLVED: That CD to contact OCC Highways again concerning the condition of the ditch & culvert at the entrance to Marsh End.

Voted & agreed that Swan Gardens cut the grass on the verge outside the allotments for a cost of £40.00

Voted & agreed that Swan Gardens repair the Jitty between The Laurels and Elm Close and also the side edging of the Jitty leading up to the church for a cost of £160- £200

That CD send a letter to Tim Fransham asking him to remove the tree swing from the Copper Beech outside his house.

76. **Correspondence**

Oxfordshire Leader media release

OPFA newsletter

77. **Other Matters for Discussion**

Parking outside the Red Lion. PC has spoken to the landlady.

Tables and chairs from the Red Lion on the green permissions need to be formalised.

A police poster showing the new contacts should be requested and put on the TPC notice board.

JG agreed to tidy up the TPC website.

78. **Date of the Next Meeting**

Monday 11 September 2017

79. **To Close the Meeting** 8:55pm

80. **Open Forum**

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