**Minutes of the Meeting of**

**Tetsworth Parish Council**

**Held in the Memorial Hall**

**at 7.30pm on Monday 19th September 2017**

**Present:**

4 members of the public

Cllr Karen Harris – Chair (KH)

Cllr Alan Martin (AM)

Cllr Hazel Bottone (HB)

**Officer:**  Clare Devey (CD)

98. **Apologies for Absence**

Apologies for absence were received from County Councillor Nick Carter & Councillor Marjorie Sanders.

Paul Carr resigned on the 11th August as a Councillor due to family commitments.

99. **To receive Declarations of Interest and Dispensations**

*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.

100. **To approve the Minutes of the Extraordinary Council Meeting held on 7th August 2017**

RESOLVED: the minutes of the meeting held on 7th August 2017 were approved as a correct record and signed by the Chairman.

101. **Matters arising from the Minutes not on the Agenda**

Stephen Harrod resigned as District Councillor at the end of August.

Caroline Newton will be his replacement.

102. **Public Questions**

None

103. **Update of Actions list**

|  |  |  |  |
| --- | --- | --- | --- |
| Ref. | Action Required | Resp. | Progress |
| 040/15 | MS /AM will complete a quick survey to check there are no changes in the condition of the trees | AM/MS | 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 | Contacted OCC/SODC Environment over materials at the Gate House development site. KH contacted H. Rose on the 20th Aug. She agreed to go to site before 1st Sept. – No proof of any activity on site.  KH to chase up H. Rose SODC enforcement in writing. | KH | New complaint raised – use as a brownfield site no evidence of building a menage/tack room/stables. Hearsay that the pond containing the G.C. Newts has been filled in.  H. Rose agreed to a new investigation. |
| 86/16 | Parkers Hill Hedges on RHS. | CD | Complete. SOHA trimmed back the hedges. |
| 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 | Actions to be carried out:  Confirmation of boundary- SODC are responsible for historic hedge.    Householder will be told to submit retrospective planning application to SODC .  Hedge to be replanted and bridge removed. SODC  Once this is done TPC solicitor to write to all with boundaries to the Common to remind them that they cannot remove the hedge. |
| 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. | Clerk | Will be purchased once Mr Honniman advises the book is ready. John Gilbert has contact details.  HB to check on grants. |
| 25/17 | To Re-Advertise for a parish councillor on the noticeboard, newsletter and website | Clerk | Complete |
| 27/17 | Ensure parish council website is compliant with the Transparency Code. To be completed with assistance from Sarah Pullen. | Clerk | Minutes, Agenda & Accounts are now on website. CD to be given further 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. |
| 65/17 | A Community plan in case of emergency should be established. (Town & Parish resilience) | TBA | Liaise with the Memorial Hall for access. Create an action plan. |
| 75/17 | Ditch & Culvert at entrance to Marsh End. Email received from D. Baldwin of Monson on behalf of SODC requesting information on ownership on sections of the ditch. | CD | TSSC owned by TPC but not the land. Unsure of other ownership. Ask D.Baldwin to check the Land Registry. |
| 77/17 | NHPT Poster for notice board to be requested. | CD | Complete |
| 85/17 | Willow trees at NE Corner of the Green. SODC Tree Officer wants trees pruned to previous points (approx. 20ft). TPC agreed. | CD | Request new quotation from Devey Tree Care to carry out the work as specified by the Tree Officer |
| 87/17 | Footpath at Attington Stud. Path rerouted. No planning application submitted. | KH | KH to contact Jonathan Beale – footpath officer for OCC. All attempts to contact unsuccessful. KH to speak to CC. Nick Carter. |

104. **To Receive Reports from Councillors**

No reports received.

105. **To Receive information regarding Knapp Cottage.**

Knapp Cottage query now resolved by TPC’s solicitor.

106. **To Receive & Approve the Monthly Finance Report.**

Approved.

107. **To Approve expenditure.**

Resolved to approve payment and authorise signatories for the following:

OALC training course x 2 £84.00

R Mead Skip Hire £288.00

Swan Gardens £225.40

Swan Gardens £395.04

Swan Gardens £646.35

BDO £360.00

C Devey Wages Aug & Sept + expenses £732.75

Data Protection Registration by DD £35.00 on 15/09/2017

C. Cann NP Poster £17.99

108. **To Complete the Quarterly Internal Finance Check List**

Completed and signed by KH.

109. **To Consider the possibility of Reallocating Budget**.

KH acknowledged that the clerk is working overtime in excess of the 30 hours per month that are paid. CD to clock hours worked overall for the next PCM.

The Council will look at increasing the paid hours of work by reallocating funds from other budgets.

110. **To Consider the purchase of a new copy of Local Council Administration.**

It was agreed to purchase a new edition of the book from LexisNexis for £64.60 (Normally £98.00)

111. **PATCH/Skateramp**

MS has applied for 11 grants. 1 has been rejected. SODC advise that we cannot apply for the District Councillor’s grant as currently we have no District Councillor.

A meeting was held on the 12th September at TSSC to form a committee to raise funds for the new play equipment. – “Friends of Patch”. It was agreed that bingo, a raffle, a sponsored walk and a 10K Fun Run will be organised to raise funds. The 10K run will take place in September 2018.

TPC were contacted by Richard Barber. He is new to the village and has offered his help with PATCH as his company is an ecological contracting business that can assist with the removal of the old play equipment and installation of the new. He has useful contacts re main suppliers etc.

Patch is due to have its annual inspection in October.

HB reported that the skate ramp is in good order.

. **Planning**

112. **To Discuss the following planning application.**

**P17/S3214/FUL Proposal: Change of use from Tapestry Warehouse (B8) to Office (A2) Address: The Old Forge High Street Tetsworth OX9 7AB**

It was noted that the two parking spaces allocated on the plans are part of the highway and as such cannot be claimed for allocated parking.

MS will investigate and respond.

113. **To Discuss the following planning appeals and approve any actions as required:**

**P15/S3936/FUL Land adjacent to London Road Tetsworth 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.**

Two meetings have been held to discuss strategy. There will shortly be a meeting with SODC to coordinate the approach to the appeal.

**Appeal for P16/S2350/O - 60 dwellings - High Street, Tetsworth**

**The appeal is to be heard at a public inquiry. SODC agree that this is the most appropriate procedure given the scale of the development and level of public interest in the proposal**. **The appeal has not yet been given a ‘start date’ and there have been no discussions around a likely inquiry date.  The Planning Inspectorate should shortly be formally starting the appeal process and SODC will then send out notifications to inform any interested parties.**

The appeal has not been lodged, no action can be taken yet.

114. **Planning correspondence received.**

**P16/S2957/FUL Mounthill Farm, Tetsworth**

Enforcement advised by Davina Sarac Planning Officer that a Laurel hedge and post & rail fence has been removed from the above site despite being shown on the approved plan PD01 rev D as being retained.

TPC to be kept informed.

**P16/S2751/O (Outline) 10 Silver Street Tetsworth OX9 7AR**

It was noted that a further amendment has been received for changes to trees and drainage.

**P17/S2684/FUL Spencers Farm Marsh End Tetsworth OX9 7AU**

Steel portal framed extension to an existing cattle yard**. APPROVED**

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

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

**Further Planning Considerations to be discussed at the meeting.**

To consider various structures that have been erected in the village without planning permission.

115. **To Receive an update on the Tetsworth Neighbourhood Plan.**

Version 3 of the NP has now been written covering housing policy up to 2033. It has been circulated to the NPSG, parish councillors and to the Neighbourhood Planning Officer Ricardo Rios at SODC.

Two members of the NPSG resigned at the last meeting.

Terms of Reference have now been written and circulated to the members of the steering group. Declarations of interest will be recorded in the notes of any meeting where they are declared. Notes of all the NPSG meetings will be published on the PC website.

5 members of the steering group will meet Ricardo Rios from SODC on the 20th September to discuss the draft neighbourhood plan.

116**. To Consider any issues about the Village Environment.**

AM will remove the old wreaths from the War Memorial and HB will tidy it up in preparation for Remembrance Day.

117. **Correspondence.**

Clerks & Council Direct Newsletter

Open Spaces Welcome Pack

OCC Waste Management Poster

River Thame Conservation Trust

Oxfordshire Age UK

**118. Date of the Next Meeting**

Monday 9th October 2017

119. **To Close the Meeting.**

9:17pm