**Minutes of the Meeting of**

 **Tetsworth Parish Council**

**Held in the Memorial Hall**

**at 7.30pm on Monday 9th October 2017**

**Present:**

18 members of the public

Cllr Karen Harris – Chair (KH)

Cllr Alan Martin (AM)

Cllr Hazel Bottone (HB)

Cllr Marjorie Sanders (MS)

**Officer:**  Clare Devey (CD)

120. **Apologies for Absence**

Jeanette Matelot

121. **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.

122. **Co-option of new Councillor**

Mrs Susan Rufus was co-opted as a Councillor and signed the declaration of acceptance of office.

123. **To approve the Minutes of the Council Meeting held on 19th September 2017**

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

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

None

125. **Public Questions**

None

126. **Update of Actions list**

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| --- | --- | --- | --- |
| 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 | MS /AM will complete a quick survey to check there are no changes in the condition of the trees & will then pass the task to another councillor. |
| 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.No further information |
| 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. SODCOnce this is done TPC solicitor to write to all with boundaries to the Common to remind them that they cannot remove the hedge.TPC consulting OALC solicitors |
| 24/17 | Commit purchasing up to 15 copies of the War Memorial booklet at a maximum cost of £150Noted that grants are available to improve/repair War Memorial.  | ClerkHB | Will be purchased once Mr Honeyman advises the book is ready. Book complete & will be ready in time for Remembrance Day. Mr Honeyman may give a talk after the service. HB to check on grants. |
| 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.KH. | MS & AM to work on this throughout the year. Room in Memorial Hall to be made available to assist in checking the archives. In progress |
| 65/17 | A Community plan in case of emergency should be established. (Town & Parish resilience) | AM | Liaise with the Memorial Hall/TSSC etc for access. Create an action plan.AM to complete form and return to SODC |
| 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.No further progress. |
| 85/17 | Willow trees at NE Corner of the Green. SODC Tree Officer wants trees pruned to previous points (approx. 20ft). TPC agreed. | CD |  New quotation from Devey Tree Care to carry out the work as specified by the Tree Officer received for £600.00. Approved to go ahead.Any further tree work required clerk will obtain 3 quotations. |
| 87/17 | Footpath at Attington Stud. Path rerouted. No planning application submitted.Judds LaneFootpath to Adwell via Harlesford Farm | KH | KH met with Jonathan Beale footpath officer for OCC. Footpath is blocked and rerouted without permission. Possibility that the landowner has not sought planning permission for the cross country course. JB contacting Planning dept for confirmation.Judds Lane was also discussed. The gates are to be removed as they are not permitted. It is classed as an unmetalled road for use by pedestrians, horses, cycles, horse and cart. Use of vehicles only by persons living on Judds Lane and agricultural vehicles for access to fields.The footpath to Adwell via Harlesford Farm was discussed as a new stile/kissing gate is required. The possibility of removing the stile and having a 1m gap was discussed but requires consultation with the landowner. |

127. **To Receive Reports from Councillors**

Caroline Newton the new District Councillor introduced herself to the Parish Council and members of the public. She will arrange with KH to walk around the parish.

She reported that the Local Plan was voted on in full council and was passed.

She also reported that the Chalgrove Airfield site for 3,500 homes is questionable as Martin Baker will not move from the site.

**Finance**

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

Approved.

129. **To Approve expenditure.**

Resolved to approve payment and authorise signatories for the following:

Computer Assistance - £116.00

C. Devey Wages and expenses October - £352.62

130. It was resolved to approve expenditure of £100 to the Royal British Region for the cost of the wreath for Remembrance Day.

131. The WSP invoice dated 14th September for £5346.00 will be queried by KH as part payment of £1740.00 has already been made on the 8th August

132. The payment to DBO for the external audit was £300.00 instead of the normal £100.00

This is due to the Planning appeal fund being held in the TPC account. It was resolved to transfer £200.00 from the Planning appeal fund to the main TPC account.

133. The clerk is currently working an extra 8 hours 20 mins extra per month over the 30 hours per month allocated in the budget. KH will look at the finances to see if funds from other budgets can be reallocated for additional paid hours.

134. **PATCH/Skate Ramp**

Two grants have been received. £10,000.00 from the Big Lottery Fund and £3,500.00 from the Cozens Bequest.

In order to claim the money from the Cozens Bequest we must give them an invoice for part of the work to be carried out on the play area and they will pay it. Monies cannot be transferred to the Parish Council account.

The Friends of Patch committee want a full refurbishment of the play area. HB will attend their next meeting on the 18th October and advise them that the PC would prefer that the refurbishment is done gradually replacing one piece of equipment at a time as funds become available.

The inspection of the play area is due this month. CD to check when this is taking place. There is a possibility the equipment will fail safety checks and that the play area will have to be closed.

**Planning**

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

135. **Appeal for 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.**

The planning committee has met with SODC and the Planning advisor to coordinate the approach to the appeal hearing. The evidence for objection are now clear and confirmed.

The hearing will take place in the Memorial Hall over 4 days. Parishioners must come along to the Hearing.

136. **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.**

Aidan Lynch reported that a date for the appeal hearing has still not been set. He proposed that we hold a village meeting to assess how much support there is in the village to oppose the appeal.

He stated that as an architect 60 houses on one plot was not a good scheme. It does not join with the village in any way and it was not a sympathetic scheme but just a formula that was used by this developer in all circumstances.

He also stated that the number of houses for Oxfordshire was being reassessed and there may be a 25-30% drop in the housing requirement but that this will not be agreed until mid 2018

An extension of the deadline of the 3rd November for responding to the Appeal Inspector will be requested.

 **Planning Applications Received**

137. **Application Reference: P17/S3399/FUL (Full Application) Proposal: Change of use from Tapestry Warehouse (B8) to shop (A1) Address: The Old Forge High Street Tetsworth OX9 7AB**

It was noted that it is possible to seek permission for change of use from a shop to a dwelling. MS was asked to correspond with SODC Planning Department to ensure that due to the rejection of the Planning appeal for the Old Forge to be converted to a dwelling this would not be permitted to happen.

An extension for responding will be requested.

138. **Application Reference: P17/S3361/FUL Change of use to B8 (Storage and Distribution) Address: Mounthill Farm 19 HighStreet Tetsworth OX9 7AD**

It was noted that part of the barn was only constructed in 2016 for storage of hay. MS will look into this and respond.

**Planning Correspondence received.**

139. **Land Registry B16-1 notice. Title No ON333484 The Green Tetsworth Thame Oxfordshire**

Mr A.C. Hope has applied to register the freehold interest of the Village Green. The PC will need to seek legal advice regarding this. We will need to request an extension to the deadline of the 17th October for responding.

140. **Tree Works to the south of Ignells Tetsworth OX9 7AD**

The diseased Poplars have been felled but will need to be replaced by new trees within two years from permission being given.

141. **The Local Plan Final Draft**

KH and John Gilbert will attend a briefing with SODC on Wednesday 11th October.

**Further Planning Considerations**

142. Various structures have been erected in the village without planning permission. The clerk will write a letter to 116, High Street, Tetsworth and Model Cottage, Back Street Tetsworth to ask if they have obtained planning permission for the structures.

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

Representatives from the steering group have had 2 meetings with SODC NP specialists to review the draft NP.

The feedback from SODC is that the NP was satisfactory but that the policies needed firmer local evidence. The SG will therefore have to undertake a character assessment of the parish. This will take approximately 2 months to complete.

SODC strongly advised that the NP should include an allocated development site. To do this the SG must undertake a formal objective site assessment study. The SG will need outside support for this. John Gilbert has contacted a government agency to assist. John Gilbert stated that he would be disappointed if the Mounthill development was not chosen.

JG still hopes that the NP will come into effect by Autumn 2018.

**To Consider Any Issues About The Village Environment.**

144. The Swan – KH will ask the restaurant owners to redirect the spotlight in the garden so it does not affect cars driving down the hill.

145. The Red Lion. – The owner is contravening the planning application that was approved in 2004. A patio and seating area has been built where there should have been 3 parking spaces at the front of the building. There are 15 spaces in the car park. The PC do not see this as an issue as the car park is not often full. The seating and advert that is on the Village Green should be removed.

146. Parking issues – There is little that can be done. Problems need to be reported to the police where necessary.

**Correspondence**

147. Footpaths Officer Mr Copsey was given details of a training day to discuss the possible loss of footpaths and rights of way if they are not registered by OCC by 2026

148. Citizens Advice Bureau have asked for a donation. It was resolved to give a £50 donation.

149. OCC has asked for details of any areas that require a deep clean in the Tetsworth Parish environs. AM will complete the form.

150. SODC Draft Housing Strategy – MS will complete the online form on behalf of TPC.

151**. Date of the next meeting**

Monday 13th November

152. **To Close the Meeting**

9:04pm