**Minutes of the Meeting of**

 **Tetsworth Parish Council**

**Held in the Memorial Hall**

**at 7.30pm on Monday 13th November 2017**

**Present:**

1 member of the public

Cllr Karen Harris – Chair (KH)

Cllr Alan Martin (AM)

Cllr Hazel Bottone (HB)

Cllr Marjorie Sanders (MS)
Cllr Sue Rufus (SR)

**Officer:**  Clare Devey (CD)

156.  **Apologies for Absence**

David Nixey

157. **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.*

Cllr Karen Harris declared an interest in Plan App P17/S3735/HH Judds Lane as she is a neighbour.

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

David Nixey although absent from the meeting agreed to be co-opted onto the council. This was agreed by unanimous vote.

159. **To Approve the Minutes of the Council Meeting held on the 9th October 2017 and also the minutes of the Extraordinary meeting held on the 17th October to be signed as a correct record.**

Resolved: The minutes of these meetings were approved as a correct record and signed by the Chairman.

160. **Matters arising from the minutes not on the Agenda**

None

161. **Public Questions.**

None

162. **Update of Actions list**

|  |  |  |  |
| --- | --- | --- | --- |
| Ref. | Action Required | Resp. | Progress |
| 040/15 | The task of undertaking the tree survey in future will be passed to another councillor. | AM/MS | Huw Devey has volunteered to take on the tree survey and will liaise with Marjorie.  |
| 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 information yet received.Caroline Newman will speak to H.Rose concerning this. |
| 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. Jeanette Matelot/Caroline Newman to chase up. |
| 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 | 15 copies purchasedCompleteHB checked on grants. War Memorial only is covered, it is the surrounds that need renovating. |
| 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 | Room in Memorial Hall to be made available to assist in checking the archives. In progress. MS & KH will look into scanning the documents. |
| 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.In progress |
| 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. Asked D.Baldwin to check the Land Registry. |
| 85/17 | Willow trees at NE Corner of the Green. SODC Tree Officer wants trees pruned to previous points (approx. 20ft). TPC agreed. | CD | Work completed on 9th NovemberComplete |
| 87/17 | Footpath at Attington Stud. Path rerouted. No planning application submitted. | KH | JB will action this when he can.Judds Lane – gates removed. |
| 140/17 | Tree works to the south of Ignells.Diseased Poplars have been felled. As part of the permission to fell, new trees are to be planted within 2 years. | Clerk | New trees plantedComplete |
| 142/17 | Structures in the gardens of Model Cottage, Back Street & 116 High Street erected that may require planning permission.The clerk has written to both properties to ask if planning permission has been sought. | Clerk | Retrospective planning application will be submitted by Model Cottage Back StreetComplete |

163. **To receive District Councillors Report**

The Oxford -Cambridge Expressway – they do not expect to hear which is the preferred option until sometime next year. SODC favours the northern route incorporating widening of the A34. Vale supports the southern route.

There are strong concerns about the Local Plan that has been developed, especially concerning the lack of infrastructure.

Refuse Collection – SODC have invested in new trucks with separate collections for food waste etc. Collection days have changed for some areas.

SODC will be starting a Community lottery in the new year to raise money for local community projects. The PC can register as a beneficiary. 60% of the money raised will be given to local community projects.

The District Council will be returning to new offices at Crowmarsh.

It is expected that we should receive a community grant for Patch.

The Councillors brought up the following issues they have with SODC. Councillors are constantly having to chase both SODC and OCC for action to be taken; there is seldom a response from them. The example was given of SODC Enforcement being asked to look into a breach of planning at Mounthill Farm in August but to date there has been no response. Other examples were P14/S1318/FUL Land adjacent to London Road. Enforcement were asked to look into a breach of planning but there has been no response and no action. The same applies for the unlawful building in Marsh End. There is no support from Planning in SODC or OCC. Councillors voiced their frustration at the lack of support and stated that they have no confidence in the Planning Department of SODC.

164. **To Receive County Councillors Report**.

Restructuring of OCC is due anytime. Keith Stenning is now in charge of the southern half of the county.

Jonathan Beale is now responsible for all PROWs in the southern half of the county.

Oxford – Cambridge Expressway the government will make the final decision on which route it will take.

OCC are looking at a growth bid proposal with a housing infrastructure fund of £250m they will take into account growth & expansion all across the county.

JM is concerned at the amount of housing being built around Princes Risborough as inevitably all traffic will go along the B4009 through Chinnor to get to the M40.

OCC are looking at community buses to help rural villages with transport.

MS reported that the spring on Parkers Hill is worse and that action needs to be taken urgently.

**Finance**

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

Approved.

166. **To Approve expenditure.**

Resolved to approve payment and authorise signatories for the following:

Karen Harris - £15.00

Gaynor Sellors - £42.00

WSP - £5346.00

PHD Chartered Planners - £7920.00

C. Devey - £352.42

Royal British Legion- £100.00

Citizens Advice Bureau - £50.00

The Play Inspection Company Ltd - £78.00

Devey Tree Care Ltd - £720.00

TSSC - £1000.00

Mr Honeyman - £90.00

167. **To Reallocate Budgets**

It was resolved to pay the clerk for an extra 6 hours per month. This was agreed by a show of hands.

The S137 budget will be used to transfer £408.00 to the Clerks wages and £400 to the office budget as this is underfunded.

168. KH & CD to meet next week to reallocate budgets and scrutinise the finances. A Budget meeting will be held for all councillors at 6:30pm on Tuesday 5th December.

169 **PATCH/Skate Ramp**

The friends of Patch committee are making progress on grants and in general. Rubber crumb is to be fixed around each installation and bark to be used in general areas.

D. Nixey and A. Hope are happy to dismantle and remove the old equipment.

Phase 1 needs to be planned and just one company needs to be used for purchase and installation

The annual inspection of the play areas has been carried out. Some items of the play area are medium risk but there are no high risk items.

A donation of £50 was given by Mrs Armstrong of Knapp Cottage to the Patch fund.

**Planning**

170. **Appeal for P15/S3936/FUL Land adjacent to London Road Tetsworth OX9 7BB**

There has been no consultation by Mr Well’s party on the letter sent out regarding the change of site entrance. The Appeal takes place 21st to 24th November in the Memorial Hall.

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

The Parish Council’s response is being finalised. The Councillors approved and praised the response put together by Marjorie Sanders, Karen Harris, Gaynor Sellors and Aidan Lynch.

Response to be sent to the Planning Inspectorate before the 20th November.

**Planning Applications Received**

**172. Application Reference: P17/S3399/FUL (Full Application)**

 **Change of use from Tapestry Warehouse (B8) to shop (A1)**

 **Address: The Old Forge High Street Tetsworth OX9 7AB**

The main issue is parking. MS will respond before the 20th November

**173. Application Reference:P17/S3361/FUL**

**Change of use to B8 (Storage and Distribution)**

**Address: Mounthill Farm 19 High Street Tetsworth OX9 7AD**

MS has objected on behalf of TPC on the grounds that it does not comply with the original conditions of use.

**174. Application Reference: P17/S3735/HH**

**Erection of detached pool building**

**Address: Former Greyhound Kennels 19 Judds Lane Tetsworth OX9 7AD**

No objection

**175. P17/S3712/LDE CERTIFICATE OF LAWFUL DEVELOPMENT**

 **The lawful continued occupation of the dwelling house in breach of Condition 3 of Planning Permission Ref: P85/N708. AT: Thistley Piece 59 High Street Tetsworth OX9 7BS**

No objection

**176. P16/S2751/O planning application amendment (no. 5) for development work at the following location: 10 Silver Street Tetsworth OX9 7AR**

**The amendment is for: Additional Ecological Information rec 27-10-2017**

No response required.

**177.Application ReferenceP17/S3960/HH**

**The conversion of an existing conservatory to full living accommodation with solid tiled roof**

**Address:14 The Laurels Tetsworth OX9 7BH**

No objection.

**178. Application ReferenceP17/S3941/FUL**

**Change of use from C2 to C3 and small extension**

**Address: 2 High Street Tetsworth OX9 7AT**

No objection

**Planning Correspondence**

**179. Application to register the freehold interest of The Green Tetsworth**.

MS has written the response for the Land Registry to be submitted before the deadline of the 20th November. Approved by a show of hands.

The previous response to be retracted.

**180. Proposed Croudace Development, Mount Hill Farm, Tetsworth**

MS suggested that Croudace make a presentation to the village with proper consultation and publicity beforehand. CD will write to them suggesting this.

**181.Knapp Cottage**

Mr & Mrs Armstrong wish to reroute the drainage from their house across common land. This action can only be approved by the Secretary of State. The PC has no objection if they want to pursue this. KH to speak to them concerning this.

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

John Gilbert and the steering group have been working on Version 3 of the parish character assessment which will be reviewed at their next meeting. The policies included must be specific to Tetsworth, its heritage and to the surrounding countryside.

A Site Assessment study may be carried out. If this is the case, then the SG are duty bound to review all sites for development that are shown on the HELAAS website. As the Site Assessment will affect all members of the Steering Group, external independent involvement is required. JG has contacted a company called “Locality” who can offer technical support free of charge and 12 weeks of consultancy support.

JG hopes that the NP is still on target for Autumn 2018.

183. **Correspondence**

KH has received a letter from the Primary School. They want to plant poppies on the verge of the Green to commemorate 100 years since the end of WW1. The PC has no objection but KH suggested they could be planted in other areas of the village as they will start to flower just as the Green is starting to be mown.

**Other Matters For Discussion**

184. KH suggested that the Parish Council has a brick placed on the wall in the entrance to the Memorial Hall as it was the public works loan that made the refurbishment of the hall possible. Agreed to put the topic on the agenda for next month’s meeting.

185. HB and her mother would like to revamp the surrounds of the War Memorial. They suggested that the flower beds are removed and replaced by pea shingle and 4 large pots in each corner. Perhaps the Primary School children could be asked to make a mosaic or tile to be placed on permanent display to commemorate the end of WW1.

HB to cost this to discuss at the next meeting.

186. **Date of the next meeting**.

Monday 11th December 7:30pm

187. **Meeting Closed at 9:37pm.**