**Minutes of the Meeting of**

 **Tetsworth Parish Council**

**Held in the Memorial Hall**

**at 7.30pm on Monday 12th February 2018**

**Present:**

 3 members of the public

 Cllr Karen Harris – Chair (KH)

 Cllr Marjorie Sanders (MS)

 Cllr Alan Martin (AM)

 Cllr Hazel Bottone (HB)

 Cllr David Nixey (DN)

 Cllr Susan Rufus (SR)

**Officer:**  Clare Devey (CD)

241. **Apologies for Absence**

Received from Jeanette Matelot & Caroline Newton

242. **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 were received

243. **To Approve the Minutes of the Council Meeting held on the 15th January 2018 to be signed as a correct record.**

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

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

None

245. . **Public Questions.**

None

246. **Update of Actions list**

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| **Ref.** | **Action Required** | **Resp.** | **Progress** |
| 040/15 | The task of undertaking the tree survey in future will be passed to Huw Devey. | HD/MS | Huw Devey will liaise with MS in Feb/March |
| 32/16 | Contacted OCC/SODC Environment over materials at the Gate House development site.KH contacted H. Rose on 20th August. Agreed to go to site before 1st September – No proof of any activity on site. Materials being dumped no building work taking place. | KH | New complaint raised – use as a brownfield site no evidence of building. Possible that the pond containing GC Newts has been filled in. H.Rose agreed to a new investigation. C. Newton Dist. C was updated on recent soil movement & lack of progress. CN to chase up with Planning Dept. Waiting to hear from CN. |
| 22/17 | Properties beside the ditch on the Green would be contacted about the responsibility of maintaining the ditch and hedge | KH | KH to contact A.Hope (owner of the Green) - Actioned. Speak to Jason Abbot for his views and then speak to Mr Keane the owner of the Swan. |
| 23/17 | To continue to pursue the enforcement of the hedge removal on the Common/ 31Marsh End. 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 and must block their access to the Common. | MS | Jeanette Matelot/Caroline Newton to chase up. Still awaiting an update.Document from Bullingdon RDC Commons Act 1899 scheme for the regulation & management of Tetsworth Village Green Common states it is forbidden to remove trees. Does this apply to the Common?Further investigation required. |
| 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. Cost £25-£75 | MS & AM | MS & KH will look into scanning the documents. Cost £25-£75. Docs to be loaded onto website. |
| 87/17 | Footpath at Attington Stud. Path rerouted. No planning application submitted. | KH | Jonathan Beale will action this when he can. KH will contact JB. Andy Mayes Tetsworth Parish Path Warden to send a map of footpaths to the clerk showing the blockages/problems with the paths. |
| 155/17 | To arrange a meeting with all concerned parties who have an interest in the village green. Clarification required on hedges ditches and responsibilities. | CD | It was agreed to arrange a meeting with the Green Committee, TPC & TSSC before the next PC meeting to discuss & clarify everyone’s role. |
| 220/18 | Mounthill Development P15/S339/OLast August Davina Sarac (SODC Planning) was investigating the removal of the laurel hedge and post & rail fence which should have been left in place as a condition of the planning approval. CN to chase up to see if the developers will be replacing the fence and hedge. | CD | Waiting to hear from CN. |
| 220/18 | Parkers HillThe water damage to the road is much worse – there are 2 deep pot holes which will soon cause damage to cars if nothing is done.  | MS |  COMPLETE |
| 224/18 | Skate Ramp – KH to contact Fearless Ramps to ask them to do an annual check. | CD | Annual check completed Maintenance quote of £750 +VAT agreed unanimously to go ahead. Clerk to write to Fearless Ramps & ask them to proceed. |
| 230/18 | Road drains in Marsh End need clearing | CD | Clerk has written to K. Stenning Highways & is awaiting a response. |

247. **District Councillors Report**

Report received by email and read out by Karen Harris.

Key points:

a.SODC & Vale of White Horse have adopted a new strategy which sets out how to deliver thousands of new homes over the next 14-16 years.

b.There is now a brownfield land register of all sites that now have full or outline planning permission.

c.Broadband Update being rolled out now.

d. Rail vision & consultation. The Dept of transport is running a consultation to help identify passengers most pressing priorities for improvement from 2020 onwards.

[www.dropbox.com](http://www.dropbox.com). Great-western-franchise-consultation.

248 **County Councillors Report**.

Report received by email and read out by Karen Harris.

Key points:

a.Parkers Hill leak is now fixed by Thames Water. JM to be kept informed of any further problems.

b.A new grant of £15,000 will be available in April to be spread around the villages. Any application is limited to £5,000

c.The Oxfordshire Growth Board has reached an outline Housing & Growth Agreement with Government. An additional £215m of investment over the next 5 years to build infrastructure, support the building of new homes and boost economic productivity.

d.Fix My Street. The public are rightly concerned about the state of the roads. In January 2018 there were over 7,000 reports (normally 2000) An additional £1m to fund highway repairs has been received from central Government. Highways are prioritising potholes, flood sites and vegetation issues.

**Finance**

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

Approved.

250. **To Approve expenditure.**

Resolved to approve payment and authorise signatories for the following:

SKP Solutions £210.00

SODC Dog Bins £37.68

Swan Gardens £547.59

Clare Devey Wages & Expenses £419.25

251. **To Discuss** further internal controls for the Transparency Code.

**It was agreed** that a six monthly in depth analysis of the accounts should be carried out as well as the quarterly checklist that is currently in place. One of the councillors will carry this out. Clerk to check who are the signatories on the bank account.

For the Transparency Code the following information must be freely available to view on the website.

All items of expenditure over £100.00

End of Year Accounts

Annual Governance Statement

Internal Audit Report

List of Councillor responsibilities

Details of public land and building assets

Minutes and Agendas of formal meetings

**It was agreed** to also put the minutes on the noticeboard and in the Tetsworth Newsletter.

**It was noted** that the budget for 2018/2019 may be slightly out as no decision has yet been made regarding the annual increase due to local government staff. 1% was budgeted for but it may be 2%.(Clerks wages)

GDPR (General Data Protection Regulation) was discussed and the changes that will need to be made to comply before the deadline of the 25th May 2018. More research will be done before being discussed at the next PC meeting.

252 **PATCH/Skatepark**

**To Discuss** Fundraising plans and for the working party to give their report.

The Garfield Weston Charity are to donate £5,000 which brings the total now raised up to £39,150.00

Richard will be able to start the groundwork in March weather permitting. With extras the major piece of equipment will be approximately £20,000. Fencing still needs to be purchased. Richard will remove the old equipment and clear the area. Adrian Hope & David Nixey have volunteered to remove all the old equipment and bark. The rest of the play equipment will be separated by some form of barrier so that the play area can still be partly used. The process will take about 10 days.

Laura is checking costs with two other play equipment companies to ensure we are getting a cost effective price for the equipment. The adult equipment is yet to be chosen and a site outside the play area is yet to be selected. The mowing of the Green has to be taken into consideration getting around the equipment.

The Friends of Tetsworth Community bank account is in the process of being set up.

The next meeting of the work party will decide a start date. They will put an update in the newsletter to let everyone know what progress has been made.

The Patch is currently wet, muddy and full of weeds.

**Planning**

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

253.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.

Agreed to send a letter to Mr P. Hughes requesting further information from the Planning Inspectorate regarding the choice of setting the appeal in August. It is known that Mr Hughes sent a letter to PINS asking the reasons for this but we do not know what the response has been. We will request an update from Mr Hughes as well as a request to move the hearing to September when more villagers will be able to attend.

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

The Appeal is going ahead and takes place in the Memorial Hall March 20th to 23rd

An action campaign is required to make sure people know when the appeal is taking place. KH to organise this & arrange for flyers to be distributed around the village. Several people have already requested to speak at the appeal, the parish council will also read a statement.

As yet there is no Statement of Case on the SODC website in respect of this appeal. Clerk to contact Emma Bowerman & request that the Parish Council are able to view it.

255. **To Note** Planning Decisions

**Application No: P17/S3361/FUL**

Application proposal: Change of use to B8 (Storage and Distribution)

Site Location: Mounthill Farm 19 High Street Tetsworth OX9 7AD

**Refused**

**Application No: P17/S3941/FUL**

Application proposal, including any amendments: Change of use from C2 to C3 and small extension (As amended by plan received 2017\_12\_06 to amend visibility splay plan).

Site Location: 2 High Street Tetsworth OX9 7AT

**Granted**

**Application No: P17/S4010/LB**

Application proposal, including any amendments: Repairs to building following a vehicle impact.Site Location : Attington Toll House Thame Road Tetsworth OX9 7DA

**Listed Building Consent Granted**

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256. **To Consider** the following Planning Application

**Application No P18/S0417/HH**

**Application proposal : Conversion of garage loft space to create annex accommodation to be used ancillary to Home Lea.**

**Address: Home Lea 22 High Street Tetsworth OX9 7AS**

Resolved to approve the application by a unanimous show of hands.

257. **To Receive an update on the Tetsworth Neighborhood Plan**

The NP Steering Group will meet on Thursday 15th February to discuss the site assessment report that has been carried out by AECOM. AL will have no involvement in the discussions of the site assessment plans.

**To Consider any issues about the village environment.**

258.Andy Mayes Tetsworth Footpath Officer advised that the footpath way markers on Attington Stud have been removed. Barns and horse jumps have been built across the routes of the footpaths. AM will make a map to forward to Jonathan Beale to highlight the issues.

Tetsworth has 300 issues that have been logged on the CAMS web – the definitive footpath map.

In his role as footpath officer AM can only clear undergrowth and overgrowth from the paths.

259. Thames Water have dug up the litter bin at the bottom of the jitty in Elms Close to install an inspection cover. Clerk to contact Thames Water & ask them to reinstate the bin.

260. Copies of the Tetsworth War Memorial Book to be given to the vicar for distribution.

261. It was noted that the A board outside the Red Lion is again blocking the pavement forcing pedestrians to walk in the road

262. Village rents have not been collected. AM will investigate and discuss as an agenda item at the next PC meeting.

263. DTC to remove tree swings

**Correspondence**

264. a. SODC Housing & Growth Deal - noted

b. SODC Sort Code change for council tax payers - noted

c. SODC Chairman’s Charity Dinner - noted

d. Tetsworth S106 Parish Report - noted

e. Debra Duke – SSE Wayleaves - £62.80 wait for cheque to arrive.

f. OCC “Battle’s Over Ringing Out For Peace” – AM to discuss with the Vicar.

g. M40 CEG AGM – AM & MS to attend

h. SO Charitable lottery - noted. Memorial Hall & Friends of Tetsworth Community informed.

**Other Matters for Discussion**

265. The Chair of the Memorial Hall committee Caroline Cann asks that if all is ready, the Parish meeting be used for the village to vote on changing the charitable status of the Memorial Hall from a registered charity to a charitable incorporated organisation. The Parish Council agreed that this was acceptable.

266. CC also advised that it may be possible for the PC to have a plaque rather than two bricks to commemorate the donation and loan to the Memorial Hall.

267. It was noted that a van is camping overnight several times a week in the TSSC carpark. The clerk will contact our PCSO to ask them to move on.

268 The next meeting will be held on the 12th March

269. The meeting closed at 9:15pm