

**Minutes of the Annual Meeting of
Tetsworth Parish Council
Held in the Memorial Hall
at 7.30pm on Monday 14th May 2018**

Present:

Cllr Karen Harris (KH) Chair
Cllr Marjorie Sanders (MS)
Cllr Alan Martin (AM)
Cllr Hazel Bottone (HB)

Officer: Clare Devey (CD)

Members of the public: 3

Apologies for absence: Cllr David Nixey
Cllr Susan Rufus
Cllr Jeannette Matelot
Cllr Caroline Newton

1. To Elect a Chair for the municipal year 2018/2019

KH was nominated by fellow Councillors to continue in the office of Chairman for one more year.
RESOLVED: That KH be elected Chairman of Tetsworth Parish Council – UNANIMOUS

2. To Receive the Chair's declaration of acceptance of office

KH accepted her election as Chairman and signed the Declaration of Acceptance of Office.

3. To Elect a Vice-Chair

It was proposed and seconded that MS be nominated. MS was elected as Vice Chairman.
RESOLVED: That MS be elected Vice Chairman of Tetsworth Parish Council for 2018/2019.
MS accepted her election as Vice Chairman and signed the Declaration of Acceptance of Office.

4. To Appoint councillors to outside bodies, sub-committees and other groups.

RESOLVED: KH to continue as the Parish Councils representative on the Neighbourhood Plan steering group.
HB to continue as the Parish Councils representative on the Friends of Tetsworth Community working party.

5. *Members are asked to declare any personal interests and the nature of that interest which they may have in any of the items under consideration at this meeting.*

There were none.

6. To Approve the Minutes of the Council Meeting held on the 9th April 2018 to be signed as a correct record.

Resolved the minutes of the meeting held on 9 April 2018 were approved as a correct record and signed by the Chairman.

7. Matters arising from the minutes not on the Agenda.

8. Public Questions

There were none

9. Update of Action List

Ref.	Action Required	Resp	Progress
40/15	The task of undertaking the tree survey in future will be passed to H.D.	HD/AM	HD will liaise with AM in May In Progress
32/16	Land off A40 Tetsworth Oxon. Without planning permission the material change of use from agriculture to waste transfer station. SE18/112 Enforcement investigation.	KH	Case Officer: Jeremy Peter KH wrote to JP. He had not been on site. Case remains open & will be investigated. The PC will keep a watching brief.KH to email JM,CN & JP
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 the owner of the Green – Actioned KH to contact the owner of the Swan. Ditch is blocked.
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. - 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 and must block their access to the Common.	MS	Document from Bullingdon RDC Commons Act 1899 scheme for the regulation & management of Tetsworth Village Green sent to CN AM to collate all relevant information - in progress MS & CN to request SODC to ask for retrospective planning. MS to chase CN.
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 & KH	Cost of scanning £25-£75. Docs to be loaded onto website. Ongoing.
87/17	Footpath at Attington Stud. Path rerouted. No planning application submitted.	KH	Clerk sent Jonathan Beale a map of footpaths showing the blockages/problems with the paths. JB will action this when he can. KH will contact JB to chase up.
224/18	Skate Ramp – KH to contact Fearless Ramps to ask them to do an annual check.	CD	Fearless Ramps to carry out annual maintenance in April. Not done yet CD to chase up.
230/18	Road drains in Marsh End need clearing	CD	Clerk has written to K. Stenning Highways & is awaiting a response. CD to chase up.
251/18b	GDPR .New email addresses to be created for councillors. Privacy notices created.	All	GDPR - Privacy notices to be supplied to Councillors & residents who are contacted on a regular basis by 25 th May 2018.

259/18	Thames Water have dug up the litter bin in Elms Close to install an inspection cover. Clerk to contact Thames Water	CD	Bin reinstated - Complete
262/18	Village rents have not been collected.	AM	AM to investigate for discussion at next PC meeting. CD to find file
267/18	Van camping overnight in TSSC carpark	CD	KH to speak to owner of the green.
326/18	To choose a possible new street name for the Mounthill Development	All	"Blackthorn Rise" agreed unanimously. CD to contact SODC.
330/18	Red Lion PH – community asset needs to be renewed.	CD	SODC Online form to be completed.
332/18	PAT testing required for PC electrical equipment.	CD	CD to action. Speak to CC
333/18	CIL File	All	Suggestions required for using the money received.
334/18	Cobble Paths. MS to request that they be listed by SODC to prevent further damage .	MS	MS to chase Conservation officer.

10. County Councillors Report.

Sent to Councillors before the meeting

11. District Councillors Report

Sent to Councillors before the meeting

12. Parish Councillors Report.

KH & JG attended a meeting with John Howell MP & Iain Stewart MP, the Government Champion for the Oxford-Cambridge Arc. It was well attended by members of the EAG but no county councillors or district councillors were invited. Not much new information was forthcoming.

Finance

13. To Confirm the salary scale for the clerk in line with the Joint National Council Agreement.

Resolved: To confirm the Pay scale SCP23 £11.275 per hour from April 2018. Contractual hours 36 per month.

14. To Consider and Approve insurance renewal for TSSC

Resolved: To accept the renewal quotation from J Bennett & Son for the insurance of the Sports and Social Club. AB has agreed on behalf of TSSC. TSSC to pay 10 monthly instalments of £87.60 to the PC.

15. To Consider and Approve insurance renewal for TPC

Resolved: It was agreed unanimously to accept the quotation from Inspire as recommended by Came & Co. Total cost of insurance for the year is £905.00.

TPC received a 5% discount by signing a 3 year long term agreement.

There is some confusion over who is responsible for the defibrillators in the village placed at the Sports & Social Club & the Memorial Hall. To be included as an agenda item at the next meeting.

16. To Receive and Approve the Monthly Financial Report

Approved.

17. To Approve section 1 & 2 Accounting Statements 2017/18

The clerk read through the statements on the Annual Governance Statement 2017/18. The council acknowledged its responsibility for ensuring a sound system of internal control and the preparation of accounting statements. Councillors were asked to answer yes or no to the statements.

RESOLVED: For the statements in section 1 the council answered yes to all.

To approve Section 2 Accounting Statements 2017/18

The clerk presented the figures for section 2 of the Annual Return

RESOLVED: The Council approved section 2 Accounting Statements 2017/18

18. To Approve expenditure and sign cheques/approve electronic payment

Mrs A. Brookes £115.96 - **This payment was not approved as it needs to be paid from the Friends of Tetsworth Community bank account.**

C. Devey £424.30

Memorial Hall – PC Meetings £216.00

Memorial Hall – NP Meetings £273.60

PK Inprint Ltd £89.00

J. Bennett & Son £876.01

Came & Co - **a further payment of £905 was approved and authorised for PC insurance**

19. To Note the PWLB Statement has been received.

Outstanding Balance £31128.65

Play Area/Skate Ramp

20. Equipment to be purchased is as follows:

2 x 68 cubic meters Bark £4651.20 inc VAT & Delivery

Heavy Duty Membrane £189.00 inc VAT & Delivery

Fencing & Gate £3273.66 inc VAT & Delivery

Adult Equipment + 4 Mats £2578.56 inc VAT & Delivery

Play Equipment £29284.80 inc VAT

Balance of first item of Play Equipment being installed £9300.00

There is a levelling issue with the play equipment that has been installed. Creative Play are returning to fix the problem. TPC will purchase the bark, the heavy duty membrane, the adult equipment and mats. FoFTC to purchase the fencing and gate. The mats for the adult equipment will be authorised at the next PC meeting.

Planning

21. 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.

Objection letters still being received by SODC for the new application. Meeting to be arranged with SODC.

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

Update from Planning Inspectorate – no news.

23. To Approve response to the following Planning Application

P18/S1263/LB (Listed Building Consent)

Address: Flat 42A High Street Tetsworth OX9 7AS

Other Proposal: To replace 4 windows to 1st floor

To Note that the parish council **resolved** to approve the planning application.

24. P18/S0513/RM (Reserved Matters) Address : Mounthill Farm 19 High Street Tetsworth OX9 7AD

Major Amendment : No. 2 - dated 23rd April 2018 Proposal : Reserved Matters application following Outline Permission P14/S3524/O for the approval of landscaping, layout, appearance and scale and associated works.(As amended by plans accompanying Agents emails dated 27

March 2018 and 23 April 2018). (Development of 39 dwellings with associated parking, new vehicular access and estate roads and a new school building and associated outdoor space).
The amendments were noted no requirement for further action was needed.

25. To Note Planning Decisions made by SODC.

Application No : P18/S0750/HH Medina Cottage 48A High Street Tetworth OX9 7A Application proposal, including any amendments : Addition of a single storey ground floor extension. Garage conversion and a new window to the front elevation.
SODC Approved : Parish Council submitted no objections.

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

Ox to Cam Expressway – BBOWT email.

Resolved It was agreed unanimously to write to BBOWT and to John Howell MP with the findings of the Strategic Environment Assessment that was collated for EAG. If Corridor A is chosen it will have an effect on the Common.

Resolved Agreed unanimously to join the EAG poster campaign. Eight posters to be placed on the outskirts of the village. KH will organise this.

27 To Receive an update about the Neighbourhood Plan

A planning consultant has been engaged to oversee the NP. Decisions are to be made on what the NP is intended to achieve and what is to be avoided.

28. To Consider any issues about the Village Environment.

S.E. - Outdoor Learning Sessions

Resolved: It was agreed unanimously to allow SE to continue the outdoor learning sessions
Community resilience – Jonah Maddocks. Tuesday Coffee Shop.

Resolved: To speak to organiser of the Coffee Shop to arrange for a talk to take place one Tuesday in May/June.

Parish Notice boards outside the Old Forge. - Email from Hines of Oxford received requesting removal of the Notice Boards.

Resolved: Agreed unanimously not to move them.

SSE Wayleave. No payment received. Clerk to chase up.

29. Correspondence.

- a. CFO Newsletter Spring 2018 - noted
- b. Post Office near me. - noted
- c. Town/Parish Event OCC - noted
- d. OALC April update & DPO requirement. - noted
- e. Clerks & Councils Direct x 2 copies – distributed

30. Other Matters For Discussion

It was noted that John Howell MP will be coming to the fete.

MS advised that Churchill fellowships were available for anyone that was interested.

31. Date of the Next Meeting

The next Parish council meeting will be held on the **4th June at 7:30pm.**

32. To Close the Meeting

The meeting closed at 9:28pm.

