**Minutes of the Meeting of**

**Tetsworth Parish Council**

**Held in the Memorial Hall**

**at 7.30pm on Monday 9th July 2018**

**Present:**

Cllr Karen Harris (KH) Chair

Cllr Marjorie Sanders (MS)

Cllr Alan Martin (AM)

Cllr Hazel Bottone (HB)

Cllr Susan Rufus

**Officer:** Clare Devey (CD)

Members of the public: 4

Apologies for absence: Cllr Jeannette Matelot

53**. 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*

54. **To Approve the Minutes of the Council Meeting held on the 4th June 2018 to be signed as a correct record**

The minutes were approved and signed by the chair.

55**. Public Questions**

None

56**. Update of actions list**

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| **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 JulyIn 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 PeterJP visited site 4/7/18. Gates were open but he was no allowed access. Owner asked to contact JP. JP can enter site without permission in 10 days. |
| 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 Swan. Ditch is blocked. Complaint received from a householder from Swan Gardens regarding the condition of the ditch. Further investigation into ownership required. KH to progress |
| 23/17 | To continue to pursue the enforcement of the hedge removal on the Common / 31 Marsh 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 | Retrospective planning permission submitted. PC will ask that the hedge is reinstated with mature plants. The Common boundary is the Marsh End side of the ditch where the chain link fence used to be. PC objects to the application. |
| 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 | KH has tried to contact JB to chase up but with no success. JM will speak to him regarding Mellon Stud. |
| 230/18 | Road drains in Marsh End need clearing | CD | Clerk has written to K. Stenning Highways & is awaiting a response. Still no response. JM to intervene and ask Highways to come to Tetsworth and look at the problems. |
|  262/18 | Village rents have not been collected. | AM | AM to investigate for discussion at next PC meeting.  |
| 330/18 | Red Lion PH – community asset needs to be renewed. | CD | Community Asset runs out 2/10/2019 |
| 332/18 | PAT testing required for PC electrical equipment. | CD | Not required until next year. |
| 334/18 | Cobble Paths. MS to request that they be listed by SODC to prevent further damage.  | MS | MS to chase Conservation officer Sally Straddling |
| 48a/18 | Defibrillators – who is responsible for them?The defibrillators were purchased by the Cozens Bequest. They also paid for their adoption by the Community Heartbeat Trust. They carry out maintenance and an annual service check. We are unsure if the annual subscription of £126 has been paid for the last two years. If so by whom? HB will contact the Community Heartbeat Trust to investigate and will report back at the next meeting. | HB | Cozens Bequest will pay maintenance and the annual service check for £126 per annum from now on. HB to coordinate with AM.TSSC will pay for their own and register it with the Community Heartbeat Trust |
| 48b/18 | St Giles Church/Probation ServiceSt Giles has requested that the Probation service community workers come back for one or two sessions to clear the church yard. S.R. has contacted them and is waiting for a response. | SR | There is no availability until mid-late August.SR will keep trying. |

57. **County Councillors Report**

None received.

58. **District Councillors Report**

The revised Local Plan is in progress. SODC are waiting for the Secretary of State‘s permission to delay delivery but this is unlikely. 15 sites have been chosen for evaluation, Harrington and Chalgrove are still in play. It may be that all of the sites chosen will be in the Green Belt – Culham, Berinsfield, Grenoble Road – this is quite a risk as it will not be favoured by the government. There will be a short list by the end of the Summer and the Local Plan will be signed off by December.

**Finance**

59. **To Receive and Approve** the Monthly Financial Report

Approved.

60. **To Discuss** the internal auditors report.

GS reviewed the accounts and the report from the internal auditor. There is £1288.62 unclaimed VAT from 2016/17.

61. The quarterly internal control review was completed and signed by the chair.

62. **To Approve** expenditure and sign cheques/approve electronic payments.

C. Devey Wages & Expenses £426.70

PlayBark £2554.60

HAGS £2417.76

SKP Solutions £202.50

SKP Solutions £72.00

**Play Area/Skatepark**

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

AC & LD gave a progress report on the project so far. They are currently £2067.00 short on purchase and installation of the equipment. Barber Environmental will install the rest of the equipment for £4500.00. It was agreed by a vote of 5 to 1 that we should go ahead and purchase the rest of the equipment from Creative Play and get it installed as soon as possible so that the children will be able to use the play area through the summer holiday. AB will transfer £7500 from the Friends of Tetsworth Community account to the Parish Council account so that the clerk can purchase as much of the play equipment as we can. The chair signed off expenditure of up to £15,222.00

Once the Inspection Certificate is supplied the clerk will claim the second part of the SODC Capital grant of £4125.00

The fort is suitable for children age 8 & over. Two disclaimer signs need to be purchased advising that children must be supervised by a responsible adult.

**Planning**

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

64. **Appeal for P15/S3936/FUL Land adjacent to London Road Tetsworth OX9 7BB Application P18/S0973/FUL (Full Application) Change of use from agriculture to gypsy and traveller site providing 12 individual plots. Address: Land adjacent to London Road Tetsworth Oxon**

As the second planning application P18/S0973/FUL submitted by Mr Wells was over the target date and not determined in time by SODC planning, Mr Wells has asked for there to be two appeals conjoined and heard in August. Both SODC and Tetsworth Parish Council with Rule 6 Status objected to this arrangement. The decision of the Planning Inspectorate was that the first appeal should go ahead in August. TPC are ready for the first appeal but will need to ensure there is a presence at the hearing.

If there is a second appeal and the council decides to go for Rule 6 status, we will need to start fundraising.

**To Discuss the following planning applications**

65. **P18/S1816/FUL (Full Application)**

**Change of use from tapestry warehouse (B8) to business (B1) Address: The Old Forge High Street Tetsworth OX9 7AB**

It was agreed unanimously that the Council will support this application with the condition that it remains as an office and that it does not become a dwelling. The Clerk will write to SODC recommending acceptance provided that a restriction is put in place to prevent change of use to a dwelling.

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| 66. **P18/S1518/HH, for development work at the following location: 31 Marsh End Tetsworth Thame** |
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| **The application is for: Retrospective outbuilding as a garden office.** |

MS advised that the regulations regarding hedges in the Countryside Act 1968 do apply as the hedge is not the boundary of the property. The now absent chain link fence and posts form the boundary of the properties in Marsh End and as such should not have been removed.

There are several discrepancies in the plans, one plan showing one door and another showing 2 doors. The main objections are that the building is oversize - more than 40% in comparison to the main property. The building should be 1 metre from any boundary but is over the Common boundary and too close to the neighbour’s land. As an outbuilding there should be no verandah.

The building is of wood and as such should be subject to building control inspection.

The councillors voted to object to the application 4 in favour and 2 abstentions. In the response to the planning department the following points were to be made – the building is oversize, encroaches on the Common, the footbridge to the Common needs to be removed and the hedge replanted. The building should be subject to building inspection. The verandah should be removed.

**To Note** Planning Decisions

67. **Listed Building Consent Application No : P18/S1263/LB**

**Application proposal, including any amendments : To replace 4 windows to 1st floor.**

**Site Location : Flat 42A High Street Tetsworth OX9 7AS**

It was noted that permission was granted

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

The consultant Andrea Pellegram has started to review the NP. The document will be revised and should be completed soon. JG will give feedback to the steering group in the next 2 weeks. After this the Plan will be published for consultation.

69. **To Discuss** the Community Infrastructure Levy

Ideas so far have been speed warning signs, a new bus shelter, funding for St Giles Church and funding for TSSC to purchase maintenance equipment for the Green. Once the funds are received we need to put our ideas in an article in the newsletter and ask for feedback or to vote for which project they would like to see funded.

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

70. Clerk to ask Croudace if they follow the Considerate Contractor Code as there may be issues once building work commences at the Mounthill Development.

71. Cars parked on the road/pavement opposite the Swan Antiques Centre are causing a problem. Are they owned by the people in the offices? Clerk to request the PCSO to come out at school time and to speak to the people in the office.

72. Isis Breakdown lorry parked in the TSSC car park -who owns it? Owner needs to be advised that it cannot be parked there.

73. Clerk to write to JJ at the Red Lion as the owner of the Green has expressed concern about the two benches on the Green. They are quite close to the cricket square and there is concern over flying cricket balls causing injury. JJ to be asked to confirm she will be responsible for the liability. The benches can remain for the summer but must be removed once the warm weather is over. Permission needs to be sought from the Parish Council if benches are to be placed there again as the Green is a public place.

74. **To Discuss** planning training and holiday for the Clerk

It was agreed unanimously that the clerk be sent on the Planning training course to be held in November at a cost of £48.00

The clerk will be on holiday for the January meeting so it was agreed to move the meeting forward to the 7th January.

75. Correspondence

EAG Newsletter June 2018 Expressway update**.** Noted

Solagen Speed Indication Device - Noted. Clerk to retain info.

TVP Hidden Harm Phase Three - Noted

Clerks & Councils Direct. - Distributed

Open Spaces – MS

76. **Date Of next meeting – 10th September**

77. **Meeting closed at 9.09pm**