**Minutes of the Meeting of**

**Tetsworth Parish Council**

**Held in the Memorial Hall**

**at 7.30pm on Monday 10th September 2018**

**Present:**

Cllr Karen Harris (KH) Chair

Cllr Marjorie Sanders (MS)

Cllr Alan Martin (AM)

Cllr Susan Rufus

Cllr David Nixey

**Officer:** Clare Devey (CD)

Members of the public: 3

Apologies for absence: Cllr Jeannette Matelot, Cllr Caroline Newton, Cllr Hazel Bottone

78. **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*

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

The minutes were approved and signed by the chair.

80. **Public Questions**

None

81. **Update of actions list**

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| 1. **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 |
| 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  JP visited site with new owner. Agreed to stop work immediately. Will reapply for planning permission. Countryside officer consulted – there is unlikely to be any GC.Newts where hardstanding has been created. No breach of planning. File closed.  KH responded with her own letter. PC very frustrated with lack of help from Enforcement team. KH response to be forwarded to JM at OCC & CN at SODC |
| 22/17 | Properties beside the ditch on the Green would be contacted about the responsibility of maintaining the ditch and hedge | KH | KH spoke to AH. He does not own ditches or boundary hedges. AH spoke to previous owner of the Swan. He confirmed responsibility for the ditch and boundary hedge.KH & AH to arrange a meeting with the current owner of the Swan to ask him to clear the ditch and trim back the trees and boundary hedge. With regard to the rest of the SE Boundary hedge & ditch this was cleared last time by Rectory Homes who built Victoria Close. Rectory Homes and Swan Holdings need to investigate which of them owns the boundary hedge and ditch.  CD to call SODC tree officer as some of the trees on the boundary may be dangerous.  DN will trim his boundary hedge at the rear of the green. |
| 23/17 | To continue to pursue the enforcement of the hedge removal on the Common / 31 Marsh End. | MS & CD | Retrospective planning permission granted.MS will contact JM - OCC and copy CN - SODC on behalf of the PC to state their frustration with the planning process.  CD to contact 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 |
| 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. | CD | CD to investigate rents & draw up invoices for the next PC meeting |
| 330/18 | Red Lion PH – community asset needs to be renewed. | CD | Community Asset runs out 2/10/2019 |
| 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 Service  St 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 still no availability. SR will keep trying. |

82. **County Councillors Report**

None received.

83. **District Councillors Report**

Sent to Councillors before the meeting.

**FINANCE**

84. **. To Receive** and approve the monthly financial report.

Approved

85. **To Approve** expenditure and sign cheques/approve electronic payment.

SODC Dog Bins £39.29 (paid 15/8/18)

Swan Gardens £996.42

PlayBark.com £1759.80

Andrea Pellegram Ltd £1440.50

OALC £48.00

Creative Play £5179.20

Clare Devey £879.74

86. **To Note** the external auditor has asked whether the skate ramp is included on the Fixed Asset register. Clerk to confirm that it is included with the play area.

87.**To Note** that further funds will be required to fight the two Travellers Appeals. Decision to be made at November meeting.

**Play Area/Skate Ramp**

88. The last phase of the play equipment will be delivered on the 14th September for installation the following week by Barber Environmental. Once complete the Play Inspection company will be asked to inspect the whole play area including the adult equipment. The PC can then claim the second part of the SODC Capital Grant. RB to be paid as soon as possible.

89. All councillors will share the responsibility of inspecting the play area. A procedure will be put in place for weekly inspection and maintenance. Agenda item for next month.

Email received regarding a child trapping his finger in the gate. Gate has been inspected and a solution will be implemented. Clerk to send a reply.

**PLANNING**

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

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

Quotation from P. Hughes discussed and deferred to the November meeting.

The two appeals are likely to take place in April 2019

91. **No Planning Applications have been received.**

**Planning Decisions**

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| 92.The Council has approved planning application **P18/S1805/LDP**, for development work at the following location: **2 Oak Farm Close Tetsworth** |
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| The application is for: Loft conversion with a dormer window to the rear facade of the dwelling.  93. The Council has approved planning application **P18/S1518/HH**  Site Location : **31 Marsh End Tetsworth OX9 7AU**  Application proposal, including any amendments : Retrospective outbuilding as a garden office.  **The PC objected to the retrospective planning application. MS to write to JM**  94. The Council has approved planning application **P18/S1816/FUL**  Site Location : **The Old Forge High Street Tetsworth OX9 7AB**  Application proposal, including any amendments : Change of use from tapestry warehouse (B8) to business (B1) the development referred to above must be strictly in accordance with the description, plans and specifications contained in the application  **It was noted no restriction for change of use to a dwelling has been included in the approval as requested. MS to write to JM**  **Further Planning Considerations to be discussed at the meeting.**  **95. Enforcement P18/440** Mount Hill Farm 2 House Development.  It was noted that Croudace are using Judds Lane (Bridleway) for their delivery lorries. SODC have been informed. Planning conditions for the 2 house development are not being implemented. SODC Planning have been informed**.**  **96.** It was noted that there is a scoping plan for two fast start gas plants 2km west of Tetsworth. They will possibly come to planning in the near future.  97. **Oxford/Cambridge Expressway.**  Assurances from leaders of SODC & OCC that they would not be submitting proposals for new settlements as requested by the government. SODC are still opposed to routes south and east of Oxford. No corridor announcedyet.  **98. Joint Statutary Spatial Plan**  OCC are looking at long term growth together with the six Oxfordshire councils.Need not Greed Oxfordshire (NNGO) are hosting an event to raise awareness of the JSSP on the 24th September at  Stanton St John any interested parties are welcome to attend.  99. It was **noted** that Thame Cattle Market will move to Rycote Lane in the near future. It will come to Planning shortly.  100. **To Receive** **an update on the Tetsworth Neighborhood Plan.**  The NP steering group now realise the importance of robust evidence studies to back up their policies. They intend to employ Michelle Bulger, a landscape architect to give justifications for protecting key views in and around the village.  The housing needs survey put together all sources of information - the Local Plan, the CLP, Census data and growth since 2011. The belief is that the resulting information will give sufficient evidence to ensure that any house building is biased towards 2 & 3 bed homes. The majority of our housing stock is detached, semis and some flats and is biased towards the top end of the housing market. Future growth should be 2 & 3 bed homes to make them more accessible to people.  JG intends to put an article in the newsletter asking for help in identifying animal and plant species around the environs of the village to help with the biodiversity survey that is required.  The steering group intend to apply for another £5k grant from SODC and possibly another £9K grant from Locality (government funded network supporting local community organisations) to employ experts to assist in producing the Neighbourhood Plan.  The draft document for consultation is still some way away. The Government’s original intention for producing Neighbourhood Plans is not working as it should, developers are taking advantage of poorly produced NPs to create developments that were not intended. Therefore, the supporting evidence for the Neighbourhood Plan must be robust.  101. **To Discuss the Community Infrastructure Levy.**  KH has completed the consultation on the draft South Oxfordshire CIL Spending Strategy. (CIL will be 25% once the NP is in place.)  **To Consider any issues about the village environment.**  102. Winter salt - No salt needs to be ordered there is still some left at DN’s farm. The bins will be filled in October free of charge by OCC.  103. Trees of Remembrance Project: Free Sapling and Commemorative Plaque for All Local Councils in Oxfordshire – AM to investigate  104. Temporary Traffic Regulation Notice – S14 Road Traffic Regulation Act 1984  Temporary Road Closure – at 5 Back Street, Tetsworth, Thame – Noted that this may cause difficulties but cannot be avoided.  105. Litter on the Green & ditches – Clerk to write to TSSC & the Red Lion. Article for Newsletter  106. Minutes in the Tetsworth newsletter – DH has volunteered to precis the minutes.  107. Bags of garden waste on grass area Parkers Hill/Chiltern View – Clerk to write a letter asking for them to be removed.  108. New tractor/Grass cutter for TSSC – No further money available TSSC will be paid £1K for maintenance in November. Grants are available AB to be advised.  109. Fallen Willow on bridge to car boot field - noted  110. Parking on High Street – Agenda item for next meeting. JM to be approached regarding reinstating the double white lines through the centre of the village.  111. TOLC composting toilet – The PC are happy for the composting toilet to be installed. Agenda item for October meeting to look at the Forest School lease as the toilet including the concrete base will need to be removed when the lease comes to an end.  The PC are very pleased with what has been done to the land. It is a great asset to the village.  HA mentioned that there are still occasional acts of vandalism, the PC thought it may be possible to install CCTV on the site.  DN thought it would be a good idea for there to be some signage as people cannot find TOLC.  Clerk to ask OD for tree stumps for seating.  The dead wood will be cleared from the tree line this autumn.    **Correspondence**  112a. Mr B. Gibbon email noted - discussed in action 22/17  b. Good Neighbour Scheme - noted  c. Emergency planning – noted  d. OALC August update - noted  e SODC Councillor Grant Scheme - noted  f OCC proposals to improve services and reduce waste with a new operating model for Oxfordshire County Council. – noted  113. CM email discussed. The PC would like to put a dog bin the far side of the Green but the waste would not be collected by SODC. Possibly the country side access team have a solution. Clerk to send a response to CM  114. **Date of the next meeting – 8th October**  115. **Meeting closed at 9:24pm.** |