**Minutes of the Meeting of**

**Tetsworth Parish Council**

**Held in the Memorial Hall**

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

**Present:**

Cllr Karen Harris

Cllr Marjorie Sanders (MS)

Cllr Alan Martin (AM)

Cllr Susan Rufus

Cllr David Nixey

Cllr Hazel Bottone

**Officer:** Clare Devey (CD)

Members of the public: 5

Apologies for absence: Cllr Caroline Newton.

137. **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*

138. **To Approve the Minutes of the Council Meeting held on the 8th October 2018 to be signed as a correct record**

The minutes were approved and signed by the chair.

139. **Matters Arising from the minutes not on the Agenda**

Greens Committee to meet in January & October

**140. Public Questions**

None

141. **Actions**

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| 1. **Ref.** | **Action Required** | **Resp** | **Progress** |
| 32/16 | Land off A40 Tetsworth Oxon.  Material change of use from agriculture to waste transfer station.  SE18/112 Enforcement investigation. | KH/MS | Case Officer: Jeremy Peter  Owner will reapply for planning permission. No breach of planning.MS has asked for the case to be reopened. JM will speak to CN on our behalf. |
| 22/17 | Properties beside the ditch on the Green to be contacted about the responsibility of maintaining the ditch and hedge | KH | AH does not own ditches or boundary hedges.KH & AH to arrange a meeting with the current owner of the Swan to ask him to clear the ditch, trim the trees and hedge. Rectory Homes and Swan Holdings need to investigate which of them owns the boundary hedge and ditch. |
| 23/17 | To continue to pursue the enforcement of the hedge removal on the Common / 31 Marsh End. | CD | TPC Solicitor will send letters to 29 30 31 & 32 Marsh End.  31 will be asked to replant the hedge. |
| 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 | JM, JB & KH will meet & investigate breach at Attington Stud. |
| 230/18 | Road drains in Marsh End need clearing | CD/JM | JM has arranged for Highways to come to Tetsworth and look at the drainage problems. |
| 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 | The defibrillators were purchased by the Cozens Bequest. They also paid for their adoption by the Community Heartbeat Trust. CHT carry out annual maintenance and service. | HB | AM & HB to organise weekly checks. HB to advise PC when defibrillators need to be checked annually |
| 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. |
| 89/18 | All councillors will share the responsibility of inspecting the play area. A procedure will be put in place for weekly inspection and maintenance | All | It was agreed the councillors would carry out the inspection in pairs and rotate every month. HB & KH to carry out November inspection. HB & CD to create checklist for each piece of equipment. |
| 103/18 | Tree of Remembrance Project | AM/CD | Complete |
| 110/18 | Parking on High Street. Should white lines be reinstated. | CD | JM has spoken to PF assistant director of Community Infrastructure. Good case for the white lines to be reinstated. Cost could be met by JM’s budget if necessary |
| .111/18 | To look at the terms of the TOLC lease. Lease ends 24/11/2018 | CD/KH | TOLC lease – line to be added – the concrete will be removed at the end of the lease period. Check PC insurance – land ownership & fire risk. KH to liaise with HA |
| 113/18 | Possibility of placing a dog bin on far side of Green. | CD | Bin to be removed as no one will empty on a regular basis. |

**142. County Councillors Report**

K. Stenning has been promoted and will be replaced by Matt Archer on 4th February as group manager of Highways.

Communications concerning the Travellers Appeal have improved. All info fed directly to P.H.

JM has given a grant to Tetsworth Primary School for 13 IPads & cases.

MS thanked JM for all her efforts on our behalf.

**143. District Councillors Report –** Report distributed to Councillors 5th November.

**144. Parish Councillors Report**

KH attended the EAG meeting.

**145. PCSOs Report**

PCSO Graham Davy introduced himself. He is now permanently based in the Watlington/Chinnor area including the surrounding villages. There was nothing of note to report for Tetsworth. He will try to visit the village once or twice a week, do a walk about and arrange a visit to the primary school.

MS explained the problems with parking. He can speak to consistently bad parkers if he is given their vehicle details and if necessary, parking penalties can be issued. AM showed him the parking black spots within the village. Parking in Swan Gardens & Cygnet Close – nothing can be done as these roads are private – they have not been adopted by OCC Highways. (Info from CC)

**FINANCE**

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

Approved

**147. To Approve** the appointment of Neil Lovatt-Smith to prepare the accounts.

Approved unanimously

**148. To Discuss** the budget for 2019

It was agreed to have a half hour meeting to discuss the budget before the next PC meeting on the 10th December.

An extra £8000 is required for the second Appeal to cover legal expenses, preparation of the statement of case, the barrister and town planner. It was agreed unanimously that £1500 of the S137 budget be allocated for this.

2019 Election – minimum of £750.00 will need to be allocated in the budget for this.

**149 To Note** that Roger Symes our internal auditor is retiring**.**

CD to contact OALC to find a replacement IA.

**150. To Approve** a donation of £100 to the British Legion for the wreath on behalf of the village

Approved unanimously

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

Approved.

British Legion £100.00

SODC Dog Bins £39.29

Barber Environmental £3600.00

C. Devey Wages & Expenses £430.79

TSSC £1000 for maintenance of the Green

**152.** **It was agreed** to reallocate money from the play area maintenance and the skate ramp fund to pay Barber Environmental.

**Play Area/Skatepark**

**153.** The play area is near completion, the adult gym equipment will be installed shortly.

**154. It was agreed** unanimouslyfor the Play Inspection Company to carry out a post installation inspection at a cost of £295.00 + VAT once everything is complete.

**Planning**

**155. To Discuss** the following planning appeal 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 12/24 individual plots. Address: Land adjacent to London Road Tetsworth Oxon**

Statements of Case for Rule 6 TPC and SODC have been completed and submitted to the planning inspectorate

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

**156**. Oxford/Cambridge Expressway. – The EAG are asking parish councils to become involved in audits on local landscapes for areas of interest, natural habitats, rare species, archaeological or historic significance. They are keen that all areas are investigated so that they can present their case to Highways England. There will be approximately 67,000 acres of destruction if Route B3 is chosen.

Highways England are gathering information and will hold meetings with those parishes directly on the chosen routes B1 & B3 in December and with adjoining parish councils in the new year.

EAG will ask for donations in the near future. Are we prepared to make a contribution?

Item for Newsletter from Garsington residents. – It was agreed unanimously to include this in the next Tetsworth newsletter.

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

**157. To Note** the change in Terms of Reference for the NP Steering Group.

Reduction from 6 members to 5 for SG meetings to be deemed quorate.

**158**. The SG has accepted a grant from Groundwork UK for £8340.00 for further evidence studies.

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

**159.** Dog Bin at rear of green to be removed as no-one is prepared to empty it on a regular basis.

**160.** Tree survey **–** 3 quotations were received, it was agreed unanimously to appoint Think Trees to carry out the survey at a cost of £510 + VAT

**161**. Grass cutting Contract to be discussed at the December meeting. New Contract to run from January 2019

**162**. Litter picking. HJ has borrowed some equipment from Thame Town Council to carry out a litter pick. She will coordinate with Thame & Moreton to have a litter picking session in March. She will assess how much litter is collected in one day. Bin bags to be provided by the PC, DN will dispose of them. HJ will write a couple of articles in the Newsletter before the litter pick in March.

**163**. JT letter requesting water to be piped to the allotment. It was agreed unanimously that this was too costly.

**164.** SODC Deep Clean – AM will complete the form advising which areas of the village need attention.

**Correspondence**

**165.** Citizens Advice Bureau request for a donation. It was agreed unanimously to decline to give a donation.

**166.** OCC School Admissions –poster put on PC Notice Board. Letter to be sent to CC for publication in the newsletter.

**167**. **Date of next meeting** 7pm 10th December (Budget & PC meeting)

**168.** Meeting Closed at 9:30pm