

**Minutes of the Meeting of
Tetsworth Parish Council
Held in the Memorial Hall
at 7.30pm on Monday 8th April 2019**

Present:

Chair Cllr Karen Harris (KH)
Vice Chair Cllr Marjorie Sanders (MS)
Cllr Alan Martin (AM)
Cllr Susan Rufus (SR)
Cllr Hazel Bottone (HB)
Cllr David Nixey (DN)
C.Cllr Jeanette Matelot
D.Cllr. Caroline Newton

Officers: Clare Devey (CD) and Helen Croxford (HC)

Members of the public: 5

Apologies for absence: None

275. 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 received.

276. To Approve the Minutes of the Council Meeting held on the 11th March 2019 to be signed as a correct record

The minutes were approved and signed by the Chair.

277. Matters arising from the Minutes not on the Agenda.

(a) New Parish Clerk has been appointed. Contracts and job description for Helen Croxford will be prepared.

(b) CIL payment of £11,969.69 is available for claim as soon as possible – Agreed unanimously to apply now.

(c) 23/17 Enforcement of hedge removal/Replacement at 31 Marsh End. Confirmed Replaced.

278. Public Questions

There were none.

279. Update of Actions List

	Action Required	Resp	Progress
22/17	Properties beside the ditch on the Green would be contacted about the responsibility of maintaining the ditch and hedge	KH	Confirmed by Land Registry & OCC that the ditch & Hedgerow adjoining the Green is the responsibility of The Swan, Swan Gardens and Victoria Gardens on the Eastern side. Northern ditch and hedgerow responsibility of D.Nixey and requires maintenance. Forest School Land and ditch confirmed as Parish Council responsibility. Individual landowners will be contacted to advise of confirmed ownership.
87/17	Footpath at Attington Stud. Path rerouted. No planning application submitted.	KH	Jackie Smith had response from Attington - ongoing.
330/18	Red Lion PH – community asset needs to be renewed.	CD	Community Asset runs out 2/10/2019
48a/18	The defibrillators were purchased by the Cozens Bequest. & paid for their adoption by the Community Heartbeat Trust. Maintenance plan & insurance with Community Heartbeat Trust	PC	Cozens Bequest agreed to pay for Maintenance. HB to continue Weekly checks. PC to check each July that the maintenance and insurance is ongoing.
48b/18	St Giles Church/Probation Service. S.R. has contacted them and is waiting for a response.	SR	There is still no availability. Still ongoing.
110/18	Parking on High Street. Should white lines be reinstated.	JM	J.Beale met with JM in Tetsworth. White lines will be added to the side of the road in the summer but not down the centre. Double white lines will be discussed further with JM and Keith Stanning due to safety implications.
211/18	Taylor Wimpey Oxfordshire request for PC to adopt footpaths from Swan Gardens to the Green.	KH	KH spoke to Taylor Wimpey and this will be declined due to lack of funds being offered. To remain ongoing.

280. County Councillor Report – JM.

- (a) Reported Expressway update, Liberal Democrats raised a motion for a full consultation on the route and its necessity. Labour requested a motion for the route to be cancelled. Motion for consultation was passed. JM will provide more info following the meeting planned next week with Highways England.
- (b) Grants for the School laptops are in progress.
- (c) Sends apologies for the Annual Meeting but a report will be supplied.
- (d) Keith Stanning's replacement is keen to visit the parish and meet the new council once they are in place. Discussion re the previously mentioned white lines can then proceed.
- (e) JM gave thanks to the outgoing council for all their hard work and support.

281. District Councillors Report - CN.

- (a) Apologies – due to PURDA she had little to report.
- (b) Current push on recycling - new pin wheels for householders showing which waste is disposed of in which way. She will provide some for the parish.
- (c) Raising awareness of Public Health Burials. The District Council provides this service to those with no known next of kin. Use of this service doubled this year from 4 to 8 and generates a lot of background work.
- (d) Positive progress on the rebuild of the offices at Crowmarsh continues.
- (e) KH requested CN to chase planning re the Travellers site as so far, no response from SODC. It was stressed that ‘flooding’ is included in the case re water load etc - local knowledge is of value and pertinent to the appeal which should also be considered. CN to speak to MP and AD. In addition, no acknowledgments have been received re the land opposite the traveller site either.

282. Parish Councillors Report - None

Finance

283. To Receive and approve the monthly financial report.

Current balance	£25255.42
Reserves	£11273.04
NDP	£5230.74
Traveller site	£1469.30
Play Area	£4573.00
Balance	£13982.38

Approved unanimously.

Confirmed - New Council will need to be updated as signatories and address details updated.

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

CPA Horticulture	£313.00
PK Inprint Ltd	£20.00
C. Devey	£424.30
DTC	£156.00
SKP Solutions	£115.20

All Approved unanimously.

285. Review of :

Risk Assessment to be checked at the May meeting.

Asset Register confirmed – The Parish Council Owns,
The Building of the Sports & Social Club but not the land.
The War Memorial
All Benches on the Jitty and Green
All Bins
The Allotments
The Play Area
Forest School and Bridge

286. To Discuss and Approve – Annual Governance & Accountability Return 2018/19 – Unanimously Agreed and signed.

287. Earmarking of funds.

Current travellers appeal costs at £7520 and a further Expert witness may be needed. A further £10,000.00 to be reserved for future appeals. In addition, £1000.00 reserved for the Sports & Social Club green maintenance as part of a ‘Match fund’ Scheme. Remainder to stay in reserve for emergencies. Unanimously approved.

288. To Discuss and Approve – The appointment of a new Internal Auditor – Coco accounting. Motion Passed unanimously.

289. Play Area/Skatepark report from HB.

- (a) reported new bark was ordered and delivered and is now in situ.
- (b) The non-slip tape is now in place on the stile.
- (c) A work party will be required for the moving of the gravel boards.
- (d) Inspections will now be changed to fortnightly, agreed by all.
- (e) Inspections by installer and the Parish are ongoing. KH to chase any final snags with Creative Play.

290. To Discuss a new Parish Councillor Representative from Cozens Bequest. Cozens is a charity established in 1920 for the benefit of the Parish. AM is standing down and a new volunteer is required from May.

Planning

291. 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

Ongoing. Waiting for PH to advise what is now required. Noise survey still in progress. Further funding required. £1715.00 received in donations and £750.00 more can be requested. Sub-committee will continue even if they have stood down from the Parish Council.

292. To Discuss the planning applications – There are None.

293. To Note the following planning decisions.

Application No: P19/S0260/HH

Application proposal, including any amendments: New crossover from property and erection of 1m high fence – open timber to match existing.

Site location: 20 High Street Tetsworth OX9 7AS

GRANTED

Application No. P19/50157/FUL

Application proposal, including any amendments: Renewal of consent for change of use from ancillary accommodation to single dwelling: Insertion of three new ground floor windows and two new roof lights serving an additional bedroom, a new lean-to extension housing entrance hall and utility, and installation of new oil tank.

Site location: Moreton Field Farm Moreton OX9 2HT

GRANTED

294. To Discuss any further planning considerations at the Meeting – There are none.

295. To Receive an update on the Tetsworth Neighborhood Plan.

Progress Report from John.

Evidence Base

The following documents have been prepared by the NP Steering Group, some with professional consultant support, and are in final or near final versions:

Tetsworth NP Questionnaire and Response Analysis

Tetsworth Parish Character Assessment

15 Key View Reports

Tetsworth Housing Analysis

Tetsworth Sustainability Overview

Draft Neighbourhood Plan

A full draft has been prepared and reviewed by an external consultant. The NP Steering Group has not yet confirmed a draft version suitable for regulation 14 local Consultation.

Pre-submission Activities still to be completed.

SODC Opinion on need for Strategic Environmental Assessment

Receipt of Basic Conditions Statement from External Consultant

Regulation 14 Local Consultation

Preparation of Consultation Statement

SODC Post – Submission Activities

Regulation 19 Public Consultation

Consideration of Feedback

External Examination

Consider Feedback

Arrange Parish Referendum

Adopt NP with Positive Referendum Result

296. To consider any issues about the village environment.

(a) Tetsworth Litter pick, this was extremely successful and will now be an annual event.

(b) For information - Temporary Road Closure at Thame Park Road, Thame.

17 June 2019 2019 (07:00 – 17:00) to and including the 18 June 2019 (07:00 – 17:00)

- (c) Damage to Commemorative Plaque. Unanimous agreement to contribute to repair and to protect tree from future damage.
- (d) No response as yet from tree survey for those trees within the parish responsibility. Budget has been allocated but not yet paid.

297. Correspondence

- (a) Email – The Jitty path between The Laurels & Elm Close is blocked by vegetation, this is in the diary for completion on Friday 12th April.
- (b) Community Emergency Planning Survey for 2019 will be added to the next Agenda.

298. Items for next Agenda not already Mentioned.

- (a) Five New Councilors will be sworn in at the Annual Meeting.
- (b) Think Trees Survey.
- (c) Community Emergency.

299. Date of next meeting – Annual Meeting 24th April 2019
Parish Meeting 13th May 2019

300. Meeting Closed at 21:10pm.