

**Minutes of the Meeting of
Tetsworth Parish Council
Held in the Memorial Hall
at 7.30pm on Monday 10th June 2019**

Present:

Chair Cllr Paul Carr (PGC)
Vice Chair Cllr Sebastian Mossop (SM)
Cllr Christopher Thompson (CT)
Cllr Susan Rufus (SR)
Cllr Alexandra Dewson (AD)
Cllr Helen Johns (HJ)
C.Cllr Jeanette Matelot (JM)

Officer: Helen Croxford (HC)

Members of the public: 5

Apologies for absence: D. Cllr Caroline Newton (CN)

33. To Formally Acknowledge Helen Johns Acceptance of Office

UNANIMOUSLY AGREED. HJ signed Declaration of acceptance of Office and confirmed that she will be known for the record as Helen Johns not Long. It was also UNANIMOUSLY AGREED that HJ will join the NPSG and that AD will remain on the committee as an additional candidate.

34. To Receive Declarations of Interest

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

SR noted a new planning application P19/S1555/HH. Applicant is a neighbour.

35. Minutes of the Council Meeting held on the 13th May 2019 to be signed as a correct record. UNANIMOUSLY AGREED.

36. Matters arising from the minutes not on the Agenda

Planning Application P18/S2996/FUL – Major. Proposed development for a Gas fired electricity generating facility. Objection sent - NOTED.

37. Public Questions – NONE

38. Update of Actions List

Ref.	Action Required	Resp	Progress
23/17	Enforcement of hedge replacement at 31 Marsh End	PGC	As yet this has not been replaced. Ongoing. PGC will review current correspondence – Still Ongoing.
256d/17	Properties beside the ditch on the Green would be contacted about the responsibility of	PGC	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

	maintaining the ditch and hedge		maintenance. Forest School Land and ditch confirmed as Parish Council responsibility. Individual landowners will be contacted to advise of confirmed ownership. PGC to review old minutes for exact information going forward. Ref Changed to 256d/17 for future ref as per evidence submitted to the PC. – Still ongoing.
87/17	Footpath at Attington Stud. Path rerouted. No planning application submitted.	PGC	Jackie Smith had response from Attington - Ongoing. PGC to review current information forwarded to him. This is now in the hands of SODC. For review in 3 Months.
330/18	Red Lion PH – community asset needs to be renewed.	HC	Community Asset runs out 2/10/2019 HC to review Documents in preparation. SODC will add the link for this to be renewed in Sept. Clerk to action then.
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	HC/HB	Cozens Bequest Will continue to pay for Maintenance. Hazel Bottone (HB) to continue Weekly checks. Agreed by TPC HC to check each July that the maintenance and insurance is in order. Clerk to action for next Agenda.
48b/18	St Giles Church/Probation Service. SR. has contacted them and is waiting for a response.	SR	There is still no availability. Still ongoing. SR will chase again. In the meantime, AD will organise a volunteer group to start the interim clean up.
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. Complete.
211/18	Taylor Wimpey Oxfordshire request for PC to adopt footpaths from Swan Gardens to the Green.	PCG	KH spoke to Taylor Wimpey and this will be declined due to lack of funds being offered. Email correspondence forwarded to PGC and HJ. HJ to contact Taylor Wimpey to confirm their timetable for works now required.

39. County Councillors Report

JM reported that she is now Chair of planning at OCC. This should not cause a conflict for TPC unless the Forest School request any works.

HOSC Health – Voted unanimously for Vote of No Confidence in Oxford Health NHS Trust following the temporary closure of a ward in the Oxford Community Hospital without consultation with HOSC. At a previous meeting of HOSC it was agreed to write to the Minister asking him to call in the decision for review. They have now heard that he will not be doing this. Concerns were also raised regarding the Privatisation of the PET scanner. HOSC was not consulted before the contract was given to InHeath.

SODC now have £100k for two years for a fund for the homeless of Oxford. It has been suggested that providing water fountains would be good use of the funds but JM is open to suggestions.

JM would like to meet the new Parish Council for coffee on Friday Morning for an informal chat. PGC, AD, HJ and SR hope to attend.

40. District Councillors Report - NONE

41. Parish Councillors Report – NONE

Finance

42. **To Receive and Approve** the monthly financial report – APPROVED

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

OALC £714.00

DTC x 3 invoices £768.00

H. Croxford £560.46

Coco Accounting £156.00

SKP Solutions £72.00 DISPUTED Clerk to investigate further.

Impact Accoustics £954.00

Phillip Hughes £6960.00 – To Note Previously approved Feb 2019 and paid 04.06.19

APPROVED with the exception of SKP Solutions. Purchase of new Printer for the Clerk – NOTED for Asset register.

PGC AGREED to contact Lloyds bank for instructions to change signatures for new councillors.

44. **To Discuss PWLB** Payment made 31 May 2019 – NOTED

45. **Review of: Asset Register and Risk Assessment** – For amendment and forward to all Councillors.

46. **To Discuss and Approve** the Internal Audit from – Coco accounting – APPROVED and Agreed for sending to More Stephens.

47. **Discuss and Approve** Council Communications and social Media, Antivirus Protection and telecommunications.

AD noted that the Parish Facebook page and Parish Website are in need of updating and regular maintenance.

UNANIMOUSLY AGREED that AD will take on this role going forward.

HC will forward the contact details for SKP Solutions in order to organise access to both. She will also send the M40 road update links.

HC suggested that the Anti - Virus currently used on the PC Laptop needs upgrading and that a mobile phone would be more cost effective and efficient. UNANIMOUSLY AGREED for quotations for both to be sourced.

48. **Play Area/Skatepark**

Update and Report on Recent Inspection given by SR.

Play equipment is currently not meeting the standards set by the last inspection and in need of immediate attention.

Damaged area has been taped off and Warning notice put up. In addition notifications were placed on village social media. Concern raised re positioning of signage in case of emergency – To be monitored going forward for effectiveness of current position. UNANIMOUSLY AGREED.

Due to the confusion from the previous two inspections it was suggested that a new inspection be carried out at a cost of £250.00 + VAT to be met by Creative play. Creative Play have been notified of the concerns raised and the damaged items in need of urgent repair. SR is awaiting a response. She will chase and discuss the need for them to fund the new inspection. A rota will be established amongst the PC to maintain checks and rake the bark areas. UNANIMOUSLY AGREED.

To approve purchase of 200 Fixing pegs for the play mats. £59.06 – APPROVED.

49. **To Discuss** Administrative responsibilities for,

Planning – To be considered further.

Clerk Point of Contact for Employment Issues – SM Nominated and UNANIMOUSLY AGREED

Planning

To Discuss the following planning applications.

50. Application P19/S1413/FUL Minor, Installation of ground mounted solar pv array on grassland adjacent to The Oxfordshire Golf Hotel Complex, Rycote Lane Milton Common Thame OX9 2PU

Extension to closing date agreed by Paul Lucas for discussion by this Parish Meeting.

Response needed by 14th June 2019 - For Approval - UNANIMOUSLY AGREED

To Discuss any further Planning Considerations at the meeting.

51. Application P19/S1311/HH Harlesford Cottage Stoke Talmage Road, Tetsworth, OX9 7BU. Single-storey side car port extension and rear porch. Alternative scheme to planning permission P18/S4090/HH - GRANTED

Noted SR left the room.

52. Application P19/S1555/HH 2 Silver Street, Tetsworth OX9 7AR

Demolition of an existing garage and conservatory, to create a new two-storey side extension.

Request extension to submission deadline for further investigation and discussion at the next meeting on 8th July 2019.

Noted SR returned to the meeting.

53. To Receive an Update on the Travellers Appeal.

Updates received from KH and JM.

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

An update was received from JG. A meeting was requested by the NPSG with the PC for Monday 17th June 2019 at 7.30pm for further discussion. AGREED.

The PC Meeting will convene 30 minutes earlier on 8th July 2019 at 7pm to discuss the information given and a decision to be made on the findings. AGREED.

55. To Consider any issues about the village environment.

a. To discuss speed monitoring through the village. CT approached JM for possible grants to cover signage. JM has an allocated budget of £15K that could possibly be accessed. CT to apply by email. AGREED.

Community Speedwatch – Scheme accessible through our PCSO – PCG to contact Graham Davey. AGREED.

b. To discuss The Beech Tree, 52 High Street. Next to War Memorial. This tree belongs to the Highways dept and is not covered in our tree survey. It is therefore not the responsibility of the PC. HC to email CF in response to the query. AGREED.

c. To discuss the purchase of a new Parish/Village Hall Notice Board. Tenders to be sent. AGREED.

d. Confirmation that road closure sign has been displayed. AGREED.

e. **To note urgent tree works completed by DTC as requested in the Thinktrees report and Further three tenders requested from Four Seasons Tree Care, JB Tree Services and Devey Tree Care for subsequent works required.**
NOTED.

56. **Correspondence**

a. **Press Release New Cabinet at SODC – NOTED.**

b. **OCC Town and Parish Highways Survey for 2019 – Deadline missed – NOTED, Emergency Plan Questionnaire is still ONGOING.**

c. **Letter from The Old Forge, re notice boards. To be investigated. AGREED.**

d. **Invitation to Neighbourhood Planning Policy Workshop. Not required. AGREED.**

e. **Confirm Contact list is correct and add any missing contacts. AGREED.**

57. **Items for Next Agenda Not Already Mentioned.**

PGC Requested consideration of a Grant to refurbish the bus shelter be added to the next agenda. AGREED.

58. **Date of the next meeting 8th July 2019 at 7.00pm for pre meeting to discuss items from the recent NPSG followed by the Parish Meeting at 7.30pm.**

59. **Meeting Closed 10:00 pm.**