

Tetsworth Parish Council

Clerk and RFO: Helen Croxford
111 High Street
Chalgrove
OX44 7SS
Tel: 07501 306382
Email: clerk@tetsworthparishcouncil.co.uk

Minutes of the Virtual Zoom Meeting of Tetsworth Parish Council Held at 7.30pm on Monday 20th April 2020

Present:

Chair Cllr Paul Carr (PGC)
Vice Chair Cllr Seb Mossop (SM)
Cllr Christopher Thompson (CT)
Cllr Susan Rufus (SR)
Cllr. Karen Bennett (KB)
C.Cllr Jeanette Matelot (JM)

Officer: Helen Croxford (HC)

Members of the public: 0

Apologies for Absence: D.Cllr Caroline Newton

277. 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 – NONE

278. To Approve the co-option of Karen Bennett to Tetsworth Parish Council. UNANIMOUSLY AGREED and Declaration signed.

279. Minutes of the Council Meeting held on the 9th March 2020 to be signed as a correct record - APPROVED

280. Minutes of the Extraordinary Meeting held on 20th March 2020 to be signed as a correct record - APPROVED

281. Matters arising from the minutes not on the Agenda – NONE

282. Public Questions - NONE

283. 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.
87/17	Footpath at Attington Stud. Path rerouted. No planning application submitted.	SM	Still in progress with the rights of way Officer. For review in June 2020.
330/18	Red Lion PH – community asset needs to be renewed.	SM	Community Asset ran out 2/10/2019 SM to review the conditions of a community asset. SM will investigate further. Ongoing.
48b/18	St Giles Church/Probation Service. SR. has contacted them and is waiting for a response.	SR	There is still no availability. SR has chased again and resubmitted an application however this service is currently unavailable. For review in Feb 2021
272b/20	Bus Shelter	HC	Quotations received for refurbishment. On hold due to Covid-19.
85/19	New Notice Board	HC	Following the failure of the Grant TPC will review the requirements further to ensure the new board meets the size requirements and discuss funding going forward. on hold due to Covid-19. Ongoing.
88/19	Community Speed Watch	PGC	PGC will contact the PCSO again to check availability of the equipment. on hold due to Covid -19. Ongoing.
47/19	Upgrade to Antivirus software for TPC Laptop	HC/CT	CT has looked into the Laptop's efficiency and made some adjustments. More are planned for next month prior to the meeting to improve the memory – on hold due to Covid-19, Ongoing.
55/19	Speed Signs/VAS	CT	The support posts are now in place. The signs have been ordered, CT has liaised with Ralph at highways and the sign surveys have been completed. Works will continue after the lockdown for Covid-19 has been lifted. Ongoing.
101/19	Councillor Vacancies	HC	The vacancy for Ali Dewson has now been approved for Co-option. The advert for the vacancy remains on the notice board and website accordingly. KB has been successfully Co-opted as above to replace the position vacated by HJ Still Ongoing.
132a/19	A40 Closure proposals	TPC	The A40 is to be closed for 5 Months in order that Embankment Repairs may be carried out. Preparations have begun, however due to the current Corona crisis this has been put on hold. Ongoing.
169b/19	Gates Across Judds Lane	SM	Investigation into this is in the hands of SODC. For review in June 2020
162b/19	Rent for two parking spaces at 24 High Street.	HC	Rents invoice sent to the occupiers remains unpaid. A further reminder has been sent to the owners of the property. Still no response. HC has contacted a solicitor and is currently is researching documents to provide to them once the current lockdown is over. Ongoing.
218a/20	SE19/341 Land North of A40 Adjacent to the Gate House	SR	Under enforcement. Recent activity at the site despite the lockdown will be raised with enforcement. Ongoing.
219d/20	Jitty & Ditches around the green	PGC	The cobbled path is being impinged on by undergrowth. This particular area belongs to SOHA. HC has notified them but had no response as yet. HC will chase. Ongoing.

284. County Councillors Report – Jeanette Matelot

County Councillor Report

Education

More than 9 out of 10 Oxfordshire parents whose children are set to enter the classroom for the first time this September have been offered their first preference primary school. A total of 6,690 of the 7,384 applicants have received their first preference, 538 applicants have been offered one of the alternative schools they listed on their application form, and only 156 have been offered an alternative that they have not listed as a preference.

In my Division, Thame, Chinnor and the villages out of a total of 275 children looking for places, 243 got their first preference, 21 got their second preference and one each got third and fourth preference.

With the Covid emergency, Barley Hill School remains open for children of key workers. There was a good take up the first week of 48 children but this has reduced to 3 with more parents taking the option to work at home. A similar pattern occurs at Lord Williams's and schools across the County.

Waste Sites

Following the government guidance on staying at home, all our household waste recycling centres (HWRCs) remain closed until further notice. This is being kept under review and we will work to reopen these facilities as soon as we are able to do so.

As requirements for social distancing continue, we are asking people not to light bonfires to get rid of their excess waste and instead to store it on their property or try home composting. The district councils and city council are all currently running good 'kerbside' services and can collect most of the county's 'everyday' waste.

Care Homes

There have been concerns about the number of deaths at care homes. Oxfordshire has so far not shown a great increase in the usual number of deaths. The NHS have confirmed that if a patient is shown to have contracted the virus, they will not be sent back to their care homes.

Councillor Priority Fund update

I have given the Sharing Life Food Bank £1000 from my next Priority Fund to help them to re-stock. Please let me know if you have any other requests or projects which might be helped. The application form for the 20/21 Councillor Priority Fund and guidance on how to apply is on our website at oxfordshire.gov.uk/councillorpriorityfund.

Oxfordshire Covid Sites

A mortuary with 1400 places has been opened at the Upper Heyford RAF Base. As far as I know, to date it hasn't been necessary to use it. Sites for a Nightingale hospital are being looked at in Bicester and Banbury but this will be a Government/NHS decision. Thirteen coronavirus clinics have opened across the County including one in Thame.

Virtual Meetings

The Council will be holding a virtual Council meeting on 4 May. To date, there is work going on to see if we can enable public participation and members ability to vote.

285. District Councillors Report – Caroline Newton

SOUTH OXFORDSHIRE DISTRICT COUNCIL MONTHLY REPORT: APRIL 2020

CLLR CAROLINE NEWTON – caroline.newton@southoxon.gov.uk 07951 477144

COVID-19

As you might expect, the work of SODC is dominated in almost every respect by the emergence of COVID-19. SODC officers are working closely with the other councils of Oxfordshire through the Local Resilience Forum which serves to coordinate and manage the county's response. Most officers have been diverted from their normal duties to COVID-related functions and in order to allow them to focus on that work, elected councillors have been requested to refrain from contacting them directly. As a result, any queries from residents may take rather longer than normal to be answered. Apologies if that happens.

One of the main responsibilities of SODC this month has been the payment of small business grants. I regret that the council seemed to get off to a rather slow start on making these payments and that some businesses, as a result, have suffered even more anxiety than they should have done. Over the last week, the pace seems to have picked up, though, and we are on track to complete all payments by 30 April. But please let me know if you have experienced difficulties with your grant.

Officers have also worked with colleagues in other councils to organise the delivery of food parcels to the most vulnerable people in our community, together with medication where necessary. Please tell me if you know of any problems with this.

Along with my colleagues, I have been allocated a small grant to address urgent need caused by COVID-19 amongst residents in my ward. I am working with parish councils to determine where it might be best used.

PLANNING

The main service which remains unchanged is Planning. Councillors and officers have all made representation to Government for flexibility in our management of planning applications, but for the time being, the process (including timescales for decision-making) remains the same. I am very conscious that it remains crucially important for proper consultation to take place, and I know parish councils are doing their best to include residents in formal discussions about planning applications. Please let me know of any concerns about this.

The Local Plan (the strategy which will determine how this district develops over the next 15 years) continues through the process of inspection. We are waiting for information of the timing and form of the Examination in Public which, before COVID-19, we were anticipating would start around the early summer.

The developers of the proposed 'new town' of Harrington - situated between Great Haseley, Milton Common and Tetsworth – have indicated that they will be making a formal planning application shortly (possibly before the end of June). The site includes 6,500 houses, a number of primary schools, a secondary school, employment land, park-and-ride. SODC considered the Harrington site as part of their scoping of the Local Plan, but concluded that it was one of the least sustainable options for development in the district. The applicants will be attempting to demonstrate to the Inspector of the emerging Local Plan they have answered officers' concerns about sustainability, and to make the case for the site being included in the Local Plan. SODC will be arguing against this.

WASTE

Biffa, which has the contract for collecting our rubbish, has been working hard to maintain uninterrupted service, despite losing a number of staff to self-isolation etc. You may find that your bins are collected later than you would expect. If that happens please keep them out until the end of the day (6pm) (the bin lorries may still be on their way to you) and then report on the SODC website if the collection is missed

<http://www.southoxon.gov.uk/services-and-advice/recycling-rubbish-and-waste/your-recycling-and-waste-collections/missed-collecti>

Priority is being given to the collection of food, recycling and household waste. If your brown bin (garden waste) is not collected, please leave it out for 3 collection days, and then bring it back in until your next scheduled collection day.

BONFIRES

We are requesting that people refrain from having bonfires in consideration of the difficulty they might pose for people with respiratory difficulties. However, bonfires are not strictly forbidden. The incineration of household waste, however, is – as always – strictly forbidden. Information about what is permitted, and what to do if you think someone is flouting rules, can be found here:

<http://www.southoxon.gov.uk/services-and-advice/environment-and-neighbourhood-issues/report-problem-noise-and-nuisance/bonfires->

HOMELESSNESS

You may be aware that, at the start of the COVID-19 lockdown, Government was particularly concerned to ensure all homeless people were given somewhere safe to live. Homelessness does not typically affect large numbers of people in South Oxfordshire, and officers have been working to ensure any at risk of homelessness here are housed safely. They believe that there is nobody homeless in South Oxfordshire right now, but please contact me if you are concerned about this issue.

286. **Parish Councillors Report - NONE**

Finance

287. **To Receive and Approve** the monthly financial report – **UNANIMOUSLY AGREED.**

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

Computer Assist/Wiseserve (Email)	£4.80
SKP Solutions (Website domain)	£14.40
Pi (play Inspection)	£156.00
SODC (Dog Bin emptying)	£41.44
H. Croxford (Clerk wages)	£398.77
HMRC (Clerk)	£84.00
NI (clerk Contribution)	£14.55
NI (Employer Contribution)	£16.73
Tetsworth Memorial Hall (Hire)	£252.60
Tetsworth Memorial Hall (Hire for NPSG)	£149.76

UNANIMOUSLY APPROVED

289. **To Note the first payment of Precept on 06.04.2020 for £12,790.50 - NOTED**

290. Request for funding from Cleanslate.org

It was UNANIMOUSLY AGREED, that the kind donation from Robelec Ltd that was received after this agenda publication, would be best put to use with this organisation. HC to contact both parties.

291. To Note increase in fee for Dog bin emptying. NOTED

292. VAT discrepancy for NPSG. It was noted that £440.00 was over claimed in error with the recent VAT reclaim due to a duplication of invoice from O'Neil Holmer. This will be rectified going forward by reducing the next claim to be submitted by the same amount. **UNANIMOUSLY AGREED**

293. To Note Allotment annual fee has been received - NOTED

294. Play Area/Skatepark

a) PI Inspection

A report was carried out in February and the report received in March raised issues with the Skate Ramp boards, Basket Ball post and the Bench. Due to the current Corona Crisis this will be looked into at a later date. **NOTED**

b) Report from Sue Rufus

All recreational equipment is now taped off and should not be used for the duration of the Corona lockdown. The defib continues to be checked on a weekly basis - **NOTED**

c) Response from Fearless Ramps

Following the PI inspection report, Fearless were contacted regarding the splitting boards as they replaced these in October. Once the Corona lockdown is lifted, they will review the equipment and repair as necessary - **NOTED**

Planning

295. To discuss the following Planning Application.

Application Reference: P20/S0981/O(Outline) Address: Mount Hill Farm 19 High Street Tetsworth

OX9 7AD Application: Demolition of existing buildings and erection of a two-storey detached dwelling with access, garaging/parking and amenity space. **UNANIMOUSLY OBJECT**, on the grounds of overdevelopment, Highway safety and privacy issues.

296. To Discuss any further Planning Considerations at the meeting

a) Harrington

An environmental impact assessment has been requested. At the present time no response is required, however TPC has not been formally included on the consultee list. PGC will draft a letter to SODC to raise the issue in the meantime and request inclusion. **NOTED**

b) Proposals for Cornwell Solar Farm and Harlesford Solar Farm.

Due to the current crisis, consultations have had to be re addressed in order to comply with the implications of lockdown. Consultations are still ongoing. **NOTED**

297. To Discuss Tetsworth Neighbourhood Plan – Report provided by John Gilbert.

REPORT TO THE TETSWORTH PARISH COUNCIL AND TETSWORTH PARISH MEETING

During 2019, the Steering Group of volunteer residents assembled an extensive evidence base to support land use policies reflecting the vision and objectives that had been developed for the Tetsworth NDP. They prepared a very detailed Character Assessment of defined areas of the village and its surrounding countryside, and drafted Housing Analysis and Sustainability Overview documents for Tetsworth. They also engaged a specialist landscape consultant to conduct a study and report on Key Views towards, within and from the village which merited protection from inappropriate development.

The draft NDP document included policies supporting infill housing development and required design features, and measures to protect of the village's heritage, green spaces and setting. This was reviewed by a specialist planning consultant ahead of a 6-week period of consultation which started on 21 October. In accordance with Regulation 14 of the NDP regulations, Tetsworth Parish Council (TPC), as the NDP qualifying body, invited statutory consultees, local residents and others with an interest in the area to comment.

Agreed feedback from this consultation was incorporated into a revised version of the NDP alongside preparation of the required Consultation and Basic Conditions Statements. By mid-January, the whole of the Tetsworth NDP document package was ready for submission to SODC by TPC. Submission under Regulation 15 of the NDP regulations occurred on 23 January.

SODC launched the second 6-week publicity period consultation in accordance with Regulation 16 of the NDP regulations on 25 February. Just a week or so before the planned closure of this consultation period, SODC advised that it had suspended all consultations in response to the coronavirus pandemic crisis. The current position is that the Regulation 16 publicity period has been extended until 28 July – and possibly later if necessary.

Meanwhile, TPC and the Steering Group have agreed to SODC appointing Andrew Ashcroft as the external examiner of the Tetsworth NDP. He has advised that he will start his review of the submitted NDP document package ahead of the eventual completion of the Regulation 16 publicity period.

No NDP referendums will now take place until 6 May 2021 or later. However, NDPs awaiting this final stage of post-examination approval will have weight in the Local Planning Authority's consideration of planning proposals.

298. To Consider any issues about the village environment.

a) Annual Village Meeting in relation to the current crisis.

Due to the current Corona crisis the Annual Village Meeting unfortunately cannot proceed. All participants have been notified. TPC has requested that all reports or questions be submitted to the clerk so that a newsletter or report can be compiled instead. Please make any submissions to the clerk on the above contact details by 30th April 2020.

299. Correspondence

a) Power to People, support for new electricity bill in parliament.

TPC does not have a strong opinion either way. HC to draft a response.

b) Covid – 19 Update.

Tetsworth has a superb Corona support service up and running. Tetsworth Helpers is being coordinated by Rod Boundy with our Chair Paul Carr and their fantastic team of volunteers. They are offering whatever assistance they can to whoever requires it, as and when it is required. Look for them on Facebook or on the TPC website for more information.

300. Items for Next Agenda Not Already Mentioned - NONE

301. Date of the next meeting 11th May 2020 at 7.30pm (this will be another virtual Zoom meeting if the current lockdown continues).

302. Meeting Closed 20.54pm.

Helen Croxford

Helen Croxford Clerk & RFO