

# Tetsworth Parish Council

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## Minutes of the Virtual Meeting of Tetsworth Parish Council Held at 7.30pm on Monday 8<sup>th</sup> June 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)  
Cllr. K Andrews (KA)  
C.Cllr. Jeanette Matelot (JM)  
D.Cllr. Caroline Newton

**Officer:** Helen Croxford (HC)

**Members of the public:** 3

**Apologies for Absence:** None

### **30. 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.

### **31. To Approve the co-option of Kirstie Andrews to Tetsworth Parish Council.**

Co-option of KA was **UNANIMOUSLY AGREED** and the Declaration of Acceptance and all other related paperwork were signed in the presence of TPC. KA will forward her Register of Interest to Democratic services.

### **32. Minutes of the Council Meeting held on the 11<sup>th</sup> May 2020 to be signed as a correct record – UNANIMOUSLY AGREED.**

### **33. Matters arising from the minutes not on the Agenda**

Minute 18c/20 – The submission to Coco for the Internal Audit. Now that the audit is complete, Coco request payment of their invoice TPC20200218 for £160.00 – **UNANIMOUSLY AGREED.**

### 34. Public Questions - NONE

### 35. 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. The hedge is beginning to grow back now. <b>PGC will review in Sept.</b>
87/17	Footpath at Attington Stud. Path rerouted. No planning application submitted.	SM	Still in progress with the footpath warden. SM has emailed again and is awaiting another response. <b>Ongoing.</b>
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. <b>Ongoing.</b>
48b/18	St Giles Church/Probation Service. SR. has contacted them and is waiting for a response.	SR	There is still no availability. <b>For review in Feb 2021</b>
272b/20	Bus Shelter	HC	Quotations received for refurbishment. Contact has been made with the companies we tendered. <b>On hold due to Covid-19 - Ongoing.</b>
85/19	New Notice Board	HC	TPC will to review the requirements for size and funding. <b>On hold due to Covid-19. Ongoing.</b>
88/19	Community Speed Watch	PGC	PGC will contact the PCSO again to check availability of the equipment. <b>on hold due to Covid -19. Ongoing.</b>
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 improve the laptop's memory – <b>on hold due to Covid-19, Ongoing.</b>
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 in July or August lockdown permitting. <b>Ongoing.</b>
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 Corona crisis this was put on hold. Concern raised of a clash with a potential closure of the M40 is being investigated by JM. <b>Ongoing.</b>
169b/19	Gates Across Judds Lane	SM	Investigation into this is in the hands of SODC. Again SM has emailed the Footpaths warden.
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. <b>Ongoing.</b>
218a/20	SE19/341 Land North of A40 Adjacent to the Gate House	SR	Under enforcement. Recent activity at the site despite the lockdown, enforcement is investigating. Correspondence from SODC confirmed that applicants must respond by the 11th June deadline. <b>Ongoing.</b>
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 lockdown is preventing action. DTC & local residents have cleared all other areas. <b>Ongoing.</b>
296a/20	Harrington P20/S1261/SCO	PGC	Nothing to report. <b>Ongoing.</b>
296b/20	Harlesford & Cornwell Solar Farms	TPC	PGC provided a report from the webinar. Consultations with the general public will now begin. Parishioners will receive this by post. It was noted that there is a delay in the postal service in Tetsworth at present but as the consultations span 4 weeks this should not pose a problem. <b>Ongoing.</b>

### **36. County Councillors Report - Cllr. Jeanette Matelot**

County Council are pushing to get people out of their cars to reduce pollution. The Current crisis has shown that this is possible as pollution levels have reduced significantly during lockdown and the authority are keen to maintain this. Initiatives are being introduced to clean paths & widen streets to improve cycle paths and keep pavements clear. Funding is available for these projects and if they can be finished within 5 weeks additional funding will be allocated.

Funding suggestions are being requested for the County CIL allocation, a cycle way between Tetsworth and Lewknor would be a good example. The Parish is encouraged to put forward ideas to SODC.

Cllr. Liam Walker from Highways Delivery, will visit Tetsworth on 9<sup>th</sup> June 2020 to follow the route of repairs requested by TPC. SR will meet with him and JM to point out the areas of most concern.

The A40 repair works have begun again. JM has contacted Matt Archer and Tim Shickle in Highways to ensure that the pending closure of the A40 does not Clash with the proposed M40 closure.

### **37. District Councillors Report - Cllr Caroline Newton**

#### **CoVID-19 Matters**

Cases of Covid-19 were first confirmed in Oxfordshire in early March. As of 2nd June, there had been 2,074 confirmed cases within the county (of which 365 were in South Oxfordshire – Public Health England). The Centre for Progressive Policy suggested early in May that Oxfordshire was one of the lowest risk areas based on several health indicators, ranking 139 out of 150 areas measured.

While the full economic effect of lockdown upon Oxfordshire will not be known for some time, claimant count data from the DWP showed that between March and April the number of claimants of unemployment benefit within the county rose from 6,655 to 12,240, an increase of 5,600 (or 84%). This current peak in claimants is considerably higher than that seen at the height of the financial crisis (9,635 in May 2009). SODC has not furloughed any staff and has no plans to.

#### **The Community Support Programme**

In mid-to-late March, South and Vale District Councils established a Community Support Programme (CSP) to help to provide support to vulnerable people. The CSP consists of 80+ members of staff who help to co-ordinate the councils' response to the pandemic. It takes telephone calls, e-mails and other requests from (or on behalf of) residents in need of assistance and puts them in contact with volunteers and organisations in their local area – this community-led support has been supplemented by additional council staff who have been carrying out urgent requests for the provision of food parcels and prescriptions. The councils' dedicated call line for support changed its open hours on 30th May. Opening hours are now 9am – 6pm Monday to Saturday – in line with the opening hours of the national shielded helpline.

#### **Business Support**

I have received a number of requests for help from local businesses which have had issues with their applications for the Government funded support grants and loans, and am pleased to say I have been able to quickly bring these to a successful resolution. Please don't hesitate to get in touch with me if you need help with this.

## **Discretionary Business Grants**

The new discretionary grants scheme for small businesses went live at the start of June. Again, let me know if you need help navigating this.

## **Grants**

At the beginning of the crisis, a decision was made to change the rules of the scheme to make available £2000 of the Grant Pot to each councillor to enable us to help in emergencies where a small amount of money was needed. I have given grants to support community food parcels and to help fund a village COVID-19 newsletter. My colleagues have made contributions to food banks, small local charities supporting vulnerable residents, hi-vis vests for volunteers, support for community day centres . . . and many others!

Please let me know if you know of any group or individual who, because of COVID-19, is in urgent need of a small grant.

## **Planning Committee**

After a pause at the start of lockdown, Planning Committees have resumed – on Microsoft Teams. This is a relatively new technology and as it needs to be secure and meet a number of legal protocols our usage is still developing. For the time being, SODC is restricting public and Parish Council representations to written submissions before the meeting.

Whilst the council needs quickly to find a way of ensuring PCs and the public can take part live, and that people without access to the right technology can be included, I think a move to virtual, recorded meetings might be a really positive development.

## **Harrington**

No further information, but we continue to monitor the position given the concerns expressed by the few residents who have raised this as a potential issue.

## **Local Plan 2034**

LP2034 continues to progress through the examination stage and the Inspectors first set of questions have been answered. Virtual Hearing Sessions will commence at 10.00am on Tuesday 14th July and will be conducted via Microsoft Teams. An outline programme for the hearings, his “matters and questions” document, and some guidance about the process. He has allocated 16 days across 4 weeks. Full details and how to watch and/or participate are on our web site at: <http://www.southoxon.gov.uk/services-and-advice/planning-and-building/planning-policy/local-plan-2034/local-plan-2034-examinatio>

## **Council tax reminders**

In mid-June SODC will send reminders to residents who have overdue unpaid council tax payments, excluding residents who receive Council Tax Reduction benefit – for example those who are in receipt of Universal Credit. One of the purposes of these reminders is to help identify people who are struggling to pay so we can explain the options available to them.

SODC is urging people to let the Council know asap if they are unable to pay.

## **Parking charges to be re-introduced**

From Monday 8 June SODC will re-introduce parking charges in council car parks, with full enforcement starting 15 June.

Users must display a ticket, including for the free charging periods. Normal rates will apply. SODC will also start issuing new permits and re-issuing permits to anyone who's permit would've expired during the lockdown.

NHS staff and care workers who display a national COVID-19 parking pass can continue to park for free - to claim a pass, they need to email [carparks.southandvale.uk@sabagroup.com](mailto:carparks.southandvale.uk@sabagroup.com), with proof of their employment.

## **Waste and Recycling - Reminder**

As previously advised, at the start of the CoVID-19 crisis we had very real concerns about the collection of waste and due to the virus' potential impact on the Biffa crews, to what extent collections would continue.

There has been some disruption with the crews on the main collection vehicles being reduced from three to two due to the need for some isolation and social distancing. But on the whole the service has been maintained well. Please continue to report missed collections in the normal way:

## **38. Parish Councillors Report – Chair, Cllr. Paul Carr**

Cllr Carr took part in the webinar hosted by Low Carbon concerning the proposed solar farms at Cornwell and Harlesford Farm. It was informative and full details can be found on the Parish Council website. He felt that both sites appeared to be in keeping with the local surroundings with little impact on the immediate community. They will provide much needed reserve energy. The main concerns for Tetsworth (traffic for the construction phase aside) were the observability of the solar farms and the maintenance of the public footpaths through the site, both of which seemed to have been suitably addressed. Indeed, their plans for maintaining the footpaths seemed to improve the paths themselves. Consultations now begin with the public and will run for the next 4 weeks. Details will be posted to the parish households in the coming days. The current postal issues in Tetsworth should not affect the consultation time but TPC will monitor the issue.

The Icknield Community College expansion consultation can also be found on the website but, in summary, the future availability of places for children from Tetsworth, which is outside the catchment area for the school, depends greatly on the SODC Local Plan and future developments in the area. If the development of the Chalgrove Airfield site goes ahead Icknield Community College will be closed in Watlington and a much larger secondary school built on the new development, in the short term, Icknield hopes to expand by one form per entry to cope with the current level of demand. As at present, any allocation of places to children from Tetsworth will be considered should they be available once those for children within the catchment area have been filled.

## Finance

### **39. To Receive and Approve**

a) **The monthly financial report - UNANIMOUSLY AGREED.**

b) **The annual financial report, following the amendments by the internal auditor, Coco Accounting – NOTED and UNANIMOUSLY AGREED**

c) **The monthly financial reports for May/June/July 2019 and April 2020 which were also affected by the internal audit - NOTED and UNANIMOUSLY AGREED.**

d) **Request for donation from Heartbeat Trust.**

It was **UNANIMOUSLY AGREED** to make a donation of £100.00 from S137 Funds.

e) **Monthly repayment amount for TSSC Insurance renewal.**

The sum of the renewal is £899.59 for the year. TSSC to pay a first payment of £75.03 and then 11 payments of £74.96 – **UNANIMOUSLY AGREED**. HC to notify TSSC.

f) **To Note amendments to The Asset Register.**

Due to a discrepancy with the AGAR last year the internal auditor suggested the amendment of the asset register going forward. **UNANIMOUSLY AGREED.**

g) **To Note the Internal Audit and to agree a date and place to approve the AGAR for submission.**

The internal audit is complete and all comments **NOTED** and **UNANIMOUSLY AGREED**. A full copy of the report can be found on the website. The AGAR was **UNANIMOUSLY APPROVED** for submission.

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

Wiseserve	£4.80
J. Bennett & Son (TSSC Insurance – Legal Fee)	£40.32
J. Bennett & Son (TSSC Insurance Policy)	£859.27
DTC (Grass Cutting)	£156.00
H. Croxford (Clerk Salary MAY)	£558.41
HMRC (Clerk Salary MAY)	£130.80
P. Carr (Zoom Invoices)	£28.78
DTC (Grass Cutting)	£156.00
Came & Co (TPC Insurance)	£957.07
SKP Solutions (Web Hosting)	£115.20

**UNANIMOUSLY AGREED**

### **41. Play Area/Skatepark**

a) **Monthly update.** Report from SR. PATCH and Skate Ramp remain closed due to COVID -19 and the area is taped off. Areas where the tape has come down will be replaced. Signage is also still in place. Weeds are beginning to grow though so this will need attention before the play area is reopened. **NOTED.**

**b) Bark order.** HC confirmed that the Maritime Bark is certified play bark. It was **UNANIMOUSLY AGREED** to proceed with the order.

**c) Skate ramp signage.** It was discussed if age restrictions should be advised for use of the skate ramp. ROSPA gives no clear guidelines and it was decided it would be difficult to police. To be discussed further and added to Update of Actions – **AGREED**.

### Planning

**42. To Discuss the following Planning Applications - NONE**

**43. To Discuss any further Planning Considerations at the meeting.**

**a) P20/S1912/CHR Request for Temporary extension of working hours on site at Mount Hill Farm 19 High Street Tetsworth OX9 7AD, From 0900 till 1800 to 0900 till 2100.**

Objection due to noise disturbance to residence already in situ. Suggested compromise of 0800 till 1900. **UNANIMOUSLY AGREED.**

**b) P20/S0876/FUL Mount Hill Farm, 19 High Street Tetsworth OX9 7AD**

Erection of an agricultural building (Barn A) and an extension to an existing agricultural building (Barn B) Retrospective. Planning Permission Granted. **NOTED** PGC will contact the Footpaths Warden though as the footpath through the area is not being maintained in accordance with the planning conditions.

**44. Tetsworth Neighbourhood Plan – Report from John Gilbert**

SODC is putting together an interim Tetsworth NP report for our examiner. I have since had a chat with Ricardo Rios who confirms that this will include details of any consultation feedback received to date. He could only recall the OCC and SODC inputs and did not expect significant numbers of responses from elsewhere. He will not be able to pass a copy of this report to us until the end of the extended consultation period - currently 28 July. The actual feedback responses will also be made public on the SODC website at the end of the consultation.

Publicity for the extended consultation and access to hard copies of the documents for residents without computer access was also discussed. SODC may send posters (or a soft file to print) to TPC, advising parishioners of the extended consultation period and asking residents to alert anyone without on-line access but who may wish to see the documentation with details of how to do it. Options include reliance on the document set which I presume is still in the Memorial Hall lobby, together with local hand sanitiser, or contact details of someone in SODC to ask for individual copies. This will be confirmed.

The potential impact of the Local Plan examination on the examination of our NP was also discussed. The relative timing and reporting of the 2 examinations will be important, and Ricardo's advice is that SODC will be advising our examiner of the uncontroversial changes in the Local Plan already agreed by SODC in order that our NP will be future-proofed as far as possible. Our examiner's report will provide the detail of what we need to change in the NP document itself, and perhaps some of the evidence base reports - but we must wait to see what he will say.

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

**a) Update on Football pitch from TSSC and review of accidents on the green.**

TSSC advised that the pitch has been roped off as it has been aeriated, top dressed and reseeded from a £1000.00 donation from two parishioners. Drainage pipes have also been put in the goal mouth and the land owner has been advised – **NOTED**.

Unfortunately, there have now been two accidents involving the rope and young children. TPC will contact TSSC to discuss a safer alternative with immediate effect – **UNANIMOUSLY AGREED**.

**b) Tree at 24 The Laurels.**

Correspondence received from a parishioner as a tree is overgrown just outside their boundary. It is unclear at present who is responsible for the tree. TPC will investigate further. For addition to the Update of Actions – **AGREED**.

**46. Correspondence.**

**a) Thame Trees Woodland Trust.**

TPC has no available space to plant trees but KA will contact The Forest School to see if they can make use of the scheme – **AGREED**.

**b) Correspondence re blocked pathways.**

An email was received in connection with a number of blocked footpaths in our area. PGC has been in contact with Andy Mayes our Parish Path Warden and he is investigating. **NOTED**

**c) Parking Fees.**

Parking Charges will be re-introduced in South & Vale car parks from Monday 8<sup>th</sup> June 2020 - **NOTED**

**d) Volunteers.**

Heartfelt thanks from South & Vale to all Volunteers, charities and voluntary groups through the Covid crisis- **NOTED**.

**47. Website and Social Media.**

**a) Walks in the area link.**

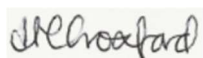
We already have a link to walks in the area on our website. **UNANIMOUSLY AGREED** to keep just the one link. HC will respond.

**48. Items for Next Agenda Not Already Mentioned - NONE**

**49. Date of the next meeting 13<sup>th</sup> July 2020 at 7.30pm**

**50. Meeting Closed 21.17pm**

**51. Open Forum.**



Helen Croxford Clerk & RFO