

**Minutes of the Meeting of
Tetsworth Parish Council
Held in the Memorial Hall
at 7.30pm on Monday 13th April 2015**

Present: Cllr. Karen Harris (KH) – Chair
Cllr. Hazel Bottone (HB)
Cllr. Alan Martin (AM)
Cllr. David Nixey (DN)

Officer: Sarah Pullen

Members of the Public: There were 4.

060/15 Apologies for Absence
Cllr Marjorie Sanders

061/15 To receive Declarations of Interest
To receive any declarations of interest from Councillors relating to items to be considered at the meeting in accordance with the provisions of the Councils Local Code of Conduct.
P14/S3524/O – Karen Harris declared an interest in this application as a neighbour to the application. She signed the ‘Declaration of Interest’ book and did not vote on this item.

062/15 Minutes of the Council Meeting held on Monday 9 March 2015 to be signed as a correct record.
Resolved: That these minutes are a correct record and that they be signed by the Chairman – UNANIMOUS.

063/15 Matters arising from the minutes (not on the agenda)
There were none.

064/15 Public Questions
Roger Benke, Chairman of TSSC, approached the Council with a view to seeking financial support for a replacement tractor – essential to the club’s continuing maintenance of the Village Green. However, it appears there may be an offer from Kubota to assist with this. As Mr Benke was unable to attend this meeting, it was agreed to add to the May agenda.

065/15 Update of the Actions List

Ref.	Action required	Resp.	Progress
197/14	Contact Adrian Duffield at SODC to discuss enforcement issues.	Clerk	MS/KH have had a meeting with the enforcement officer. COMPLETE.
218/14	To prepare a tender document for grass cutting contract. Clerk to send information to AM who will prepare.	Clerk/AM	On agenda.
222/14	Glen Marriott to start works on the skate-park.	HB	On agenda.
002/15	Amend Risk Register as per discussion, and distribute.	Clerk	To be handed over from Clerk.
004/15	Insurance/Asset Register – Include the new bridge on the Asset Register.	Clerk	COMPLETE.
007/15	MS to order bridge for the Forest School and initiate legalising agreement	MS	Bridge delivered and installed. Drafting of agreement in hand.
009/15	Organisation of Parish Meeting	Clerk	Ongoing
010/15	Prepare a list of TPO trees	AM	Ongoing

011/15	KD to contact solicitor to verify map supplied for Turning Circle	KD	Ongoing
012/15	To ensure 'Transparency Code' is implemented before audit.	Clerk	In hand.
013/15	Write to Rectory Homes setting out PC understanding of actions to resolve Victoria gardens planning issues.	Clerk/KH	COMPLETE
014/15	Forward CLP Statement of Account to John Gilbert (for ORCC).	Clerk	COMPLETE
015/15	Submit PC view on Oxfordshire Golf Club lighting planning appeal by 19 Mar 15.	MS	COMPLETE.
016/15	Obtain revised valuation of Knapp Cottage land transfer and instruct solicitors to raise transfer documentation.	AM	On agenda.
017/15	Submit PC view on SODC Local Plan consultation by 2 Apr 15.	Clerk/KH	COMPLETE
018/15	Advertise PC elections.	Clerk	COMPLETE

066/15 County Councillor's Report
There was no report.

067/15 District Councillor's Report
There was no report.

068/15 To receive the Monthly Financial Report
Community-Led Plan Statement of Account
Refund of a duplicate payment of £10 by John Gilbert and the Council for attendance at an ORCC CLP/NP seminar in July 2014 remained unresolved.
Resolved: That the Council should write-off its £10 duplicate payment to ORCC - UNANIMOUS.

Risk Assessment Review

The Clerk has completed this which will form part of the documentation for the Internal Auditor.

Grant Request - Tetsworth Senior Citizens' Party

A request had been received from Paul Silver for a grant to support the Senior Citizens Party.

Resolved: To write back and request more information to support this application to include a copy of their accounts. This should be added to the May agenda for consideration.

Allotment Rent

It was noted that a cheque has been received from Judy Thornton for her allotment rent of £10.

069/15 To approve Expenditure and sign the following cheques:

Sarah Pullen – Clerk	£350.00
Dog Bin Emptying (Oct 14 – Mar 15)	£75.35
OALC	£133.07
SKP Solutions (TPC Website Re-design)	£150.00
Skate-ramp Safeguarding	£27.10

Resolved: To accept the above expenditure and to pay by BACS/Cheque as required – UNANIMOUS.

070/15 Footpaths
Andy Mayes was welcomed to the meeting. He has recently volunteered to act as the Parish Path Warden following the CLP Project. John Copsey has also volunteered to assist with this project. Andy reported that he has a list of footpaths locally and is listing any problem areas. Andy will send a regular report to Councillors.
Resolved: To add a 'Footpaths' page to the website.

071/15

PATCH/ Skatepark.

Heather Ashton had held an initial public meeting of local residents interested in supporting an initiative to refurbish/replace the PATCH play area. The group has expressed a preference for wholesale replacement rather than piecemeal refurbishment. However, such a strategy could cost in the order of £90K which was far greater than PC finances could entertain. Grants from external sources would be essential for the project to proceed.

The meeting had also expressed support for the introduction of adult exercise equipment, picnic furniture and a PATCH access path on the Village Green. Planning of such initiatives would need to involve both PC and TSSC representatives.

HB reported a number of PATCH maintenance requirements which would need addressing ahead of the next Safety Inspection scheduled for July 2015.

An unaccompanied small child had sustained a minor splinter injury on the skate-ramp. As a result, the facility had been taken out of use and quarantined pending repairs expected to start on 21 April 2015. Internal transfer of PC funds would be made to support repairs of the skate-park asset.

072/15

Memorial Hall

Caroline Cann reported that plans have been drawn up for replacement of the kitchen facilities in the Memorial Hall and that associated fundraising initiatives and events were generating encouraging results. Bookings of the Memorial Hall continued to be buoyant with recent additions of new exercise sessions including Tai Chi.

In view of the imminent loss of the PC Clerk who works from home, the Council requested use of the office/storage space in the upper floor of the Memorial Hall. Caroline Cann said that her committee would consider any defined statement of requirement submitted by the Council.

The Memorial hall AGM is scheduled for 12 May 2015 at 7.30pm.

073/15

Planning

Planning Applications

P15/S0939/HH – 118 High St, Tetsworth.

Two storey side extension.

Approved – UNANIMOUS.

P15/S0915/HH – Victoria Gardens, Tetsworth.

Proposed pergola within rear garden.

Approved – UNANIMOUS.

P15/S0709/HH – To demolish the existing stable sheds to the side of the existing garage building and build a new single storey extension with a pitched roof. All new materials to match existing garage and main house.

Approved – UNANIMOUS.

P14/S3524/O (Outline) – Mount Hill Farm, High St, Tetsworth.

Outline application for demolition of existing agricultural buildings. Erection of 39 dwellings with associated parking. Formation of school car park, new vehicular access and estate roads.

Resolved: Clerk to speak to the Officer, Adrian Duffield to clarify the relationship of Amendments 2 and 3 to the application before Councillors submit a response.

Planning Decisions:

There were none.

Planning Correspondence:

New BT Cabinet

There was uncertainty about the need for a retaining wall to be built round the new BT cabinet on the edge of the Village Green. This would be resolved between BT Openreach and Carillion, its sub-contractor for such works. No further correspondence has been received.

074/15

Village Environment

Grass Cutting Schedule

AM has prepared a grass cutting schedule with drawings for putting to tender next year. It was proposed to continue with Swan Gardens for 2015, but to tender for next year.

Resolved: To continue with Swan Gardens for grass cutting this year and to send out a tender document in December. AM to maintain documentation.

Trees in Victoria Gardens Adjacent to The Village Green

Owain Devey will be carrying out tree works to trees alongside the Victoria Gardens/Village Green boundary at Rectory Homes' expense on 5-7 May 2015. Future maintenance is expected to be the responsibility of the relevant Victoria Gardens householders.

Allotments

Mr Allen wished to relinquish his tenancy of a village allotment. Mr & Mrs Abel have expressed an interest in taking this on. The Council considered that it should maintain a waiting list for future tenants and draw up formal tenancy agreements with successful applicants. Mr & Mrs Abel and other residents would be invited to join an allotments waiting list.

Resolved: To select future allotments tenants from a waiting list, and use formal allotment tenancy agreements – UNANIMOUS.

Verge Daffodils

HB had dissuaded a local resident from uprooting daffodils from a public verge in the village for his private gain. The Council supported the offer of a Tetsworth Newsletter article emphasizing the community benefit of the bulbs planted in public grassed areas.

075/15

Forest School Project

The access bridge has been installed, and clearance of undergrowth on the site has started. It was reported that some local children were already enjoying use of the facility, despite development being far from complete. MS/KH are still working on the agreement required for the land.

076/15

Land at Knap Cottage/Turning Circle

AM reported that he has drawn up a plan of the plot to include associated vegetation each side of the driveway. This was following a discussion with Mr and Mrs Armstrong. AM has also spoken with the local estate agents to discuss valuation of this site. However, it is difficult to price.

Resolved: To propose a cost of £1500 plus costs, plus 2 years rent. Clerk/KH put this in writing to Mr and Mrs Armstrong. UNANIMOUS

077/15

Correspondence

Cycle Race Notification

Thames Velo Cycling Club have advised that a cycling event would be passing through Tetsworth on Sunday 26 April 2015.

078/15

Other Matters for Discussion

Parish Council Elections

4 current Councillors and 2 other local residents had been nominated to stand for election to the new Parish Council. This number of candidates was sufficient to fill the Council allocation, but would not require a contested election on 7 May 2015.

Clerks duties

Following the resignation of the Clerk, the duties were discussed.

Resolved: That KH and the Clerk will meet before the next meeting to discuss what is required.

079/15

Date of Next Meetings**Annual Parish Meeting**

27 April 2015

Council Meeting

11 May 2015

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.27pm

Actions List

Ref.	Action required	Resp.	Progress
218/14	To prepare a tender document for grass cutting contract. Clerk to send information to AM who will prepare.	Clerk/AM	Deferred to Dec 2015 with 1 year extension to current Sun Gardens contract.
222/14	Glen Marriott to start works on the skate-park.	HB	Repairs planned to start on 21 Apr. Skate ramp now quarantined pending repairs.
007/15	MS to order bridge for the Forest School and initiate legalising agreement	MS	Bridge delivered and installed. Drafting of agreement in hand.
009/15	Organisation of Parish Meeting	Clerk	Ongoing
010/15	Prepare a list of TPO trees	AM	In hand and progressing
011/15	KD to contact solicitor to verify map supplied for Turning Circle	KD	Remains to be done.
012/15	To ensure 'Transparency Code' is implemented before audit.	Clerk	In hand.
016/15	Obtain revised valuation of Knapp Cottage land transfer and instruct solicitors to raise transfer documentation.	AM	Proposal to Mr & Mrs Armstrong being prepared to include a price reflecting additional marginal areas of land, outstanding rental and PC costs.
019/15	Place discussion of financial support for TSSC tractor purchase on agenda for May 15 meeting	Clerk	
020/15	Implement write-off decision for £10 duplicate payment to ORCC	Clerk	
021/15	Invite a quantified request for financial support from the organisers of the Senior Citizens' Christmas Party	Clerk	
022/15	Prepare a Statement of Requirement for Council office and storage space in the Memorial Hall for submission to the Hall Committee	KH/Clerk	
023/15	Submit Council views to SODC on the revised outline planning application for housing development at Mount Hill Farm	KH/Clerk	
024/15	Advertise availability of a village allotment and include Mr & Mrs Abel on a Waiting List	Clerk	
025/15	Prepare a formal allotment tenancy agreement with the successful applicant	Clerk	
026/15	Arrange preparation of priced transfer documentation for land at Knapp Cottage	AM/Clerk	