

**Minutes of the Meeting of
Tetsworth Parish Council
Held in the Memorial Hall
at 7.30pm on Monday 8th Febuary 2016**

Present: Cllr. Karen Harris (KH) – Chair
Cllr. Hazel Bottone (HB)
Cllr. Paul Carr (PC)
Cllr. Alan Martin (AM)
Cllr. Ted Peycke (TP)
Cllr. Marjorie Sanders (MS)

Minutes Clerk: John Gilbert (JG)

In Attendance: Cllr David Wilmshurst (DW) (OCC)

Members of the Public: There were 3

21/16 Apologies for Absence
Cllr. Stephen Harrod (SH) (SODC)

22/16 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.
There were none

23/16 Minutes of the Council Annual Meeting held on Monday 11th January 2016 to be signed as a correct record
Resolved: That these minutes are a correct record and that they be signed by the Chairman –
UNANIMOUS.

24/16 Matters Arising from the Minutes (not on the agenda)
There were none

25/16 Public Questions
There were none

26/16 County Councillor's Report
DW summarised his written report emphasising that a worse-than-expected Government funding settlement had resulted in the need for OCC to make additional savings of £69M over the next 3 years. Budget decisions for FY16/17 were due to be made on 16 February.

DW noted the Council's concern over the potential loss of bus services and the financial impact of delegation of some OCC-provided services.

27/16 District Councillor's Report
SH had circulated his written Monthly Report. KH highlighted the note which suggested that Tetsworth had already begun the Neighbourhood Planning process; she pointed out that no decision had yet been made on such a project for the parish.

Ref.	Action Required	Resp.	Progress
011/15	Contact solicitor to verify map supplied for Turning Circle	KH	Superseded by Action 14/16
026/15	Progress transfer of land at Knapp Cottage	KH	Superseded by Action 15/16
032/15	With support of Christine Tolson, develop plan for registration of all common and parish land with the Land Registry	KH	Superseded by Action 14/16
039/15	Arrange return of Parish land documentation from Mr Honiball	PC	Some documents retrieved, superseded by Action 14/16
040/15	Publish Parish Tree Report on Tetsworth Parish Council (TPC) Website	AM/KH	In preparation
041/15	Issue Allotment Tenancy Agreement to new tenant	KH	Awaiting return from tenant
042/15	Clarify need for solicitor support to Knapp Cottage land transfer	AM	Superseded by Action 15/16
080/15	Encourage volunteer effort to help PATCH maintenance	HB	Awaiting better weather in spring
088/15	Plan Community Speedwatch monitoring sessions	PC	Will be planned after 10 Feb training session
1/16	Write to DW to highlight budget setting phasing difficulties vis a vis bus subsidy cuts	MS	Letter written, COMPLETE
2/16	Rectify overpayment of 58p to SKP Solutions	KH	Will be corrected on payment of next SKP invoice
3/16	Submit Tetsworth Precept proposal to SODC	KH	Submitted, COMPLETE
4/16	Confirm RJ Symes as Internal Auditor for 2016	KH	Engagement confirmed, COMPLETE
5/16	Submit to SODC Planners TPC letter of objection to traveller site planning application	MS	Submitted, COMPLETE
6/16	Follow up Planning Enforcement issues with SODC specialist staff	KH	Discussed at TPC Feb meeting, COMPLETE
7/16	Appoint Swan Gardens as grass cutting contractor for 2016	AM	Appointed, COMPLETE
8/16	Make grass cutting tender documents available for public scrutiny	AM	Available for scrutiny, COMPLETE
9/16	Assess fallen conifer in The Jitty and arrange disposal	KH	Removed, COMPLETE
10/16	Make arrangements for Annual Parish Meeting, 23 May 2016	KH/JG	Discussed at TPC Feb meeting, COMPLETE
11/16	Liaise with SODC staff over Big Clean Up	KH	No priority areas declared, COMPLETE
12/16	Book OALC training courses	KH/MS/PC/TP	Councillors have application forms, COMPLETE
13/16	Respond to footpath realignment consultation	HB	Advised no objections, COMPLETE

29/16 To Receive the Monthly Financial Report
KH presented the current Financial Report. There were no observations.

30/16 To Review Other Financial Issues

Handling of Pledges for Opposition to P15/S3936/FUL Planning Application

Many villagers had made significant pledges of financial support to oppose the Planning Application for a local traveller site. The village campaign group had enquired whether the Council would be willing to hold these funds as a sub-account.

KH briefed the Council that holding substantial additional funds could result in the Council becoming subject to increased burdens of Internal and External Audit, although VAT payments may be recoverable. Approval of all expenditure would also be subject to normal Council financial regulations. To allow adequate time to examine the implications, Councillors agreed to give the campaign group a holding response and defer a decision until the Council's March 2016 meeting.

Possible Purchase of Computer for Council Business

Although advocated by Oxfordshire Association of Local Councils advice, Councillors were not convinced of the essentiality of small parishes such as Tetsworth to own a dedicated computer to demonstrate transparency of its business activity. Custody of the computer between the Chairman, the Minutes Clerk and the RFO would also be an issue. However, they agreed to reconsider the matter at its March 2016 meeting with firmer evidence of FY15/16 year-end funding availability.

Consider Future S137 Awards

This routine review confirmed that the £1000 available within the FY15/16 budget had been earmarked for PATCH resurfacing with fresh bark chippings. £1300 had been budgeted under S137 for FY16/17. A bid for a grant for the Senior Citizens' Christmas Party could be expected later in the year, and Councillors recognised that they would have limited scope to consider supporting local bus services which were under threat as a result of the proposed withdrawal of OCC subsidies. The Council considered it more appropriate to consider future S137 expenditure each November ahead of budget setting.

Road Safety Stickers for Bins

As a visible deterrent to speeding through the village, KH proposed that adhesive 30mph stickers be purchased and distributed to High Street residents to fix to their wheelie bins. 100 stickers would cost £70.

Resolved: To purchase and distribute 30mph adhesive stickers to High Street residents -
UNANIMOUS

31/16 To approve Expenditure and sign the following cheques:
There were no invoices requiring approval.

KH would present a net invoice for £4.06 for approval at the March 2016 meeting recognising a previous overpayment of 44p for postage costs. She had also ordered copies of the Good Councillor Guide for all Councillors at a cost of £19.20.

32/16 To Review Council and TSSC Insurance Cover

KH agreed to check the Council's own insurance cover which was subject to a 3 year agreement.

TSSC's insurance premium was paid by the Council with the club then reimbursing the cost to the Council. Renewal of the cover was due in May 2016. KH agreed to advise TSSC that it may seek an alternative, less expensive insurer, subject to the Council being satisfied with the cover provided.

33/16 To Review Council Policies, Orders and Regulations

The Chairman confirmed that the Financial Regulations had been subject to recent review and were up to date. She agreed to review the Council's Standing Orders and present any proposals for amendment to the March 2016 Council meeting.

34/16

PATCH/Skate-park

HB reported that she had attended a further meeting of the Skate-ramp Reinstatement Group. It appeared that the group was seeking an expensive long-term replacement whereas Councillors believed that some form of facility should be available to village youngsters before summer. HB agreed to feed back this view to the group.

Andy Peerless of Fearless Ramps, the supplier of the original skate-ramp was expected to make an on-site assessment of future options on 12 February. KH and Hazel Mann would be in attendance.

35/16

Planning

Planning Applications:

There were none

Planning Decisions:

P15/S3251/LB, 76 High Street, Tetsworth

Replacement of existing windows and rear conservatory - GRANTED

Planning Correspondence/Information:

The Council was encouraged by the strength of residents' opposition to Planning Application P15/S3936/FUL for a 12 pitch traveller site to be developed on land adjacent to the A40 between Tetsworth and Milton Common. In addition to its own letter of objection, residents had submitted more than 350 letters to SODC Planning Officers opposing the proposal. The Council had itself received a letter from Lower Lobbersdown Farm supporting its opposition to the development.

MS reported that she had met with Cllr. Rodney Rose, the OCC member with special responsibility for gipsy and traveller sites. He had suggested that Highways officers might recommend refusal on the grounds of unsafe access to and from the site, and that ownership of the hedge alongside the A40 might become a material issue.

It was expected that SODC Planning Officers would be making their recommendation on Application P15/S3936/FUL on 23 February. If it was then to be considered by the Planning Committee, this was likely to be scheduled for 9 March. In these circumstances, MS agreed to speak on behalf of the Council and coordinate her contribution with Aidan Lynch who was expected to speak on behalf of the residents' campaign of opposition.

KH reported that she had been in email correspondence with SODC Enforcement officers over the developer's failure to comply with conditions of the Planning Permission granted for stables, tack room and menage on land adjacent to The Gate House, London Road (Application P14/S1318/FUL). The Design and Access Statement was considered inadequate, and materials considered incompatible with the permission had been imported to the site. KH was also in dialogue with SODC Enforcement Officers over unauthorised domestic occupation of premises at Green Barn stables, and the siting of the night-watchman's caravan adjacent to the Swan Antiques Centre.

The Public Inquiry into Planning Application P14/S3524/O for erection of 39 dwellings and associated works at Mount Hill Farm was expected to begin on 26 April and last for 3 days.

36/16

Neighbourhood Planning (NP) for Tetsworth

JG had circulated to Councillors 2 exemplar NPs which demonstrated that identification of sites for future housing development was not an essential feature of these Plans. NPs which only defined policies on such topics as open spaces, building design and infrastructure provision has satisfied external examination. An NP along these lines for Tetsworth could reuse data collected in 2014 for the village Community Led Plan (CLP), and could probably be completed within a year or 18 months.

Councillors were not convinced of the benefits of investing in an NP project, even if supported by external grants, and were skeptical of the village's commitment to recruit and sustain a viable project team through to NP publication. However, they also recognized that opting out from committing to an NP project could leave Tetsworth at a disadvantage in future planning decisions in the local area.

JG agreed to write another NP article for the Tetsworth Newsletter to invite participation in an NP project with the aim of informing a Council decision ahead of the Annual Parish Meeting planned for 23 May.

37/16

Annual Parish Meeting

The Memorial Hall had been booked for 23 May for the Annual Parish Meeting. KH agreed to contact Tetsworth organisations to invite them to prepare reports of their activities for presentation at the meeting. Councillors welcomed the suggestion that flyers should be distributed to all households and announcements made in the Tetsworth Newsletter to encourage attendance at this annual event.

38/16

Police 'Have-Your-Say' Sessions

JG reported that he and one other resident had been the only villagers to contact PCSO Jacky Madden during her 'Have-Your-Say' session on 27 January. It had been held at a police vehicle parked alongside the village green at twilight. He had suggested that engagement with villagers would be improved with better advertising and scheduling future sessions to coincide with Tuesday afternoon Coffee Shop sessions in the Memorial Hall. PCSO Madden said she would advise the Tetsworth Newsletter of her planned visits to the village for 'Have-Your-Say' sessions and noted the likely benefits of using the Memorial Hall as suggested.

39/16

Community Speedwatch

Training in the use of the speed monitoring equipment had been rescheduled to 10 February. Once this had been completed, PC would coordinate the loan of the equipment through PCSO Madden and arrange teams of trained volunteers to conduct monitoring sessions on the A40 in the village.

40/16

Correspondence

OCC Minerals & Waste Local Plan

OCC had submitted its Core Strategy to the Secretary of State for independent examination.

Use of S137 Funds for Bus Service Support

OALC had confirmed that Parish Councils could allocate S137 funding to support local bus services under threat of withdrawal of OCC subsidies.

Oxfordshire Community First, Jan 2016 Update

Councillors agreed that JG would attend an NP seminar on their behalf on 16 March at Chesterton.

OALC January 2016 Newsletter

Included advice on: Councils' General Powers of Competence in the context of taking on responsibility for OCC-provided services under the Oxfordshire Together programme; compliance with the Transparency Code; and pay scales for Parish Clerks. KH advised that she had placed an advertisement with the OALC Newsletter for the vacant Tetsworth Parish Clerk post.

External Audit for Smaller Authorities - Guidance

Advice for councils opting out of collective audit arrangements.

41/16

Other Matters for Discussion

AM agreed to obtain a quote for mounting a village noticeboard in the grounds of the Memorial Hall.

HB reported that TSSC had held an Extraordinary Meeting on 1 February to address potential cost-cutting measures at the club. In future, the club would be relying on unpaid volunteers to run the bar and take on cleaning duties. Councillors felt that they needed a clearer understanding of the roles and respective areas of responsibility of the TSSC committee, the managers of the sports teams, the Trustees of the Village Green and the Parish Council itself. As an initial action, they agreed to include TSSC as a standing item on the Council's future meeting agendas.

KH reported that as a result of advice on an OALC training course, Council Minutes should be posted to the Council's website within 30 days, even if still at draft status. She also advised that future Agendas should invite attendance by the public and press, and that the approximate meeting

duration should also be stated.

42/16

Date of Next Meeting

14th March 2016

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.32pm

Actions List

Ref.	Action Required	Resp.	Progress
040/15	Publish Parish Tree Report on Tetsworth Parish Council (TPC) Website	AM/KH	In hand
041/15	Issue Allotment Tenancy Agreement to new tenant	KH	Awaiting return of signed document from tenant
080/15	Encourage volunteer effort to help PATCH maintenance	HB	Awaiting better weather in spring
2/16	Rectify overpayment of 58p to SKP Solutions	KH	Awaiting next SKP invoice
14/16	Pursue identification and retrieval of documentation relating to Council-owned land	KH/PC	
15/16	Seek way-ahead to resolve land transfer at Knapp Cottage	KH	
16/16	Give holding reply to Aidan Lynch on Council sub-account for traveller site opposition campaign	KH	
17/16	Order 30mph road safety stickers	KH	
18/16	Advise TSSC that it may seek alternative, less expensive insurer	KH	
19/16	Review Council Standing Orders	KH	
20/16	Arrange to speak at SODC Planning Committee on P15/S3936/FUL traveller site application	MS	
21/16	Write Newsletter article on possible Tetsworth NP project	JG	
22/16	Attend NP seminar on 16 Mar	JG	
23/16	Seek quotation for mounting of village noticeboard	AM	
24/16	Include TSSC as standing Agenda item	JG	