

**Minutes of the Meeting of
Tetsworth Parish Council
Held in the Memorial Hall
at 7.30pm on Monday 11th January 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)
Cllr. Stephen Harrod (SH) (SODC)

Members of the Public: There were 7

1/16 Apologies for Absence
There were none

2/16 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

3/16 Minutes of the Council Annual Meeting held on Monday 14th December 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.

4/16 Matters Arising from the Minutes (not on the agenda)
In addressing the Council at its meeting on 11th December, Mr Emmett, speaking on behalf of a housing development proposal at Mount Hill Farm, had suggested that the developers had been in discussion with the Council over their plans for 7 years. Councillors conformed that this was not the case.

5/16 Public Questions
There were none

6/16 County Councillor's Report
DW summarised his written report concentrating on OCC's difficulties in identifying a further £20M savings in addition to £50M already identified as a result of lower-than-expected Central Government funding up to 2020. Growth in an ageing population and greater demands for support of the disadvantaged were stretching diminishing resources. Savings decisions would be made during February 2016.

Likely withdrawal of rural bus subsidies was highlighted. MS pointed out that Tetsworth's Parish Precept would have to be set before OCC's final decision on funding for such rural services. She agreed to write to DW to record the Council's concern over the unhelpful phasing of Parish and County budget-setting timetables.

7/16 District Councillor's Report
SH had, as usual, circulated his written Monthly Report. He confirmed there were no topics which were relevant to Tetsworth.

Ref.	Action Required	Resp.	Progress
011/15	Contact solicitor to verify map supplied for Turning Circle	KH	Awaiting access to Vesting Deed
026/15	Arrange preparation of priced transfer documentation for land at Knapp Cottage	AM	Awaiting Access to Vesting Deed
032/15	With support of Christine Tolson, develop plan for registration of all common and parish land with the Land Registry	KH	Plans/maps of registered and unregistered parish land obtained but Deeds still to be located
039/15	Arrange return of Parish land documentation from Mr Honiball	PC	Return agreed but delivery still awaited
040/15	Publish Parish Tree Report on Tetsworth Parish Council (TPC) Website	AM/KH	Needs separation of TPC and other public bodies' responsibilities for trees with Tree Preservation Orders (TPO)
041/15	Issue Allotment Tenancy Agreement to new tenant	KH	Awaiting signature by tenant
042/15	Clarify need for solicitor support to Knapp Cottage land transfer	AM	Awaiting access to Vesting Deed
060/15	Consider possible purchase of Council computer equipment	JG	For Feb 2016 Agenda, COMPLETE
074/15	Arrange local 'Have Your Say' meeting with PCSO Jacky Madden	KH	Planned for 4.00 -5.00pm, 27 Jan 2016, COMPLETE
079/15	Engage Dave Pullen to undertake PATCH repairs	KH	Engaged, but repairs awaiting better weather, COMPLETE
080/15	Encourage volunteer effort to help PATCH maintenance	HB	Awaiting better weather in spring
085/15	Consult SODC NP staff on effort needed to convert Tetsworth CLP data to NP	JG	Meeting held 5 Jan 2016, COMPLETE
087/15	Arrange Community Speedwatch training session	PC	Planned for 26 Jan 2016, COMPLETE
088/15	Plan Community Speedwatch monitoring sessions	PC	Will be planned after training session
091/15	Apply for Travellers' Site consultation period extension	MS	No longer required,, COMPLETE
092/15	Advise the Planning Inspectorate of continuing TPC support for Mount Hill Farm development proposal	MS	Letter issued, COMPLETE

9/16

To Receive the Monthly Financial Report

KH advised that SKP Solutions had been overpaid by 58p by mistake. This would be recovered from the next payment due for RFO services. There were no further observations.

10/16

To Consider Draft FY2016/17 Budget Proposals

KH presented the FY2016/17 Budget proposal which amounted to £18,397. Councillors thanked her for her work in preparing the details. She indicated that approximately £4,000 would be carried over from the current Budget, largely as a result of the vacancy for a paid Parish Clerk.

Resolved: That a sum of £18,397 be adopted as the Tetsworth Parish Council Budget for FY2016/17 – UNANIMIOUS

KH proposed that the Parish Precept be increased by 5%. This would generate an income of £15,200

based on charges for a Band D property. The increase would represent an additional cost of between £2 and £3 per year for Tetsworth households.

Resolved: That the Tetsworth Parish Precept be increased by 5% for FY2016/17 – UNANIMOUS.

11/16 To Review Other Financial Issues

Advertise S137 Grant Availability

The Council confirmed that it did not plan to mount an active advertising campaign, but noted that £1,000 had been earmarked to refresh the bark chipping surface on the PATCH play area.

Appointment of Internal Auditor

Councillors were content with the Internal Audit arrangements in place, and KH agreed to confirm the services of RJ Symes, the current incumbent, for the coming FY.

12/16 To approve Expenditure and sign the following cheques:

KH (Land Registry Fees)	£16.80
PK Inprint (Leaflets)	£25.00
KH (Planning Appeal Postage)	£2.80

Resolved: To accept the above expenditure and to pay by Bankers' Automated Clearance Service (BACS)/Cheque as required – UNANIMOUS.

13/16 PATCH/ Skate-park.

HB reported that the first meeting of the Skate-ramp Reinstatement Group had met on 5 January; 6 people including HB, Victoria Gardens residents and Hazel Mann had attended. The Group had made contact with a number of suppliers and had initial estimates that a replacement ramp could cost as much as £75,000. The Group had also considered re-siting a Skate-ramp in different positions adjacent to the PATCH area, but had not yet come to any conclusion.

JG urged the Group to explore a number of possible funding sources which could supplement a Parish Council grant and local fundraising efforts.

14/16 Planning

Planning Applications:

P15/S4214/T28 Stoke Talmage Road, side of 118 High Street, Tetsworth OX9 7AE

Installation of 1 x DSLAM telephone equipment cabinet, olive green. This application had subsequently been decided as a PERMITTED DEVELOPMENT.

P15/S3936/FUL Land adjacent to London Road, Tetsworth OX9 7BB (Grid Ref 467451/202671)

Change of use from agricultural land to provide traveller site with provision for 12 individual plots with individual parking, individual amenity, shared paddock/amenity space and bin storage areas

MS had drafted a response on behalf of the Council setting out the planning grounds on which the proposal should be rejected. Councillors congratulated her for putting together such a convincing body of evidence.

Resolved: That the Council submits its letter of objection to SODC Planners as drafted by MS – UNANIMOUS.

Aidan Lynch had accepted a leadership role in representing Tetsworth residents' opposition to the traveller site planning application and had chaired an Open Meeting attended by approximately 200 villagers on 4 January. He briefed the Council on his plans and actions to date:

- He had gathered a team of local volunteers to assist in building the case for opposition.
- He had received significant pledges of financial support to oppose the proposal.
- Dedicated email and Facebook addresses were being set up to support the campaign.

- Joe Cunnane, a planning consultant who had represented Worminghall in its opposition to a similar planning proposal, had been engaged to provide professional input to the campaign of opposition.
- Oxford diocese was being contacted over possible covenants affecting use of the site.
- Tetsworth residents and surrounding parishes were being circulated with guidance on submitting letters of objection.
- Noise and flooding risk at the site were key planning issues which would support rejection on environmental grounds.

The Council thanked him for leading the campaign of opposition on behalf of all Tetsworth residents.

Planning Decisions:

P15/S4214/T28 Stoke Talmage Road, side of 118 High Street, Tetsworth OX9 7AE
Installation of 1 x DSLAM telephone equipment cabinet, olive green – PERMITTED DEVELOPMENT

P15/S3587/AG Lower Lobbersdown Farm, Tetsworth OX9 7BB
Erection of a barn to store hay – AGRICULTURAL DEVELOPMENT, APPLICATION NOT REQUIRED

P15/S3422/MPO Greyhound Kennels, Judds Lane,, Tetsworth OX9 7AD
Modification or discharge of planning obligations for The Greyhound Kennels - AGREED

P15/S3424/MPO Mounthill Farm, 19 High Street, Tetsworth OX9 7AD
Modification or discharge of planning obligations for Mounthill Farmhouse to enable the dwelling to be disposed of separately - AGREED

Planning Correspondence/Information:

A letter of support over opposition to the traveller site planning application from Tetsworth’s MP, Dr John Howell, had been posted on the Council’s website.

KH reported that she was in discussion with SODC Planning Enforcement staff over the following issues:

- Accumulation of inappropriate materials on a site adjacent to the Toll House on the north side of the A40 west of Tetsworth which had been granted planning permission to develop a stable block, tack room and menage.
- Occupation of an unlawful dwelling at Green Barn Stables on the north side of the A40 west of Tetsworth.
- Challenge against the issue of a Certificate of Lawful Development for a caravan sited at the Swan Antiques Centre.

15/16

Village Environment

Grass Cutting Contract

AM briefed the Council that 3 potential contractors had responded to the invitation to tender for the village grass cutting contract for 2016. Quotations of £2,540 +VAT and £2,261.50 + VAT were more expensive than Swan Gardens’ bid of £1,939.05 (no VAT).

Resolved: That Swan Gardens be contracted to provide grass cutting services for 2016 - UNANIMOUS.

AM agreed to appoint Swan Gardens to the grass cutting contract, and to make available tender documentation for public scrutiny.

Fallen Conifer in Jitty

A limb of a conifer had fallen across The Jitty. KH agreed to assess whether professional help was needed for its removal, and if so to engage Owain Devey.

16/16

Neighbourhood Planning (NP) for Tetsworth

JG briefed the Council that he had held a meeting with SODC NP staff (Luke Brown) on 5 January. The aim was to establish the extent of the effort that would be required to convert the housing data collected during preparation of the Tetsworth Community-Led Plan (CLP) for re-use in an NP.

Useful points which might influence Tetsworth's decision whether to launch an NP project included:

- The CLP data collected during 2014 were sufficiently recent, comprehensive and representative to be re-used in an NP.
- NP generally needed to identify areas of land which would be suitable for housing development, but an NP limited to policies on such issues as design and open green spaces were also acceptable.
- Most, if not all, the costs of developing an NP would be covered by Central Government and SODC grants.
- The costs of external examination and the local referendum are borne by SODC.
- Luke Brown agreed to forward exemplar copies of published NP for communities of similar size to Tetsworth. These would include a 'standard' NP, a 'policies only' NP and an NP produced by a group of parishes. He also offered to attend a future meeting of the Council to discuss a possible NP project.

17/16

Annual Parish Meeting

The Council agreed to hold Tetsworth's Annual Parish Meeting on Monday 23 May 2016 at 7.30pm in the Memorial Hall. Arrangements for publicizing the event and securing representation from village organisations were not yet in hand.

18/16

Correspondence

The Big Clean Up Project.

KH agreed to contact SODC staff to discuss possible areas for attention in the village.

Closure of Thames Valley Police Front Desks.

The Council noted that the Thame Front Desk was included in those to be closed.

Thame & Wheatley Ramblers' Group Programme.

The Council agreed to publicise the Walks Programme on its Noticeboard.

OALC Training Programme.

Councillors indicated a wish to attend the following OALC training courses:

- KH – Finance
- MS – Planning
- PC and TP – Roles and Responsibilities for New Councillors

Each agreed to make an individual application.

Forest School Note of Appreciation.

The Council welcomed this greetings card from the Forest School organisation thanking it for its support in setting up the Tetsworth Outdoor Learning Centre in the village.

OCC Proposals for Realignment of Footpaths around the Oxfordshire Golf Course.

HB agreed to respond within the consultation period ending on 27 January.

19/16

Other Matters for Discussion

There were none

20/16

Date of Next Meeting

8th February 2016

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.24pm

Actions List

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080/15	Encourage volunteer effort to help PATCH maintenance	HB	Awaiting better weather in spring
1/16	Write to DW to highlight budget setting phasing difficulties vis a vis bus subsidy cuts	MS	
2/16	Rectify overpayment of 58p to SKP Solutions	KH	
3/16	Submit Tetsworth Precept proposal to SODC	KH	
4/16	Confirm RJ Symes as Internal Auditor for 2016	KH	
5/16	Submit to SODC Planners TPC letter of objection to traveller site planning application	MS	
6/16	Follow up Planning Enforcement issues with SODC specialist staff	KH	
7/16	Appoint Swan Gardens as grass cutting contractor for 2016	AM	
8/16	Make grass cutting tender documents available for public scrutiny	AM	
9/16	Assess fallen conifer in The Jitty and arrange disposal	KH	
10/16	Make arrangements for Annual Parish Meeting, 23 May 2016	KH/JG	
11/16	Liaise with SODC staff over Big Clean Up	KH	
12/16	Book OALC training courses	KH/MS/PC/TP	
13/16	Respond to footpath realignment consultation	HB	