

**Minutes of the Meeting of
Tetsworth Parish Council
Held in the Memorial Hall
at 7.30pm on Monday 12th January 2015**

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

Officer: Sarah Pullen

Members of the Public: There were 2

001/15 Apologies for Absence
There were none.

002/15 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.
There were none.

003/15 Minutes of the Council Meeting held on Monday 8th December to be signed as a correct record.
That the Standing Orders should have been added to tonight's agenda for approval. However, there are further changes and so should be added to next month's agenda for approval.
Resolved: That these minutes are a correct record and that they be signed by the Chairman – UNANIMOUS.

004/15 Matters arising from the minutes (not on the agenda)
There was a discussion about procedures required for Public Questions. A statement should be read out prior to any public speaking in accordance with guidelines. A total of 10 minutes should be allowed for the public to speak.
Resolved: To amend our standing orders as discussed for sign off at the next meeting.

005/15 Public Questions
There were none.

006/15 Update of the Actions List

Ref.	Action required	Resp.	Progress
197/14	Contact Adrian Duffield at SODC to discuss enforcement issues.	Clerk	Still chasing SODC for appointment.
196/14	Reply to Mrs Smith reference ownership of tree adjacent to her garage.	Clerk	Clerk has contacted Mrs Smith - COMPLETE
212/14	Collect noticeboard from Paul Margan	DN	DN has contacted Paul and noticeboard available at any time for collection. Ongoing.
218/14	To prepare a tender document for grass cutting contract. Clerk to send information to AM who will prepare.	Clerk/AM	AM to contact Caroline to see if she has a copy of previous schedule.
222/14	Glen Marriott to start works on the skatepark.	HB	Waiting to get onto the Green due to weather. HB chasing a start date.
223/14	Forward risk assessment document to TSSC.	MS/HB	COMPLETE.

227/14	To progress grant application for Forest School.	MS	COMPLETE (and on Agenda).
228/14	Send any sizes of land behind Green to MS	Clerk	COMPLETE.

007/15 County Councillors Report

There was no report.

008/15 District Councillors Report

There was no report.

009/15 To receive the Monthly Financial Report

To discuss earmarked funds for Youth Project – Forest School

MS updated the council on the Forest School project and requested additional funds to be used from earmarked funds towards the project.

Resolved: To use £260 from youth project earmarked funds for the Forest School project.

To review Risk Assessment

To amend the risk assessment (version 9) as follows:

2.4 The Community Led Plan has just been reviewed.

2.6 Change the word Club to Pavilion

2.7 Remove the words ‘who is employed’.

9.1 The Clerk is no longer required to make transfers as the Council have only one bank account.

10.1 The Council no longer use Petty Cash, and heating is no longer paid for separately.

9.3 Add information about BAC’s as per the Financial Regulations.

11.3 Remove reference to the External Auditor as per new code from NALC.

Resolved: To amend the risk assessment as above and add to next agenda for approval at the next meeting.

To appoint internal auditor

Resolved: To appoint Roger Symes as Internal Auditor. UNANIMOUS.

To review Insurance policies

Clerk to check how long is remaining on the 3 year discounted term. Anthony Bottone has also contacted the Clerk with regards to the TSSC insurance policy. Clerk to confirm with Anthony what is TPC insurance and what is the TSSC responsibility.

Resolved: To accept the monthly financial report as a correct record.

010/15 To approve Expenditure and sign the following cheques:

John Gilbert - Snapdragon Publishing (CLP) £100.00

PK InPrint Limited £500.00

Sarah Pullen – Clerk £350.00

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

011/15 PATCH/ Skatepark.

HB is following up on the Skatepark repairs with Glen Marriot to confirm a start date.

012/15 Memorial Hall

AM reported that the Memorial Hall has a very full diary and the hall is now booked most days. HB reported that there have been some complaints about hall charges. The best course of action is for anyone who has any queries to contact the Village Hall Committee/Caroline Cann – Chair.

013/15 Tetsworth Sports and Social Club

It was agreed to contact the TSSC Committee and Trustees and invite to our next meeting for a review.

014/15

Planning

Planning Applications

P14.S3867/FUL – 10 Silver Street, Tetsworth

Demolition of the existing dwelling and the erection of two detached dwellings together with access, parking and amenity space.

Approved: Vote – 4 in favour, 1 abstention.

Pre-application consultation for a proposed 4G base station upgrade at (107966)

Horsenden Hill Farm, Tetsworth, Oxfordshire.

Approved: UNANIMOUS

It was noted that this application refers to South Gloucestershire.

Planning Decisions:

There were none.

Planning Correspondence:

- Copy of letter to SODC from Jeffry Emmett ref: Mount Farm. – Noted.
- Parish Council response to SODC Planning Committee – Mount Farm
A copy of the TPC response has been distributed to all Councillors for approval.
Resolved: To approve response to Planning Committee (attached to these minutes).
UNANIMOUS
- To discuss enforcement issues
The Clerk has contacted Adrian Duffield to organise a meeting for KH/MS to discuss various enforcement issues in Tetsworth. He has recommended that in the first instance the meeting is with Emma Turner and Paula Fox.

015/15

Village Environment

Trees adjacent to The Green/Rectory Homes – KH is speaking with Owain Devey to follow up on application for tree works required adjacent to The Green.

Newts at Rectory Homes

The lady who has recently moved into the Rectory Homes property with the pond in the garden, has allegedly been advised that the pond can be filled in after a period of time. KH is progressing this with SODC/Planning.

016/15

Forest School Application

MS reported that a total of £1000 has been received from grants, with more expected for the Forest project behind the Green. An application has also been made to TOE for a grant to build a composting toilet. The Clerk has identified the new trees in this area so that they are maintained. The next step is to go ahead with the building of a bridge.

Resolved: To approve the use of this land for 3 years initially, on completion of legal documents. MS to order bridge.

017/15

Land at Knap Cottage/Turning Circle

The solicitor has now sent a draft transfer for consideration. Also attached is a SIM plan to the Vicarage for marking out the area to be sold to the Armstrongs. The solicitor has suggested that a better plan may be required by land registry and has asked if anyone within the Parish Council may be able to assist with a precise plan. Also sent was the conveyance for the Vicarage which is from the Church Commissioners.

Resolved: The Clerk to send on the documents to all Councillors for consideration before the next

018/15

Correspondence

A letter has been received from Hagan Lewisman who is offering his help to the village following the Community Led Plan. He works for OCC and manages the Sport and Youth team area.

Resolved: To pass his information to CLP committee, and in particular the ladies leading the PATCH refurbishment.

Election Costs

Notification has been received from South and Vale to confirm that in the event that an election is called, the cost to the electorate will be as follows:

Electorate/ Cost

1-300	£1,400
301-600	£1,700
601-1000	£2,000
1001-1300	£2,200
1301-1600	£2,500
1601-1900	£3,000
1901-5000	£4,000
5001-8000	£5,000

019/14

Other Matters for Discussion

To set a date for the Annual Parish Meeting

Resolved: To set date as 27th April 2015.

Clerk Vacancy

KH has advertised the position and notified SODC that the Clerk will be leaving at the end of the term. (April 2015)

230/14

Date of Next Meeting

9th February 2015

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 8.47pm

Actions List

Ref.	Action required	Resp.
197/14	Contact Adrian Duffield at SODC to discuss enforcement issues.	Clerk
212/14	Collect noticeboard from Paul Margan	DN
218/14	To prepare a tender document for grass cutting contract. AM to contact Caroline Cann.	Clerk/AM
222/14	Glen Marriott to start works on the skatepark. HB to chase start date.	HB
001/15	To move £260 from Youth Project earmarked funds to the Forest School project.	Clerk
002/15	Amend Risk Assessment as per discussion, and distribute. Add to next agenda for approval.	Clerk
003/15	Appoint Internal Auditor – Roger Symes.	Clerk
004/15	Insurance – Clerk to check 3 year discount with Insurance company. Also contact TSSC to confirm insurance arrangements with them.	Clerk.
005/15	Invite TSSC to next meeting.	Clerk
006/15	KH to speak to Owain Devey about trees adjacent to The Green (as per minutes).	KH
007/15	MS to order the bridge for the Forest School and to initiate legalising agreement.	MS
008/15	Clerk to forward information from the Solicitor about Knap Cottage to Councillors.	Clerk
009/15	Book Annual Parish Meeting, Book Hall, Send Invites, Prepare last years papers/Agenda.	Clerk

PLANNING APPLICATION P14/S3524/O (OUTLINE) MOUNT HILL FARM TETSWORTH PARISH COUNCIL (TPC) RESPONSE.

Date: 24th January 2015

At the meeting of the Parish Council on 8th December 2014, councillors voted unanimously to approve the outline planning application for the proposed development at Mount Hill Farm.

The decision of the Parish Council recognises that the size of the development is contrary to the definition of Tetsworth in the SODC local plan 2011, which classifies Tetsworth as a small village with recommended development restricted to infill within the village boundary. The council feels that this strategy has worked

in the past but the majority of feasible sites have now been exploited, not always to the best visual impact of the village. For the future the Mount Hill site is within the curtilage of the village, it would adsorb the acceptable number of new houses as described in the 2015 – 2025 Community Led Plan. Having all the development in one operation would free the village from continuous disruption by piece-meal building as occurs at present. The proposed number of houses is less than originally proposed but is the minimum that makes the development viable.

For members of the Parish Council their responsibility is to think about the long term best interests of the village and to try and second guess the effect of the ever changing actions of the National Planning Policy on the village. For example if implemented, any of the recent proposals for the Strategic Housing Market Assessment (SHMA) will almost certainly change the definition of permitted development in and around Tetsworth in the next ten years. There is no guarantee changes would be as acceptable as the current Mount Hill Farm development.

The December Parish Council Meeting was attended by a small (9 houses) vocal group against the development. But it is important that the PC considers the wider views of the entire village. To this end a village open day was held on 14th September 2013 to launch the 2015 – 2025 community led plan, the Mount Hill Farm development plans were on display at this event. The open day was followed by two separate surveys, hand delivered to all houses in the village. For the Mount Hill Farm survey only 52 forms were returned, with ~50% for the CLP survey. In percentage terms the results were fairly similar, in favour of some development.

While there is no housing need in the sense of existing residents' requirement for houses in Tetsworth or the local area. The limitation for younger family members finding accommodation of their own in the area is high costs. One of the questions asked in the Mount Farm survey was "would you or a family member consider moving into one of the houses?"

37% indicated there was a son who would be interested.

21% indicated they had a daughter who would be interested and surprisingly

21% stated an interest for themselves.

When considering the village housing needs the Tetsworth reference in the current ACRE rural evidence project (January 2012) shows a fall in population in relation to Oxfordshire and National trends. With a rise in the pensionable age population above the Oxfordshire and National averages. To thrive Tetsworth needs to maintain a young active population.

The SODC planning portal shows 48 households were advised by letter of the outline proposal, but by the PC meeting 08/12/14 only 7 had responded, 1 of which was in favour. To date a total of 24 responses have been received, seven of which support the proposal in principle.

The Council took note of the comments regarding the footpath from the eastern end of the village to the school which at present is narrow and difficult for a pushchair, particularly one with an additional small child on foot. It is understood that the outline proposal is to cut back the bank to widen the exit and improve the access. The current situation with children, cars and access to the school is less than ideal and getting worse. There are no plans for street lights in the village. The concerns of highway safety are being addressed by the developer in consultation with the OCC highways department. Issues of foul drainage have been discussed; these will be considered in more detail in a full planning application together with details regarding house layout and design. These would be considered by the Parish Council in line with NPPF guidance.

The current bus service is minimal, a new development would not necessarily lead to plans and/or pressure for this to be improved or that additional houses would lead to a potential increase in bus passenger numbers. In consideration of future options, and the possibility of available, suitable land within the village; the Parish Council considered that the proposed outline development would be acceptable in principle.