

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

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)

In Attendance: Cllr. Stephen Harrod (SH)

Minutes Clerk: John Gilbert (JG)

Members of the Public: There were 4

120/15 Apologies for Absence
Cllr David Wilmshurst (OCC)

121/15 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.
PC, as a potentially affected neighbour, signed a Declaration of Interest in consideration of a planning application for a new dwelling adjacent to 6 The Mount, Tetsworth.

122/15 Minutes of the Council Annual Meeting held on Monday 8th June 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.

123/15 Matters arising from the Minutes (not on the agenda)
There were none.

124/15 Public Questions
None had been notified.

125/15 District Councillor's Report
SH highlighted the successful relocation of SODC staff to Milton Park offices.

He advised that 2 SODC schemes for awarding community grants of up to £15K and £15-100K could be potential funding sources for projects such as the Tetsworth Memorial Hall's kitchen refurbishment plans.

In response to the Council's queries at its June 2015 meeting, SH emphasised the potentially beneficial impact of Neighbourhood Plans (NP) even for 'smaller villages' such as Tetsworth. At a time of ever-changing planning policies, such communities may not be able rely on overarching policy on permitted housing developments. He pointed out that NP had statutory backing for local communities to decide where (but not the extent of) future village housing development should be sited. Grants of up to £5K from SODC and £7K from Central Government could make the preparation of a NP affordable for small communities. However, he recognised that the NP development process was highly bureaucratic and could take 2 years to achieve publication. The major challenge would be to stimulate and sustain residents' interest and participation over such a period. He suggested that Tetsworth may wish to consider contributing to a wider NP in collaboration with neighbouring parishes such as Haseley and The Miltons.

126/15 County Councillor's Report
There was no report

127/15 Update of the Actions List

Ref.	Action required	Resp.	Progress
010/15	Prepare a list of TPO trees	AM	Ready for publication on TPC website COMPLETE
011/15	Contact solicitor to verify map supplied for Turning Circle	KH	Ongoing
021/15	Invite a quantified request for financial support from the organisers of the Senior Citizens' Christmas party	KH	Correspondence with organisers actioned COMPLETE
022/15	Prepare a Statement of Requirement for Council office and storage space in the Memorial Hall for submission to the Hall Committee	KH	Draft letter to Memorial Hall committee prepared COMPLETE
025/15	Prepare a formal allotment tenancy agreement with the successful applicant	KH	Template tenancy agreement identified
026/15	Arrange preparation of priced transfer documentation for land at Knapp Cottage	AM	Meeting with residents on hold pending clarification of need to involve solicitors
028/15	Prepare draft contract and fee for appointment of replacement RFO	KH	Fee of £25 per month + extra for audit preparations agreed COMPLETE
029/15	Book RoSPA annual inspection of PATCH and skate-ramp	HB	RoSPA inspection will take place during August 2015 COMPLETE
032/15	Develop plan for registration of all common and parish land with the Land Registry	KH	Christine Tolman has prepared draft list and annotated map of parish owned land
034/15	Arrange a meeting to agree handover arrangements for Clerk's duties	KH	COMPLETE
035/15	Clarify need for External Audit of FY14/15 accounts	KH	Requirement confirmed COMPLETE
036/15	Table Internal Audit report for review at July TPC meeting	KH	COMPLETE
037/15	Arrange ad-hoc working party to prepare PATCH for annual inspection	HB	Repairs actioned, need for weed removal advertised and session planned before end July
038/15	Write Newsletter article urging responsible use of PATCH and skate-ramp	HB	Published in July issue and on TPC website COMPLETE
039/15	Arrange return of parish land documentation from Mr Honiball	PC	Contact initiated, response awaited

128/15 To receive the Monthly Financial Report
The report was reviewed without comment.

129/15 Review Internal Auditors' Report
KH listed a small number of minor observations and confirmed that remedial action had been taken on all. She also confirmed that the accounts for FY14/15 were still subject to External Audit.

130/15 Budget Statement
Review of the Budget Statement was held over until the TPC's September meeting.

131/15 Review Insurance

TSSC had requested that reimbursement of its £916.66 insurance premium to TPC could be staged over the rest of the FY.

Resolved: That TSSC be permitted to reimburse TPC for its insurance premium of £916.66 by 9 monthly instalments over the rest of the FY – UNANIMOUS.

The Council also confirmed that TSSC could consider alternative providers for future insurance cover to achieve better value for money.

132/15

To approve Expenditure and sign the following cheques:

Sarah Pullen – Final payment as Clerk £175.00

Watlington PC – Photocopying for AGM £5.00

TSSC – Grant for Village Green maintenance £1000.00

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

133/15

Management of TPC Website

KH and JG had been given tuition on managing content on the tetsworthparishcouncil.co.uk website. They agreed to make best endeavours to maintain the currency of posted information on a voluntary basis until a volunteer resident comes forward to take on the role.

PC agreed to prepare a Newsletter article to raise the profile of the TPC website

134/15

Councillors' Access to clerk@tetsworthparishcouncil.co.uk Email Account

KH would forward the access instructions and password for the account to all Councillors. She added that she would take sole responsibility for deleting messages from the account.

135/15

PATCH/ Skate-park.

Previously reported problems had been repaired, although weed and other vegetation removal ahead of the no-notice RoSPA inspection during August was still outstanding. Arrangement of an ad-hoc working party was in hand.

136/15

Planning

Planning Applications

P14/S3242/FUL – Greyhound Kennels, Judds Lane, Tetsworth

Removal of Condition 7 of planning permission – Compliance with Level 4 of Code for Sustainable Homes. APPROVED – UNANIMOUS.

P15/S2036/FUL – 6 The Mount, Tetsworth

Proposed new 2 bedroom dwelling on land adjacent to 6 The Mount. APPROVED – UNANIMOUS

Planning Decisions:

P15/S0755/HH – 52 High Street, Tetsworth

Demolition of existing rear extensions and erection of new 2 storey rear extension - GRANTED

P15/S1464/HH – 39 High Street, Tetsworth

Single storey rear extension - GRANTED

Planning Correspondence:

The Minutes of SODC Planning Committee meeting held on 22 April 2015 listed the planning policies which had not been satisfied in the decision to REJECT Application P14/S3524/O for housing development at Mount Hill Farm, Tetsworth. MS advised that a shortfall in SODC's housing growth forecasts may lead to an appeal of the Mount's Farm decision and that she would further the Council's continuing support of the outline proposal with SODC officials and Councillors.

The Council noted the Certificate of Lawful Development Application for a garage at 13 Marsh End,

Tetsworth.

137/15

Village Environment

Forest School

MS advised that she had clarified insurance requirements and cover for Forest School-organised sessions and general public access to the site. As a result, a draft tenancy agreement was now ready for discussion with the Tetsworth Outdoor Learning Centre trustees.

Parish Footpath Warden

The Council welcomed the initial report from the volunteer Parish Footpath Warden which had been posted on the TPC website.

Grass Cutting of Verges

The Council welcomed OCC's recent action to cut the grass verges alongside the A40 through the village. However, it also noted that some road signage to the east of the Tetsworth was still obscured by vegetation overgrowth.

138/15

Correspondence

Winter Preparedness

OCC had invited the submission of requests for salt bins and salt stocks by the end of September. Councillors judged that the current stock of salt held in dry storage by David Nixey was adequate for the coming Winter.

Community Speed Watch

The Thames Valley Police (TVP) Neighbourhood Team had recently responded to a Tetsworth resident concerned about traffic speeding in the village with brief details of the Community Speed Watch scheme. Under the scheme, a small group of suitably trained residents can monitor traffic using a loaned 'speed gun' and report findings to TVP for advisory action against speeding motorists. The Council agreed to publicise the scheme and consider implementation in Tetsworth at its September meeting.

Resolved: To publicise the Community Speed Watch scheme and consider implementation at its September meeting – UNANIMOUS.

Nomination of The Old Red Lion as an Asset of Community Value

The Council noted the Clerk's formal nomination of The Old Red Lion public house as an Asset of Community Value.

139/15

Other Matters for Discussion

Parking in Swan Gardens

TP reported that inconsiderate vehicle parking in Swan Gardens in the area leading to the High Street junction was becoming a safety issue as well as a nuisance to local residents. The problem now extended outside school drop-off and pick-up times and could block access to Swan Gardens for emergency vehicles. Councillors felt that introduction of formal parking restrictions may not be welcome. However, residents noting a parking hazard could contact TVP on the 101 non-emergency phone number to provoke attendance of Neighbourhood PCSOs to deal with offending vehicle owners. TP agreed to write Newsletter article to publicise this remedy.

140/15

Date of Next Meeting

14th September 2015

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.07pm

Actions List

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011/15	Contact solicitor to verify map supplied for Turning Circle	KH	Ongoing
026/15	Arrange preparation of priced transfer documentation for land at Knapp Cottage	AM	Meeting with residents on hold pending clarification of need to involve solicitors
032/15	Develop plan for registration of all common and parish land with the Land Registry	KH	Christine Tolman has prepared draft list and map of parish owned land
037/15	Arrange ad-hoc working party to prepare PATCH for annual inspection	HB	Repairs actioned, need for weed removal advertised and session planned before end July
039/15	Arrange return of parish land documentation from Mr Honiball	PC	Contact initiated, response awaited
040/15	Publish Parish Tree Report on TPC Website	AM/KH	
041/15	Issue Allotment Tenancy Agreement to new tenant	KH	
042/15	Clarify need for solicitor support to Knapp Cottage land transfer	AM	
043/15	Arrange tour of Parish-owned parcels of land with Christine Tolman	AM	
044/15	Include Budget Review on Sept meeting Agenda	KH/JG	
045/15	Advise TSSC of agreed insurance payment schedule	KH	
046/15	Write Newsletter article to raise profile of TPC website	PC	
047/15	Provide access details for clerk@tetsworthparishcouncil.co.uk email account to Councillors	KH	
048/15	Negotiate Tenancy Agreement with TOLC	MS	
049/15	Write Newsletter article inviting support for Community Speed Watch scheme	PC	
050/15	Consider Speed Watch Scheme for Tetsworth at Sept meeting	All	
051/15	Write Newsletter article promoting '101' remedy to Swan Gardens parking issues	TP	