

**Minutes of the Meeting of  
Tetsworth Parish Council  
Held in the Memorial Hall  
at 7.30pm on Monday 10<sup>th</sup> June 2013**

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**Present:** Cllr. Karen Harris (KH) – Chair  
Cllr. Alan Martin (AM)  
Cllr. Hazel Bottone (HB)  
Cllr. Jane Bowers (JB)  
Cllr. Paul Margan (PM)  
Cllr. Marjorie Sanders (MS)

**Officer:** Sarah Pullen

**In attendance:** Cllr. David Wilmshurst

**Members of the Public:** There was 1

099/13 Apologies for Absence  
Cllr. Dorothy Brown

100/13 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.

101/13 Minutes of the Council Meeting held on Monday 20<sup>th</sup> May 2013 to be signed as a correct record.  
**Resolved:** That these minutes are a correct record and that they be signed by the Chairman.

102/13 Matters arising from the minutes/Actions List  
There were no matters arising.  
The actions list was updated (attached).

004 PM offered to staple the surface of the skatepark where it has become unattached. However, there are some repairs required and it will need treating. KH to contact the company that supplied it to find out what should be used to treat it and to get a costing on any repairs.

014 It was resolved to ask the village if they feel the pub is an asset in the Community Led Plan to see if this should be followed up.

017 Anthony Bottone is still chasing the TSSC for the required documentation.

103/13 District Councillors Report  
Planning Update – New permitted development rights from 30<sup>th</sup> May 2013.  
Contact: Paula Fox – Development Manager, SODC. 01491 823741

Among the changes are an increase in the extent to which householders can extend their properties without the need for a formal application. This will allow owners of terraced and semi-detached properties to add single storey rear extensions of up to six metres in depth and owners of detached properties up to eight metres provided their house is not within a CONSERVATION AREA or AONB. There will, however, be a requirement to notify adjoining neighbours and if objections are received the planning officer will be required to consider whether the impact of the extension on neighbours amenity is acceptable.

There is also legislation for the change of use of some offices to residential purposes without the need for planning permission. A briefing for Parish Councils on the changes will take place in due course.

#### Fly Tipping

The employment of Seth Cornfield who joined the Environmental Protection Team last March has significantly increased the enforcement work and has developed our working relationship with Biffa (our waste contractor) responsible for clearance of fly-tipping, TVP also being involved. Effective fly-tipping enforcement relies heavily on information supplied by members of the public. Work is being carried out to put up more signs around hot spots to give information on who to contact. [Seth.cornfield@southandvale.gov.uk](mailto:Seth.cornfield@southandvale.gov.uk). 01491 823000 asking for Environmental Services.

#### Towns and Larger villages infrastructure fund 2013-2015

SODC has set aside £150,000 over a two year period to fund infrastructure improvements in towns and larger villages in our area including Chinnor. The grant is for a maximum of 50% of the project.

104/13

#### County Councillors Report

KH introduced David Wilmshurst who has recently taken Tetsworth into his area since the Boundary changes. David reported that he had spent three nights in Tetsworth during his election campaign and was surprised at the noise from the M40. There was a discussion about the M40 Group and what they are trying to achieve and David said that he would look up the information on their website. Committee structures at OCC have also changed recently and are due for review after 12 months. David has been the Chairman of the Audit Committee for 6 years dealing with operational issues and is also a member of the HR committees.

One of the recent areas of change have been the closer link between the County and Medical areas. There is an effort to keep people at home for their care.

MS stated that parking at both the Oxford Hospitals is very bad and travelling from Tetsworth is difficult and will be until Thornhill Park and Ride is completed. There was a discussion about the Volunteer drivers scheme in Watlington which David endorsed. This could be something for inclusion in the Community Led Plan.

105/13

#### To receive the Monthly Financial Report

**Balance at Bank 31<sup>st</sup> May 2013 - £11,514.41**

**To approve Section 1 and 2 of the annual return for year ending 31<sup>st</sup> March 2013** (already submitted to the Internal Auditor).

**Resolved:** To approve Section 1 and 2 of the annual return – UNANIMOUS

#### **To consider allocation of Grants for local organisations – S137**

Applications were received from Tetsworth School, Senior Citizens Christmas Party, Tetsworth Trust and the M40 CEG.

**Resolved:** To make the following grants:

Tetsworth School	£175.00
Senior Citizens Christmas Party	£200.00
Tetsworth Trust	£100.00
M40 CEG	£100.00

MS did not vote when considering grants for the Senior Citizens Christmas Party or the Tetsworth Trust.

#### **Review of Risk Assessment**

- To obtain No Smoking Signs for the Bus Shelter.
- Change the wording from Parish Plan to Community Led Plan.

**Resolved:** That with the above amendments, the Risk Assessment is accepted by Council - UNANIMOUS

#### **Review of Standing Orders**

Following changes considered at the last meeting, the Standing Orders have been amended.

**Resolved:** That the Standing Orders are accepted by Council – UNANIMOUS

### **Clerks Contract**

The Clerk to distribute the Contract to Councillors for review.

106/13

To approve Expenditure and sign the following cheques:

D. Pullen Handyman	£198.42
SKP Solutions	£52.80
RJS (IA) Ltd	£165.00

**Resolved:** To accept the above expenditure - UNANIMOUS

107/13

PATCH/Skatepark

HB reported that following the works carried out by Dave Pullen there are some ‘raw’ edges which may require further sanding. Clerk to arrange.

The safety signs on the Skatepark are in need of renewal – HB will organise.

To appoint a new inspection company for PATCH and the Skatepark. (As per quotation sent by email)

**Resolved:** To appoint The Play Inspection Company - UNANIMOUS.

108/13

Memorial Hall

AM reported that the Memorial Hall committee now have an experienced project manager who is assisting with the project. This has helped with the progress of the project.

109/13

Planning Applications

There were none.

Planning Decisions

P13/S0803/LB – 42A High Street, Tetsworth

Display of external advertising – listed building consent is GRANTED.

110/13

Village Environment

**Trees adjacent to 14 The Laurels, Tetsworth**

An email has been received from Janine Wodznska, Claims Handler at Aviva. She has noted that TPC have taken advice from David Mahon but has advised that delays in bringing this to a conclusion may result in damage to the property becoming exacerbated. TPC have a duty of care and any delay may result in an actual claim for damages.

The Clerk requested therefore that a loss adjustor is appointed who may be able to provide Councillors with limited assistance in deciding on how to proceed.

**Resolved:** For Councillors to meet with the Loss Adjustor and report back to the next meeting.

**Update following clean-up of ditch adjacent to The Green**

KH thanked all the Councillors and their partners and other volunteers who took the time to help with the clean up on Saturday. Thanks also to Owain Devey for cutting the tree down and stacking the wood and for lending his vehicle for the Clean Up. There were approximately 20 volunteers who spent a lot of time over the weekend clearing the ditches, loading the skip, cutting hedges and strimming the overgrowth, and lending equipment for this. It was agreed that the massive amount of work both before and during the operation has made a huge difference to the whole area.

The hedges at the back of the green still required topping and it was agreed to ask Martin Redman if he can assist with this.

It was also noted that the ditch adjacent to The Swan has been bridged by the gate leading to the Swan. However, the pipe is blocked here and it is necessary to clear this. The Clerk should contact Mr Abbot to request that he carry these works out.

£300 has also been promised by Rectory Homes towards the costs of the litter pick/skip which will help considerably.

111/13

Neighbourhood Plan

This item should be changed on the agenda to read **Community Led Plan** as that is what it is. A

neighbourhood plan was not suitable for TPC.

A launch meeting is still being planned. However, a date will be set after completion of the Memorial Hall, and the meeting will coincide with the opening. The developers from Mount Farm and also the M40 CEG have also requested that they attend.

112/13

Common and Parish Land

**Knapp Cottage**

AM reported that he has read through the historic file which is very fragmented. There are several letters of reference and in particular letters where we have requested the guidance of Honniball Solicitors regarding access to the property. Mr and Mrs Armstrong have requested proof that the land was rented to Knapp Cottage for over 10 years.

**Resolved:** That AM will contact Mr Honniball and request a meeting so that this matter can be dealt with and closed.

**Land adjacent to The Green**

It was noted that an inspection of the land behind The Green is necessary and to inspect the trees planted there.

**Resolved:** To inspect on Monday 17<sup>th</sup> June at 5.30pm.

113/13

Correspondence

**OALC – AGM – 1<sup>st</sup> July, Kidlington**

The Clerk and AM will try and attend.

114/13

Other Matters for Discussion

The Salt Bins will be filled in November, but KH requested that Councillors check during this month.

Check List – The Clerk has produced a ‘Year at a Glance’ checklist which should be updated and sent out to Councillors.

115/13

Date of Next Meeting

Monday 8<sup>th</sup> July – 7.30pm

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.02pm**