

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

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

Minutes Clerk: John Gilbert (JG)

In Attendance: Cllr Stephen Harrod (SH) (SODC)

Members of the Public: There were 8

161/15 Apologies for Absence
Cllr Paul Carr (PC)

162/15 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

163/15 Minutes of the Council Annual Meeting held on Monday 14th September 2015 to be signed as a correct record
Two minor spelling errors were corrected.
Resolved: That these minutes are a correct record and that they be signed by the Chairman –
UNANIMOUS.

164/15 Matters arising from the Minutes (not on the agenda)
There were none.

165/15 Public Questions
There were none

166/15 District Councillor's Report
SH summarised his written Monthly Report highlighting: efforts to encourage voter registration; avoiding recycling contamination; and extra garden waste collections in October.
MS advised that residents who were permitted to use refuse sacks rather than wheelie-bins were not receiving 'change notices' normally hung on emptied bins. SH agreed to seek agreement of South Oxfordshire County Council (SODC) waste collection contractors to post such notices through affected residents' front doors.

SH also advised that Oxfordshire Rural Communities Council (ORCC) would be hosting an Oxfordshire County Council (OCC) Budget Planning meeting to discuss savings options probably on 9 November in Oxford. The meeting would be open to parish representatives and AM and MS agreed to represent Tetsworth requiring the date of the next scheduled meeting of the Council to be postponed.

167/15 County Councillor's Report
There was no report

168/15 Update of the Actions List

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	Develop plan for registration of all common and parish land with the Land Registry	KH	Plans/maps of registered and unregistered parish land obtained
037/15	Arrange ad-hoc working party to prepare PATCH for annual inspection	HB	COMPLETE
039/15	Arrange return of parish land documentation from Mr Honiball	PC	Return agreed but delivery awaited
040/15	Publish Parish Tree Report on Tetsworth Parish Council (TPC) Website	AM/KH	Plan requires revision to separate Parish and other public bodies' responsibilities for trees subject to Tree Preservation Orders (TPO)
041/15	Issue Allotment Tenancy Agreement to new tenant	KH	Signed by TPC, awaiting signature by tenant
042/15	Clarify need for solicitor support to Knapp Cottage land transfer	AM	Awaiting access to Vesting Deed
043/15	Arrange tour of Parish-owned parcels of land with Christine Tolson	AM	Overtaken by access to plans/maps COMPLETE
048/15	Negotiate Tenancy Agreement with Tetswoorth Outdoor Learning Centre (TOLC)	MS	Signed by TPC, awaiting TOLC signature
052/15	Circulate revised Financial Regulations to Councillors for comment	KH	COMPLETE
053/15	Post End-of-Year Financial Report on Council noticeboard and website	KH	Posted. COMPLETE
056/15	Seek lower branch pruning quotation from Owain Devey for trees adjacent to PATCH	KH	Pruning carried out, COMPLETE
057/15	Issue grass cutting tender documents to 4 possible suppliers	AM	Issued on behalf of Responsible Finance Officer (RFO), COMPLETE
058/15	Arrange Speed Watch training through Neighbourhood Police Community Support Officer (PCSO) for scheme volunteers	PC	Training planned for 16 Oct, insurance cover and indemnity confirmed COMPLETE
060/15	Place possible purchase of Council computer equipment on Feb 16 Agenda	JG	
063/15	Update information displayed on Council noticeboard	KH/JG	COMPLETE

169/15 To receive the Monthly Financial Report
The report was reviewed without comment.

170/15 Review of Financial Issues
Financial Regulations
The minor changes circulated by KH were agreed by the Council.
Resolved: To adopt the revised Financial Regulations - UNANIMOUS

Budget Meeting Arrangements

The Council agreed that Budget discussions should be held at a meeting at 7.30pm on Monday 23 November. This would run alongside the next routine monthly Council meeting.

171/15 To approve Expenditure and sign the following cheques:

Marjorie Sanders (Plants)	£33.47
Hazel Bottone (War Memorial support)	£10.99
Tetsworth Senior Citizens' Christmas Party Grant	£200.00
Swan Gardens (Grass Cutting)	£1292.70
SKP Solns (RFO services)(Value Added Tax (VAT) incl)	£120.00
Tetsworth Newsletter (Parish Meeting Advert)	£44.00
BDO Stow Hayward ((External Audit) (VAT incl)	£120.00

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

JG noted an invoice for £25.96 (HB for War Memorial garden expenditure) to be presented for payment approval at the November Council meeting.

172/15

PATCH/ Skate-park.

PATCH Repairs

KH reported that Dave Pullen was expected to submit an estimate for PATCH equipment repair in the near future.

Skate-Ramp Vandalism

The Council expressed its bewilderment and sadness that the Skate-Ramp had been deliberately damaged at some time between 14 and 17 September. This view had been reflected by both adult residents and children across the Tetsworth community. The police were investigating the incident as a case of criminal damage and a crime number had been issued. KH had notified the Council's insurers and was preparing a claim accepting that the Council would be liable for a £250 excess.

There was unanimous agreement that the Skate-Ramp should be brought back into use as a valued facility after repair or replacement. An initial estimate for repair had put the cost at £2,800 but other quotations were being sought. Many Tetsworth residents had already pledged financial support through Hazel Mann's 'Just Giving' initiative and through Owain Devey generously waiving his fee for tree pruning on the Village Green. Tetsworth Sports and Social Club (TSSC) was also planning a Bingo evening to raise funds. In sum, several hundred pounds had already been pledged for the Skate-Ramp's restoration.

As the Skate-Ramp was currently quarantined, implementation of the SODC Environmental Team's noise survey resulting from Mr & Mrs Gibbon's complaint had been postponed.

173/15

Planning

Planning Application:

P15/S3101/FUL Manor Farm, Tetsworth OX9 7AY

Construct 6m high landscaped bund either side of M40 on Manor Farm fields.

This was a resubmission of an earlier proposal which was REFUSED by SODC despite support from Tetsworth Parish Council. MS explained that the new application would not involve the use of contaminated spoil, that lorry access to the site over the 5 year implementation period would be via M40 Junctions 7 or 8, and that the proposal was consistent with Tetsworth's efforts to attract M40 noise-mitigation measures. APPROVED – UNANIMOUS

Planning Decisions:

P14/S3867/FUL 10 Silver Street, Tetsworth OX9 7A

Demolition of existing dwelling and erection of two 2-storey, 4-bedroom detached dwellings with deletion of single-storey side extensions and revision to Plot 2 roof profile as in amended plans of 23 March 2015 and 6 May 2015 - GRANTED

P15/S2936/FUL 6 The Mount, Tetsworth OX9 7A

Erection of 2-storey, 2-bedroom dwelling with revised parking area and planting as advised by 6 August 2015 amended plans – GRANTED

A Public Footpath Order to amend the route of Tetsworth Footpath 51 had been GRANTED, subject to confirmation.

Planning Correspondence/Information:

KH reported that an earlier Planning Application, P15/S2852/LDE for The Swan Inn, 5 High Street, Tetsworth to place a chalet/mobile home on site for use by night watchman was now being considered by SODC Planning Officers as an application for a Certificate of Lawfulness. The grounds for this change were questioned by the Council. The applicant had informally assured neighbours that he had no intention of creating an eyesore and that he would screen the chalet/mobile home behind gates and fencing. However, such measures had not been apparent in the original application.

Resolved: To continue to resist issue of the Certificate of Lawfulness without SODC formal requirements to implement acceptable screening measures - UNANIMOUS

174/15

Village Environment

Recent grass-cutting on the Village Green by TSSC volunteers had included the A40 verge and the area under trees adjacent to the PATCH play area. The Council welcomed this initiative. A40 verge grass-cutting by OCC in future was likely to be inadequate and the Council agreed to negotiate possible maintenance of this area with TSSC or a commercial contractor.

The Council advised that cutting back of vegetation obstructing footpaths was the responsibility of the landowner on whose property the offending plants or trees were growing.

175/15

Councillor and Clerk Training

Nominations for the next round of Councillor and Clerk training on 25 November at a cost of £65 needed to be submitted by 2 November. There were no takers at the meeting.

176/15

Delegation of OCC-Provided Local Services

JG summarised his brief previously distributed to Councillors on OCC's plans to delegate minor services currently provided by them to parishes in the face of future budgetary cuts at County level. The scope of candidate services included highways grass-cutting and allied services. Parishes accepting such tasks would receive some delegated funding and inherit legal liability for undertaking the services under Service Level Agreements with OCC. From April 2016, it is likely that services retained by OCC would only cover its statutory obligations. Negotiations on participation in the scheme were expected to be undertaken before the end of 2015.

The Council recognised that it needed to discuss possible delegations with OCC staff before it could take a formal decision on the extent of its participation in the scheme. Accordingly, KH agreed to contact David Wilmshurst (DW), Tetsworth's OCC Councillor, to identify the appropriate desk officer and arrange a meeting.

177/15

Neighbourhood Planning (NP)

JG summarized his brief previously distributed to Councillors on the benefits and hurdles of developing an NP for Tetsworth, either as a stand-alone project or in collaboration with adjacent parishes. SH was keen to explore the possibility of developing a cluster NP for the parishes surrounding M40 Junction 7 – including Tetsworth in such a venture.

The benefits of an NP would come from statutory backing of local policies on the nature, numbers and location of future housing development in the parish, and the attraction of allocation of a higher proportion of future Community Infrastructure Levy (CIL) monies for spending on local priorities. On the other hand, the NP development process was highly regulated, could take up to 2 years and was costly despite the availability of up to £13,000 from Government and District level grants. ORCC was marketing specialist services to support parishes embarking on NP projects

The most significant challenge would be marshalling a motivated volunteer project team with the stamina and enthusiasm to see the NP process through to adoption. JG had prepared a Tetsworth

Newsletter article on the subject inviting feedback from village residents. The Council agreed to consider an NP project further in the light of the feedback received.

178/15

Correspondence

A40 Road Sign Replacement East of Tetsworth

DW had advised that OCC and its contractors had replacement of the demolished road sign at the junction of the A40 and cut through to the B4012 identified in their future work programme.

SODC Town and Parish Forum

JG agreed to represent the Council at the Town and Parish Forum being held on 4 November in Didcot.

Grant Aid Request from South & Vale Carers Centre

The Council reviewed the request from this charity and considered that an allocation from available S137 funds could be appropriate. It agreed to decide the amount of any grant to be made at its November meeting.

SODC Capital Grants for Community Projects

The current round of applications for up to 50% of the cost of community projects was open until 27 November. It was expected that there would be another series of 2-month windows of opportunity during 2016. The scheme could be of interest to a number of Tetsworth organisations and facilities such as PATCH, TSSC and the Memorial Hall. JG had prepared a Tetsworth Newsletter article to publicise the scheme to residents at large.

M40 Noise Mitigation

The M40 Chilterns Environment Group (M40 CEG) had issued an encouraging progress report on Highways England's plans for installation of noise barriers. The report has been posted on the TPC website. Tetsworth might see some evidence on the ground within 2 years. One precursor issue is the need for Noise Mapping to inform design optimisation and performance evaluation. Tetsworth's M40 CEG representative was preparing an application for funding under the SODC Capital Grants scheme.

Neighbourhood Policing

Monthly Updates from the Neighbourhood Policing Team had shown that villages smaller than Tetsworth were being included in the Team's 'Have Your Say Meetings' programme. KH agreed to approach PCSO Jacky Madden to arrange a meeting in Tetsworth to coincide with the Coffee Shop session in the Memorial Hall on a Tuesday afternoon.

179/15

Other Matters for Discussion

Road Safety at High Street/Swan Gardens Junction

TP had observed a 'near miss' between a vehicle and child at the junction at school pick-up time. He had reported the incident to PCSO Jacky Madden and considered that installation of a guard rail at the relevant kerb edge could mitigate the risk of a recurrence or an actual accident. This could be a topic for discussion at a future 'Have Your Say Meeting'.

Transfer of Funds from Tree Maintenance to Skate-Ramp Restoration Account

KH agreed to instruct the RFO to transfer the £120 of the waived invoice from Devey Tree Care to a Skate-ramp Restoration heading in the TPC accounts.

180/15

Date of Next Meeting

The OCC Budget Planning meeting probably scheduled for 9 November resulted in the postponement of the next TPC meeting until 23 November.

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.23pm

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060/15	Place possible purchase of Council computer equipment on Feb 16 Agenda	JG	
064/15	Attend OCC Budget Planning meeting in Oxford on 9 Nov	AM/MS	
065/15	Include HB invoice for War Memorial garden for payment approval at Nov 15 meeting	JG	
066/15	Consider Skate-Ramp restoration plans and costs at Nov 15 meeting	All	
067/15	Advise SODC Planners of continuing TPC support for Manor Farm bund proposal	MS	
068/15	Advise SODC Planners of continuing TPC reservations over Swan chalet/mobile home proposal	MS	
069/15	Discuss option of including A40 verge cutting with village grass-cutting tender respondents	AM	
070/15	Arrange meeting with OCC staff on possible delegation of responsibility for local services	KH	
071/15	Consider launching Tetsworth NP project at Nov 15 meeting	All	
072/15	Attend SODC Town & Parish Forum in Didcot on 4 Nov	JG	
073/15	Consider grant for South & Vale Carers' Centre at Nov 15 meeting	All	
074/15	Arrange 'Have Your Say' meeting with PCSO Jacky Madden	KH	
075/15	Instruct RFO to transfer £120 from TPC Tree Maintenance to Skate-Ramp Restoration account heading	KH	