

Tetsworth Parish Council

Parish Clerk & Responsible Finance Officer

Victoria Nuthall

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Minutes of the Meeting of Tetsworth Parish Council Held at Tetsworth Memorial Hall at 7.30pm on Monday 13th January 2025

Present:

| | |
|-------|--------------------------|
| Chair | Cllr Paul Carr (PC) |
| | Cllr Seb Mossop (SM) |
| | Cllr Kim Bhagat (KB) |
| | Cllr Susan Rufus (SR) |
| | Cllr Chris Thompson (CT) |
| | Cllr Sean Whitehead (SW) |

Parish Clerk & RFO: Victoria Nuthall

In Attendance: John Gilbert (sub- committee member)

Members of the Public: 1

280. **Apologies for Absence** Nigel Champken-Woods, Kate Gregory, Georgina Heritage

281. **Declarations of Interest** Members were asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting. **None Declared.**

Approval of Minutes

282. **Minutes of the Council Meeting held on 9th December 2024** were **Approved Unanimously** for Signing.

283. **Public Questions.** None.

284. Update of Actions List

| Ref. | Item Requiring Action | Resp | Action/Progress |
|-------------|--|-----------------|---|
| 355c/21 | Monitor OCC investigation of school extension project progress | IPO (OCC):KG | OCC met developer in Dec 23 to discuss S278 and S106 agreements. Land transfer to OCC and S278 agreement awaiting its registration with Land Registry, now anticipated by 23 Oct 25. OCC will meet with school head and governors after land transfer to confirm future plans. ONGOING |
| 91b/23 | Monitor progress of installation of kissing gate to Oxfordshire Way on Stoke Talmage Road and Parkers Hill access points | IPO | OCC has installation of east side and Parkers Hill gates in hand with Chiltern Society Volunteer group. OCC Countryside Access officer arranged for 11 Dec 24. ONGOING |
| 317b/23 | Access roadway/track – A40-Marsh End-TSSC-Spencers Farm and Sewage Disposal Works | IPO | Continuing delay in resolution last prompted 9 Apr 24. Visit by OCC Countryside Access officer arranged for 11 Dec 24. Further liaison with OCC Highways staff anticipated. ONGOING |
| 30e/24 | Prepare Emergency Generator publicity feedback for SSEN once installed | IPO | Installation completed. Publicity feedback preparation in hand. ONGOING |
| 62/24 | Seek contractor advice on emergency generator operating and maintenance arrangements | IPO | PDF copy of instructions received from TSSC. Demonstration to TPC being arranged. ONGOING |
| 77a/24 | Discuss Village Green ditch clearance with local farmer | IPO | Village Green landowner happy to take responsibility for areas under his remit. TPC has authority to commission work. Local resident with |

| | | | |
|---------|---|-----|---|
| | | | appropriate equipment to be approached in collaboration with TSSC. ONGOING |
| 105c/24 | Arrange PATCH site visits with potential metal fencing contractors to establish specification and quotations | SM | Councillors to investigate alternative solution to maintain in the interim following contractor quotation and onsite inspection as potential low-cost fix could be achieved. ONGOING |
| 139f/24 | Land Ownership - To make a Land Registry enquiry regarding the ownership of the pond behind the High Street. | IPO | Title plans for surrounding properties obtained. Chair and Clerk to review pond area on Ordnance survey maps and then locate via Land Registry maps. ONGOING |
| 178/24 | Investigate option of locating a salt bin on Judds Lane | IPO | OCC agreed to place bin adjacent to school car park in Judds Lane. Monitor progress. ONGOING |
| 212b/24 | Ask Harlesford Solar Farm Co whether Community Benefit decision is time limited | IPO | Response received with no specific timescale required. Councillors to review benefit options and potential investment opportunities before decision is submitted. ONGOING |
| 234/24 | Investigate possible extension of Thame Community Transport Service to Tetsworth | IPO | Organiser contacted 12 Nov 24. Awaiting information on projected annual contribution. Clerk to follow up. ONGOING |
| 250/24 | Contract Parish Online Support to implement IT transfer to .gov.uk domain | IPO | ONGOING. |
| 250/24 | Terminate IT support arrangement with Wiserserve once .gov.uk transfer implemented | IPO | ONGOING. |
| 263/24 | Engage contractor to install replacement War memorial bench at bus stop | IPO | ONGOING. |
| 266/24 | Order 20mph replacement VAS | IPO | Follow up with Westotec as no response received to date. ONGOING. |
| 267/24 | Seek OCC Highways further advice on a High St pedestrian crossing | IPO | Response received that the option of the High Street pedestrian crossing is unviable as would require street lighting. COMPLETE. |
| 271/24 | Submit response to TVP P&CC survey | IPO | COMPLETE. |
| 273/24 | Submit response to HM Prisons & Probation Service survey | IPO | COMPLETE. |
| 274/24 | Seek TSSC agreement to Christmas tree collection point, notify SODC and publicise | IPO | COMPLETE. |
| 275/24 | Write to Thames Water, SODC Environmental Health and OCC Highways concerning village drainage and flooding issues | IPO | Chair has prepared letter yet to be sent as awaiting key contact details from parishioner. Clerk to follow up. ONGOING. |
| 174b/23 | Investigate means of deterring unauthorized vehicle access to Village Green | CT | Variety of post and chain boundaries seen in neighbouring parishes. Need to be monitored for one year from June 2024. ONGOING |
| 448b/21 | Canvass support for possible First Aid training | SR | More than 12 residents registered interest. Possible course dates post April 2023 investigated. No local face to face training available. Re-visit when practicable. ON HOLD |

Councillors' Reports

285. **County Councillor's Report** . None. Reports received in advance of meeting and circulated to council.

286. **District Councillor's Report** None. Report received in advance of meeting and circulated to council.

287. **Parish Councillor Reports** None.

Parish Council Administration

288. **Implementation of .gov.uk Domain Name** Parish Online website has been created ready for review and launch together with newly created councillor email addresses with gmail accounts. New email addresses to be communicated locally when live.

Finance

289. **Monthly Financial Report** The report for December 2024 was **Approved Unanimously**.

290. **Expenditure** Payment of the following invoices was **Approved Unanimously** and payments shown in italics already paid or previously agreed as Standing Orders and Direct Debits were **Noted**.

a. Electronic Payments

| | | | | |
|------|-------------------------|-----------------------|----------------------|------------------|
| i. | Shield Maintenance | Dog Bin Emptying | Invoice 8364 | £33.16 inc VAT |
| ii. | Wiserserve | Domain | Invoice 28259 | £117.69 inc VAT |
| iii. | Howard Engineering | Christmas Tree Stand | Invoice TBC *** | £300.00 plus VAT |
| iv. | Parish Online | Website/email service | Invoice 38UD071-0001 | £258.00 inc VAT |
| v. | <i>Oxfordshire Mind</i> | <i>Donation</i> | * | £100 |

b. Standing Orders (Monthly):

| | | | | |
|----|-----------|------------|---------------|---------------|
| i. | Wiseserve | IT Support | Invoice 28082 | £6.00 inc VAT |
|----|-----------|------------|---------------|---------------|

c. Direct Debits (Monthly):

| | | | | |
|-----|----------------|-------------------|-------------|----------------|
| i. | O ² | Phone Service | 05928908 | £20.88 inc VAT |
| ii. | Microsoft | One Drive Storage | 82322662943 | £1.99 inc VAT |

d. Debit Card:

| | | | | |
|-----|-------------------------|------------------|-------------------|----------------|
| i. | Haddenham Garden Centre | Christmas Lights | A0000000031010 ** | £34.99 INC vat |
| ii. | Screwfix | Power cable/box | A20110846317 ** | £93.98 INC vat |

291. Receipts

| | | | | |
|----|---------------------|---------------------|---------|--------|
| . | Tetsworth OAP Party | S137 Grant Refund | | £67.63 |
| b. | TSSC | Insurance repayment | | £52.36 |
| c. | SSEN | Wayleave | TETSWPC | £62.88 |

292. Further Financial Matters

- The Christmas Tree Base / Lights insurance - this was **noted** and added to the asset register.
- External audit timeline for 2024/2025 was **noted**.
- Harlesford Solar Farm Community Benefit financial options. Cllr Bhagat took the council through the various options for consideration with examples of receiving a one- off lump payment or to receive annual contributions and the rate of return over time periods. The clerk suggested that the council consider investment opportunities and provided some organisations who specifically administer investment monies on behalf of local authorities and church organisations. It was **agreed** that Cllr Bhagat to investigate and report back at a future meeting.
- It was reported and **noted** that the VAT return for the period 1st June 2024 to 31 December 2024 had been submitted to HMRC.

Planning

293. Planning Applications to Consider or Note

a Application Reference: P23/S4191/FUL: Claridge Barn Chiltern View Tetsworth OX9 7AL. Revised acoustic barrier shown on amended plans (5) received 6th December 2024. (No consultation period stated). **No objection was unanimously agreed.**

b. Application Reference: P24/S3558/FUL: Manor Farm Access Track To Manor Farm near Tetsworth OX9 7AY. Replacement of two farmhouses self-build on their existing sites. (Consultation closes 4 Jan 25 – extension requested)

No objection was unanimously agreed.

c. Application Reference: P24/S3880/LDE: 8 Swan Gardens, Tetsworth OX9 7BN. Erection of free-standing garden room on raised platform in rear garden. (*Consultation extended to 14 Jan 25*). **No objection was unanimously agreed.**

d. Application Reference P24/S3982/DIS: Dodwells Solar Farm Land north of the A40. Discharge of conditions 4 (Final Layout and Equipment Details), 6 (Archaeology Written Scheme of Investigation), 7 (Implementation of Programme of Archaeological Work), 8 (Sustainable Drainage Scheme), 9 (Construction Traffic Management Plan), 10 (Landscaping Scheme and Implementation), 11 (Landscape and Biodiversity Management Plan), 12 (Tree Protection Measures), 13 (Biodiversity Enhancement Plan), 14 (Construction Environment Management Plan for Biodiversity) on planning application P21/S3915/FUL (Installation and operation of a Solar Farm together with all associated works, equipment and necessary infrastructure). **No comment was offered.**

To Note Planning Applications Determined

- Application Reference P24-S3886-T28.** Harlesford Farm Stoke Talmage Road Tetsworth OX9 7AR. Remove the existing 15m phase 4 pole and replace with a 17.5m phase 5 pole, swap a cabinet together with all associated ancillary equipment. **Permission Granted.**
- Application Reference: P24/S3264/DIS: Horseshoe House Stoke Talmage Road Tetsworth OX9 7BU.** Discharge of conditions 3 (Surface Water Drainage Scheme), 4 (Foul Water Drainage Scheme) & 5 (Materials) on planning

application P20/S4389/FUL. (Erection of a new dwelling and the removal of the existing dwelling). **Conditions partially discharged.**

c. **To Note Planning Applications Awaiting Decision**

a. **Application Reference: P23/S4191/FUL: Claridge Barn Chiltern View Tetsworth OX9 7AL** Conversion of stable building to three dwellings with gardens and parking (additional noise survey received 22nd March 2024 and revised certificate of ownership received 2 April 2024 and additional rights of way, heritage and surfacing information as shown on documents received 3rd September 2024 and addition of acoustic barrier and revised acoustic report waste management information as shown on amended and additional documents received 6th November 2024).

b. **Application Reference: P24/S1717/S73: Harlesford Farm near Tetsworth Oxfordshire OX9 7BX.** Variation of conditions 2 (Site Location and Development Zones Plan), 4 (Details and Layout of Proposed Infrastructure), 5 (Landscape Specification Plan), 6 (Landscape Maintenance and Management Plan), 7 (Arboricultural Method Statement), 8 (Construction Environmental Management Plan-Biodiversity), 9 (Biodiversity Enhancement Plan), 10 (Ecological Buffer Zones), 11 (Archaeological Field Evaluation), 12 (Written Scheme of Investigation), 13 (Programme of Archaeological Evaluation), 14 (Construction Traffic Management Plan), 15 (Detailed Surface Drainage Scheme) and 18 (Flood Risk Assessment) pursuant to planning permission reference P20/S3245/FUL. (The construction and operation of a solar photovoltaic farm and associated infrastructure, including inverters, substation compound, security cameras, fencing, access tracks and landscaping).

c. **Application Reference: P24/S3144/O: Land at High Street Tetsworth OX9 7AU.** Outline planning application for the erection of up to 50 dwellings with public open space, landscaping, sustainable urban drainage system (SuDs) and the principal means of vehicular access from High Street. All matters reserved except for means of access.

294. **Tetsworth NDP Review** A report was provided from the latest steering group. This was **noted**.

295. **Further Planning Issues**

a. **Joint Local Plan 2041. To Note** submission of draft plan for examination by Planning Inspectorate and **Note** policies applicable to Tetsworth. See:

[Joint Local Plan 2041 Examination Library - South Oxfordshire District Council and Vale of White Horse District Council](#)

b. **Oxfordshire Housing Infrastructure Fund 1 (HIF1) Appeal.** **To Note** Government approval of HIF1 and potential implications for Tetsworth.

c. **National Planning Policy Framework (NPPF) Dec 2024.** **To Note** potential implications for Tetsworth.

d. **ONH – Planning for Good.** **To Note** commentary on revised NPPF and implications for Neighbourhood Plans.

e. **ONPA AGM 25th January 2025.** **To Note** that JG will attend on behalf of the TPC NDP Steering Group

296.

a. **Planning Considerations Received after Agenda Publication** **None were reported.**

Recreation Areas

297. **PATCH.**

a. **Routine Inspections.** No new issues reported.

b. **Replacement Fencing Project.** This was discussed in length and agreed by the council to investigate cheaper/low-cost maintenance option in light of the recent quotation received by a contractor to replace. **Ongoing.**

298. **Village Environment**

a. **War Memorial Bench.** This was **ongoing.**

b. **Tree Planting.** The council **agreed unanimously** to accept the offer from Devey Tree Care to plant 5 trees alongside the bridleway across Tetsworth Common. Clerk to receive further information, terms and timeline and report back to council.

Highways, Byways & Transport

299. **High Street Pedestrian Crossing.** The chairman notified the council that he had received highways advice stating that the installation of a pedestrian crossing would be unviable as this would require street lighting which Tetsworth does not have in place. No alternative schemes are available at this time. **This was noted** and **agreed** that the council should discontinue further enquiries.

300. **Village East End Sign.** Enquiries are still ongoing with regards to the location of the sign and the clerk will continue to investigate and report back. **Ongoing.**
301. **National Highways & Transport Network Public Satisfaction Survey.** It was agreed to decline completing this survey.
302. **November 24 Oxfordshire PTR Meeting.** This was **noted.**
303. **Tetsworth Footpaths.** It was brought to the council's attention that due to a recent meeting with the Countryside Access Officer – concern was raised with regards to the planning of trees which may impact the right of the way at Claridge Barn, Chiltern View. **This was noted.** In addition, the clerk notified the council of a recent email received from a parishioner raising concerns over the current state of the footpaths within the parish. This was **noted** by the council and the clerk was asked to respond acknowledging the concerns raised and referring to OCC Highways and fixmystreet in the first instance.
304. **Thames Valley Police Updates.** This was **noted.**
- a. **Safer roads.**
 - b. **Special Constable recruitment.**

Communications

305. **Cost of Living Payments scam.** This was **noted.**
306. **Strengthening the standards and conduct framework for local authorities in England.** This was **noted.**
307. **OALC December 2024 Newsletter.** This was **noted.**
308. **Oxfordshire County Council Engagement Route Map.** This was **noted.**
309. **Local Government Reorganisation.** This was **noted.**
310. **Survey from NALC on the Ministry for Housing, Communities and Local Government (MHCLG)'s consultation on local government standards.** This was **noted.**

Items for Next Agenda Not Already Mentioned

311. **NDP Review.** Council was notified of £1458 left over from grant received.
312. **Date of the Next Meeting** The next meeting will be held on **Monday 10th February 2025 at 1930.**
313. **Closure of the Meeting** The meeting closed at 9.02pm.

Open Forum

A parishioner offered a block of salt and 3 x pallets of bark should anyone wish to use. A suggestion that the Forest School maybe interested in the bark. Cllr Mossop offered to forward the contact for the Forest School to the parishioner.

Victoria Nuthall
Parish Clerk & RFO

Paul Carr
Chairman

TETSWORTH PARISH COUNCIL

2024-2025

| | |
|---|-------------------|
| Donations S137 | £2,000.00 |
| Village green maintenance | £1,500.00 |
| Tree maintenance | £750.00 |
| War memorial maintenance & Remembrance | £150.00 |
| Enhancement of village | £300.00 |
| Play Area | £1,750.00 |
| Contractor Maintenance | £400.00 |
| Grass cutting | £2,640.00 |
| Dog bins | £300.00 |
| Sub Total | £9,790.00 |
| Auditors | £500.00 |
| Clerk Salary (SCP23/LC2) + £10pm WFH | £13,530.00 |
| Clerks NI (15% over £5,000pa) | |
| Clerks Pension (Nest) (3% over £6,240pa) | £511.00 |
| Insurance | £1,800.00 |
| Subscriptions and fees | £700.00 |
| Training | £250.00 |
| Office | £355.00 |
| Village hall rental | £400.00 |
| Website and quickbooks, domain, emails, cloud storage | £120.00 |
| Professional legal fees | £500.00 |
| Election set aside | £100.00 |
| PWLB repayment | £2,631.00 |
| Strategic Reserve | £0.00 |
| Sub Total | £21,397.00 |
| Total | £31,187.00 |
| Precept | £31,187.00 |

2025-2026

| | |
|--|-------------------|
| | £2,000.00 |
| | £1,500.00 |
| | £750.00 |
| | £150.00 |
| | £300.00 |
| | £1,750.00 |
| | £500.00 |
| | £3,030.00 |
| | £335.00 |
| | £10,315.00 |
| | £600.00 |
| | £13,210.00 |
| | £1,280.00 |
| | £220.00 |
| | £2,000.00 |
| | £700.00 |
| | £250.00 |
| | £275.00 |
| | £400.00 |
| | £360.00 |
| | £500.00 |
| | £100.00 |
| | £2,631.00 |
| | £0.00 |
| | £22,526.00 |
| | £32,841.00 |

Notes

DTC £960 this year

£1,644 for inspection and 2 repairs this year.

Extra £100 for generator maintenance/fuel?

£3,030 (£2,640 plus £390 for patch)

At 2025 rate, £331.56

Moore £315, J Olds £250 this year

£17.29/hr from 10/24 backdated to 04/24. 4% backdated pay rise estimated

4% backdated pay rise estimated

4% backdated pay rise estimated

£1,565 plus £343 for patch surface and £87 for generator

IT services moved to website line

for domain, website, email and cloud storage

Current ~£5k, ideal ~£10k. Tfr £4k from clerk salary, so no need to top up.

5.3% increase