



# Tetsworth Parish Council

Chairman & Interim Proper Officer

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## Minutes of the Meeting of Tetsworth Parish Council

Held at 7.30pm on Monday 10<sup>th</sup> January 2022

### Present:

Chair Cllr Paul Carr (PGC)

Cllr Sanjiv (Kim) Bhagat (KB)

Cllr Christopher Thompson (CT)

**Minutes Clerk:** John Gilbert (JG)

**In Attendance:** OCC: Cllr Kate Gregory (KG), SODC: Cllr Caroline Newton (CN)

**Members of the Public:** None

**Apologies for Absence:** Cllr Seb Mossop (SM), Cllr Susan Rufus (SR), Cllr Sean Whitehead (SW)

**493. Declarations of Interest NONE**

**494. Approval of the Minutes of the Council Meetings held on 13 and 21 December 2021 for Signing APPROVED UNANIMOUSLY.**

**495. Delegation of Council Powers due to Covid-19 Meeting Restrictions** Delegation of the authority put in place by Minute 489/21 to remain in force, being activated only as and when in-person meetings of the Council cease to be possible and ceasing at the first in-person meeting thereafter. **APPROVED UNANIMOUSLY**

**496. Matters Arising from the Minutes not on the Agenda NONE**

**497. Public Questions NONE**

**498. Update of Actions List**

Ref.	Item Requiring Action	Resp	Action/Progress
378b/21	Note need for Tetsworth NDP review in May 2026	TPC	A Review Committee to be set up in Nov 2025, or earlier if legislation changes or shortcomings require. <b>ONGOING</b>
218a/20	SE19/341 Land North of A40 Adjacent to the Gate House	TPC (SODC)	On 7 Jan, PINS advised that enforcement appeal decision would be further delayed due to inspector's recent illness. <b>ONGOING</b>
212b/21	Development to The Swan not covered by a planning application	Clerk	SODC approval of P04/E0565/R allowed demolition and replacement of an outbuilding for use as a kitchen or restaurant. <b>COMPLETE</b>
305c/21	Drainage ditch blockage at site of The Swan	SM	Owner has accepted responsibility. Permission for vehicular access to Village Green obtained. Remedial action will be monitored. <b>ONGOING</b>
345/21	Pursue recovery of Traveller Site appeal costs through PHD Chartered Town Planners	Clerk	Estimated extent of claim established. Further attempts to contact PHD will be made. SODC has confirmed that it did not pursue recovery of its own costs. <b>ONGOING</b>
355c/21	Monitor OCC investigation of school extension project progress	Clerk (OCC)	Blackthorn Rise developer updating S106 obligation drawings ahead of OCC review, anticipated agreed works implementation by contractor and land transfer once these are agreed. <b>ONGOING.</b>
356b/21	Investigate extent of SOHA responsibility for Marsh End footpath maintenance	Clerk	SOHA email 18 Nov asserted it has no responsibility. Contradicted by later OCC evidence. Resolution still needed. <b>ONGOING</b>

357f/21	Liaise with Swan gardens resident over overgrown footpath issue	CT	Situation appears to have eased. Review again in Apr 2022. <b>ONGOING</b>
367/21	Investigate feasibility of a village A40 zebra crossing within OCC future highways programme	Clerk (OCC)	Proposal shelved by OCC. Statement of evidence requirements received from OCC 7Jan. Way ahead discussed at Minute 515/21. Initial action <b>COMPLETE</b>
377a/21	Confirm skate ramp delamination inspection arrangements with Fearless Ramps	Clerk	Fearless Ramps assessment report and repair quotation received 21 Dec. Way ahead discussed at Minute 511/21. <b>COMPLETE</b>
425/21	Investigate increasing PATCH basket swing ground clearance	Clerk	Contractor tasked with purchase of modification kit and installation 9 Nov. <b>ONGOING</b>
428c/21	Seek supporting evidence for Horse/Rider Safety Notices from local horse-riding community	Clerk	Email requesting the required information sent to correspondent 12 Oct. Reminder to be sent. <b>ONGOING</b>
448b/21	Canvass support for possible First Aid training	SR	More than residents 12 registered interest. Possible course dates to be investigated. <b>ONGOING</b>
453b/21	Investigate options for all-weather surface for PATCH	SW	Supplier quotations for 544m <sup>2</sup> coverage requested. Further detail required. Discussed at Minute 510/22. <b>ONGOING</b>
458/21	Canvass support for village arranging Big Platinum Jubilee Lunch	PGC	Village resident has volunteered to organise. <b>COMPLETE</b>
459f/21	Investigate possible solar panel/insulation project with TSSC	PGC/SM (TSSC)	Initial informal discussions with TSSC held. Terms of lease for building clarified. Superseded by discussion at Minute 506f/21. <b>COMPLETE</b>
474c/21	Investigate candidates for appointment as Internal Auditor	Clerk	Quotations received from 2 auditors on OALC candidate list. Discussed at Minute 505/22. <b>COMPLETE</b>
475f/21	Investigate terms of lease of TSSC clubhouse	Clerk	TPC and TSSC responsibilities clarified. Discussed at Minute 506f/21. <b>COMPLETE</b>
482a/21	Draft a Graffiti policy for consideration	Clerk	Possible liaison with Thame Town Council for guidance. <b>ONGOING</b>
482b/21	Task Devey Tree Care with removal and replacement of diseased rowan tree	Clerk	Quotation for work expected. <b>ONGOING</b>
482c/21	Consider Christmas tree and outdoor decorations purchase with TMH committee by Jul 22	TPC	For review by Jul 22. <b>ONGOING</b>
484j/21	Consult interested parties on Daphne Joslin memorial tree proposal	Clerk	No objections. Email of approval to be sent. <b>ONGOING</b>
484l/21	Suggest organisation of joint Village Fete and Platinum Jubilee event to Fete, TSSC and TMH committees	Clerk	Volunteer organiser of Platinum Jubilee event advised to contact TSSC, TMH and Fete representatives. <b>COMPLETE</b>
501/21	Issue revised Parish Clerk recruitment advertisement	Clerk	
505/21	Appoint Mrs Olds as TPC internal auditor	Clerk	
506a/21	Prompt OCC on wicket gate project progression	CT	
506c/21	Prompt OCC on Oxfordshire Way kissing gates responsibilities	Clerk	
506d/21	Investigate criteria for CIL grant release to TMH	Clerk	
506f/21	Establish working relationship with TSSC over potential solar panel installation project, seek supplier quotations and potential co-funding sources	SM (TSSC)	
506f/21	Investigate minor TSSC clubhouse building alteration made without prior approval	Clerk	
511/21	Clarify skateramp repair liability with Fearless Ramps	Clerk	
511/21	Submit SODC Cllr Community Grant application for skateramp refurbishment project	Clerk	

512/21	Make offer of further 3-year tenancy to TOLC	Clerk	
514/21	Share views on OCC Local Transport Connectivity Plan consultation ahead of Feb 22 meeting	All Cllrs	
515/21	Request traffic speed survey from OCC as initial evidence to support pedestrian crossing installation	Clerk	

**499. County Councillors' Report** The report covered the following county topics of potential relevance to Tetsworth residents: Special Educational Needs forthcoming consultation, resurrection of the County Youth Services, and an imminent Libraries and Heritage Strategy consultation. All other items were discussed elsewhere in the meeting.

**500. District Councillor's Report** The report covered the following issues of potential relevance to Tetsworth residents: the decision not to contest a planning inspector's finding that SODC did not have a 5 Year Housing Land Supply, publication of the Call for Sites informing the Joint SODC/VoWH Local Plan 2041 expected soon, and oversubscription of bids for the SODC Capital Grants Scheme.

**501. Recruitment of Parish Clerk** No candidates had so far applied for the post. A proposal that a follow-on advertisement amended to include reference to statutory on-costs would be published with an end date of 31 March was **AGREED UNANIMOUSLY**.

### **Finance**

**502. Monthly Financial Report** The action to allocate £7,000 of funds to the Strategic Reserve sub-account remained outstanding. As a result, approval of the December 2021 Monthly Report was held over to the next meeting.

**503. Approval of Expenditure** The payment of cheques/electronic payment for the following invoices was **APPROVED UNANIMOUSLY**.

a. Wiserserve (IT support)	INV 10955	£4.80 inc VAT
b. Pet Waste Solutions (bin emptying)	INV 10156	£21.60 inc VAT
c. Pet Waste Solutions (bin emptying)	INV 10236	£21.60 inc VAT
d. Pet Waste Solutions (bin emptying)	INV 10271	£21.60 inc VAT
e. Wiserserve (Domain renewal)	INV 11199	£33.60 inc VAT

It was agreed that a further Pet Waste Solutions invoice (10240) would be paid in accordance with FR3.4 and tabled for approval at the next meeting.

**504. Wiserserve Price Increase** An increase to £5 per month from January 2022 was **NOTED**

**505. Appointment of Internal Auditor** IAC Audit and Consultancy Ltd and Mrs Jane Olds had provided quotations for £285+VAT and £210 plus travelling expenses respectively. Mrs Olds, an experienced parish clerk based locally in Bicester and on the OALC approved list, was the preferred option. Her appointment as the TPC internal auditor was **APPROVED UNANIMOUSLY**.

### **Candidate CIL Project Progress Review**

- 506. a. Village Wicket Gates** Awaiting views of OCC Highways officer. Funding deadline had been extended, but progress was required by FY-end. CT agreed to prompt OCC.
- b. Trim Trail for Tetsworth Primary School** £5000 earmarked as TPC contribution towards project with caveat on future spending deadline. The school was believed to be investigating co-funding support from OCC and SODC Councillors' Priority Funds.
- c. Footpath Kissing Gates on Oxfordshire Way** Responsibility for funding purchase and installation still to be clarified with OCC Countryside Access staff. PGC agreed to prompt OCC
- d. Memorial Hall Improvements** £5000 earmarked towards heating installation. TMH Committee had requested

release of these funds ahead of work commencing. PGC investigating release criteria without sight of a contract or invoice.

e. **War Memorial and Jitty Benches** TMH committee in discussion with Tetsworth Trust over relocation of its donated bench from the Memorial Hall to the War Memorial. Removal of unsafe War Memorial bench also in hand. State of Jitty metal bench has been reviewed; replacement pending resolution of War Memorial bench options.

f. **TSSC Clubhouse Sustainability Improvements** TSSC informally in favour of installation of solar panels on roof. Building Terms of Lease from TMH to TSSC clarified. Approval of recent minor building modification to be investigated. Formal TSSC support for a TPC-led solar panel project to be secured, supplier quotation to be obtained and possible co-funding sources to be investigated.

## **Planning**

**507. Planning Decisions** The following Planning Decisions were **NOTED**.

a. **Application Reference: P20/S3245/FUL Harlesford Farm near Tetsworth Oxfordshire OX9 7BX** The construction and operation of a solar photovoltaic farm and associated infrastructure, including inverters, substation compound, security cameras, fencing, access tracks and landscaping (As clarified by information received 26 October 2020, 11 November 2020, 1 February 2021 and 18 November 2021 and amended by drawings received 21 December 2020 and 9 February 2021). **GRANTED**

b. **Application Reference: P21/S4697/LDP 24 Swan Gardens Tetsworth OX9 7BN** Ground floor single storey rear extension and internal refurbishment to the ground floor. **APPROVED**

**508. Planning Application**

a. **Application Reference: P21/S5014/HH 29 Marsh End Tetsworth OX9 7AU** Removal of existing ground floor rear single storey projection. Two storey extension to the rear and part side elevation. Amendments to existing windows. The Council **AGREED** to respond with neutral comments noting the extent of the proposed additional accommodation and the potential overshadowing of the rear of the adjacent semi-detached property.

## **Play Areas**

**509. The PATCH/Skatepark Routine Inspection** Recent installation of replacement hinges on the access gate needed to be improved as a long-term solution by the introduction of an additional gate post and reorientation of the hinge alignment. The cost of this work had been quoted as £180. A further occurrence of graffiti appearing on the skateramp had been painted over and reported to the police.

**510. Permanent All-Weather Surface for PATCH** Quotations from potential replacement surface suppliers had requested more details and images of the play area. It was agreed that SW should continue his dialogue with suppliers.

**511. Skateramp Repair** The Fearless Ramps repair quotation for £1435 included desirable as well as essential items. It was also unclear whether the surface delamination of boards replaced as recently as 2019 was still subject to warranty. PGC agreed to clarify these issues with the company prior to confirming the extent of repair work to be undertaken. PGC agreed to investigate the possibility of submitting a SODC Councillor Community Grant application prior to the closure date of 4 February 2022.

**512. TOLC/Forest School Tenancy Renewal** With revision of relevant dates, the offer of renewal of the agreement for a further 3 years with effect from 1 February 2022 was **APPROVED UNANIMOUSLY**.

## **Highways, Byways and Transport**

**513. OCC 20mph Policy** The policy would not be applicable to the A40 High Street and the layout of the network of village access roads was judged inappropriate for further, formal speed restrictions. It was therefore agreed that Tetsworth would not apply for any reduced speed limits.

**514. OCC Local Transport Connectivity Plan** Cllrs agreed to share their views for a consultation response ahead of its consideration at the next meeting.

**515. Potential High Street Pedestrian Crossing** OCC had currently shelved the proposal and issued a checklist of evidence and consultation activities required to support a resubmission. As an initial action, the proposal to request a speed survey at an estimated cost of £500-£750 was **APPROVED UNANIMOUSLY**

#### **Correspondence**

**516. a. SODC/VoWH Code of Conduct Arrangements** The published procedures were **NOTED**.

b. **OALC December 2021 Newsletter** The contents were **NOTED**.

**517. Items for Next Agenda Not Already Mentioned - NONE.**

**518. Date of the Next Meeting.** The next council meeting will be held at **7.30pm on Tuesday 15 February 2022**.

**519. Meeting Closed at 9.19pm**

A handwritten signature in black ink, appearing to read 'Paul Carr', is written over a light blue horizontal line.

Paul Carr  
Chair and Interim Proper Officer