

# Tetsworth Parish Council

Chairman & Interim Proper Officer - Paul Carr

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## Minutes of the Meeting of Tetsworth Parish Council Held at 7.30pm on Tuesday 15<sup>th</sup> February 2022

### Present:

Chair Cllr Paul Carr (PGC)

Cllr Seb Mossop (SM)

Cllr Sanjiv (Kim) Bhagat (KB)

Cllr Christopher Thompson (CT)

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

**In Attendance:** SODC: Cllr Caroline Newton (CN)

**Members of the Public:** None

**Apologies for Absence:** Cllr Susan Rufus (SR), Cllr Sean Whitehead (SW). OCC: Cllr Kate Gregory (KG), Cllr Nigel Champken-Woods (NCW)

**520. Declarations of Interest NONE**

**521. Approval of the Minutes of the Council Meetings held on 10 January 2022 for Signing APPROVED UNANIMOUSLY.**

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

**523. Public Questions NONE**

**524. 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>
305c/21	Drainage ditch blockage at site of The Swan. Update from owner to be requested	SM	Owner has accepted responsibility. Permission for vehicular access to Village Green obtained. <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 to 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 updated S106 obligation drawings for OCC review. Recent OCC/developer site visit. Implementation of agreed works by contractor expected around Easter 2022 followed by land transfer. <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>
425/21	Investigate increasing PATCH basket swing ground clearance	Clerk	Contractor tasked with purchase of modification kit and installation 9 Nov. Implementation still awaited 15 Feb. <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 sent 11 Jan. <b>ONGOING</b>
448b/21	Canvass support for possible First Aid training	SR	More than 12 residents registered interest. Possible course dates post-April 2022 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 details of requirement in hand. See Agenda Item 18b <b>ONGOING</b>
482a/21	Draft a Graffiti policy for consideration	CT	Drafting action accepted by CT 15 Feb. <b>ONGOING</b>
482b/21	Task Devey Tree Care (DTC) with removal and replacement of diseased rowan tree	Clerk	Quotation for work £264 inc VAT <b>approved unanimously</b> . DTC to be tasked. <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>
506a/21	Prompt OCC on wicket gate project progression	CT	Awaiting OCC response from email prompt. <b>ONGOING</b>
506c/21	Prompt OCC on Oxfordshire Way kissing gates responsibilities	Clerk	Email exchanges 4 Feb to review suitability and potential division of cost. See Agenda Item 13c. <b>ONGOING</b>
506f/21	Establish working relationship with TSSC over potential solar panel installation project, seek supplier quotations and potential co-funding sources	Clerk (TSSC)	TPC leadership confirmed. Formal support of project from TSSC committee to be sought. <b>ONGOING</b>
511/21	Submit SODC Cllr Community Grant application for skateramp refurbishment project	Clerk	Bid for £1435 submitted 19 Jan with proposed project start date of 2 Mar. Decision awaited. <b>ONGOING</b>
527a/21	Make arrangements for interview of Parish Clerk post candidate	Clerk	
527c/21	Update Emergency Plan GDPR permissions	Clerk	
531e/21	Investigate sources and costs of replacement War Memorial and Jitty benches	Clerk	
531f/21	Seek TSSC formal agreement to TPC-led solar panel installation project	Clerk	
534a/21	Respond to Joint SODC/VoWH Design Guide consultation	Clerk	
534d/21	Task Wilson Property care with PATCH improved gate repair	Clerk	
537a/21	Return contract agreement with the Shield Group for dog waste collection	Clerk	
537b/21	Exchange contracts with 360° Landscapes for grass cutting services	Clerk	
537c/21	Publicise Great British Spring Clean to encourage local participation	Clerk	
538a/21	Respond to OCC Local Transport Connectivity Plan consultation	Clerk	
538d/21	Publicise TTRO 9941	Clerk	
539e/21	Respond to Swan Auctions correspondent	Clerk	

**525. County Councillors' Report** The report covered the following county topics of potential relevance to Tetsworth residents: OCC Heritage and Libraries Strategy consultation open until 18 March, and Councillor Priority Fund scheme still open to applications until 31 January 2023. All other items were discussed elsewhere in the meeting.

**526. District Councillor's Report** The report covered the following issues of potential relevance to Tetsworth residents: SODC proposing £5 increase in its Council Tax charge for band D properties, preparation of a Climate Action Plan for consultation, and planning progress on SODC's strategic development sites.

## **527. Parish Council Reports**

- a. **Parish Clerk Recruitment** A candidate had applied for the vacant Parish Clerk post. Preparation for interview of the candidate by Cllr Carr (PGC) and Cllr Mossop (SM) on a mutually convenient date was **APPROVED UNANIMOUSLY**. If an offer of employment is subsequently made and accepted, the new incumbent would have an initial period of familiarisation in the fully range of Parish Clerk duties.
- b. **Interim RFO Role** Appointment of Cllr Carr (PGC) as RFO, at least until the completion of the Internal Audit submission for the year 2021/22, was **APPROVED UNANIMOUSLY**.
- c. **TPC Policy Document Updates** The draft GDPR policy statement, updating amendments to Standing Orders and Risk Assessment, Publication of Information and Financial Regulation policies were **APPROVED UNANIMOUSLY**. Action to update the Emergency Plan GDPR permissions was also **AGREED UNANIMOUSLY**.

## **Finance**

**528. Monthly Financial Report** The monthly Financial Report for January 2022 which also incorporated data for December 2021 was **APPROVED UNANIMOUSLY**.

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

a. Pet Waste Solutions (Bin emptying)	INV 10240	£21.60 inc VAT (paid iaw FR3.4)
b. Wiserserve (IT support)	INV 11444	£6.00 inc VAT
c. OALC (Risk training)	INV W-1985	£66.00 inc VAT (paid iaw FR3.4)
d. Pet Waste Solutions (Bin emptying)	INV 10623	£21.60 inc VAT (paid iaw FR3.4)
e. The Shield Group (Bin emptying)	INV 5486 (one-off iaw SO15b(xvii))	£13.00 inc VAT

## **530. Further Financial Issues**

- a. **Parish Remuneration Committee Report** Councillor remuneration rates and publication requirements were **NOTED**.
- b. **Community First Oxfordshire** A proposal not to renew membership due on 1 April was **APPROVED UNANIMOUSLY**.
- c. **SSE Wayleave** Receipt of £62.88 payment was **NOTED**.
- d. **FY2020/21 External Auditor's Report** Receipt of report was **NOTED**.
- e. **FY2020/21 Internal Audit Payment** Recovery of last year's overpayment of £8 was **NOTED**.
- f. **FY2021/22 Internal Audit Preparations** Completion of Internal Auditor's questionnaire was **NOTED**.
- g. **Internet Banking Mandate** Submission of an up-to-date mandate was **NOTED**.

## **Candidate CIL Project Progress Review**

- 531. a. Village Wicket Gates** Awaiting views of OCC Highways officer. Funding deadline had been extended, but progress was required by FY-end.
- b. **Trim Trail for Tetworth 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 clarified by OCC Countryside Access staff who advised on 4 Feb it could contribute 25% of total costs. Approval of Harlesford Solar Farm plan could influence requirement.
- d. **Memorial Hall Improvements** £5000 earmarked towards heating installation. TMH Committee will advise contract start date to trigger release of these funds.
- e. **War Memorial and Jitty Benches** Tetworth Trust donated bench expected to be relocated to churchyard. Removal of unsafe War Memorial bench to be hastened. Quotations for replacement War Memorial and Jitty benches to be obtained.
- f. **TSSC Clubhouse Sustainability Improvements** Formal TSSC support for a TPC-led solar panel project to be secured, supplier quotations to be obtained and possible co-funding sources to be investigated.

## Planning

**532. Planning Decisions** The following Planning Decision were **NOTED**.

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. **GRANTED**

b. **Notification Reference: P22/S0195/T28 Mount Hill Farm Off The Mount Tetsworth THAME OX9 7BN** The replacement of 3no. existing antennas with 3no. new antennas, the installation of RRH's existing tower, the installation of 1no. equipment cabinet, along with minor ancillary works **PERMITTED**. TPC's disappointment that site access via Judds Lane from Tetsworth had been permitted was **NOTED**.

**533. Planning Application**

a. **Application Reference: P21/S3703/DIS Land to the rear of The Swan 5 High Street Tetsworth OX9 7AB** Discharge of conditions 3 (materials), 4 (landscaping) & 5 (tree protection) on application P19/S2916/FUL & conditions 3 (materials) & 4 (joinery) on application P19/S2917/LB. Extend the existing house at the front and integrate a first-floor extension at the rear, integrate a new dwelling attached to the existing house and improve the visual appearance of the plot with associated landscaping. **NOTED**.

**534. Further Planning Issues**

a. **Joint SODC/VoWH Design Guide** Submission of a supportive response to the consultation was **AGREED UNANIMOUSLY**

b. **Dodwells Solar Farm Proposal** SODC planning officer's statement that a revised planning application responding to consultation feedback was being prepared and that an application for a network connection would also be required prior to determination was **NOTED**.

c. **Tiddington with Albury Neighbourhood Plan** The pre-submission circulation of the draft plan was **NOTED**.

## Play Areas

**535. a. Routine Inspection** No significant new issues reported. The independent annual inspection by The Play Inspection Company was due later in February.

b. **Permanent All-Weather Surface for PATCH** Additional details of requirement had been provided to potential suppliers. The probable need for site visits by suppliers ahead of providing quotations was **NOTED**

c. **Skateramp Repair** Response to the Fearless Ramps repair quotation would await the outcome of the SODC Councillor Community Grant application.

d. **PATCH Gate Hinge Replacement** Wilson Property Care's quotation of £135 to implement an improved repair solution was **APPROVED UNANIMOUSLY**.

## Communications

**536. TPC Website Document Format** The progressive conversion of posted documents to .pdf format for access compliance was **NOTED**.

## Village Environment

**537. a. Dog Waste Collection Service** Termination of the arrangement with Pet Waste Solutions for unsatisfactory performance was **NOTED**. Its replacement with a contract for weekly collections by The Shield Group at a quoted cost of £520 per annum was **APPROVED UNANIMOUSLY**.

b. **Grass Cutting Contract** Formal exchange of contract documents with 360° Landscapes was **APPROVED UNANIMOUSLY**.

c. **Great British Spring Clean** Local publicity to encourage Tetsworth participation in Keep Britain Tidy between 26 March and 10 April, noting SODC Waste Team weekend equipment support was **AGREED UNANIMOUSLY**

d. **Planting of Memorial Oak Tree** The Village Green landowner's refusal of permission for planting of resident's commemorative tree on its western edge was **NOTED**.

## **Highways, Byways and Transport**

538. a. **OCC Local Transport Connectivity Plan** Submission of a consultation response seeking improved rural connectivity was **AGREED UNANIMOUSLY**.  
b. **Potential High Street Pedestrian Crossing** Implementation of the OCC traffic and speed survey was **NOTED**. Results and invoice were awaited.  
c. **School Speed Signs** Westcotec's agreement to restore functionality of failed sign was **NOTED**.  
d. **TTRO 9941** The night-time closure of B4009 at Kingston Blount between 4 and 7 April 2022 would be publicised locally.

## **Correspondence**

539. a. **SODC Parental Leave Policy** Application to councillors was **NOTED**.  
b. **OALC Training Programme** Availability of courses in coming months was **NOTED**.  
c. **Land at Lower Farm** Forwarding of a planning enquiry to SODC for response was **NOTED**.  
d. **Hospitality and Leisure Business Support Grants** Local publicity of SODC funding for Omicron business support was **NOTED**.  
e. **Email Request to Discuss Swan Auctions** A response declining engagement was **AGREED UNANIMOUSLY**.  
f. **Lewknor Solar Farm Enquiry** Lewknor PC Clerk's email concerning Solar 2's approach was **NOTED**.  
g. **OALC January 2022 Newsletter** Relevant articles including Consultation procedures, planning permission requirements and an NALC legal event were **NOTED**.  
h. **Police & Crime Commissioner Bulletin** The contents were **NOTED**.  
i. **Shelter Damp and Mould Advice** Sources of help had been publicised locally.  
j. **APPG Rural Health and Care** The issue of press release on access inequality was **NOTED**.  
k. **SODC Councillor Grant Scheme** Local publicity of extension of second round applications to 18 February was **NOTED**.

## **540. Items for Next Agenda Not Already Mentioned**

- a. **Arrangements for Annual Parish Meeting**

541. **Date of the Next Meeting.** The next council meeting will be held at **7.30pm on Monday 14 March 2022**.

542. **Meeting Closed at 9.08pm**



Paul Carr  
Chair and Interim Proper Officer