

## Tetsworth Parish Council

Chairman, Interim Proper Officer (IPO) and RFO: Paul Carr

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### Minutes of the Meeting of Tetsworth Parish Council Held in Tetsworth Memorial Hall at 7.30pm on Monday 15th July 2024

#### Present:

Chair: Cllr Paul Carr (PGC)

Cllr Seb Mossop (SM)

Cllr Susan Rufus (SR)

Cllr Christopher Thompson (CT)

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

**In Attendance:** None

**Members of the Public:** None

83. **Election of a Chairman following Cllr Mossop's resignation from the post** Cllr Paul Carr (PGC) was proposed by SR, seconded by CT and **Elected Unanimously.**
84. **Chairman's Declaration of Acceptance of Office** PGC's acceptance was received and recorded.
85. **Apologies for Absence** Received from: Cllr Sanjiv (Kim) Bhagat, Cllr Sean Whitehead.
86. **Declarations of Interest** Members were asked to declare any personal interest, and the nature of the interest they may have in any of the items under consideration at the meeting. **None Declared.**
87. **Minutes of the Council Meeting held on 10<sup>th</sup> June 2024 for Signing** **Approved Unanimously.**
88. **Matters Arising from the Minutes not on the Agenda** **None**
89. **Public Questions** **None**
90. **Update of Actions List**

| Ref.    | Item Requiring Action  | Resp            | Action/Progress   |
|---------|--|-----------------|---|
| 355c/21 | Monitor OCC investigation of school extension project progress   | IPO<br>(OCC:KG) | OCC met developer in Dec 23 to discuss S278 and S106 agreements. Permanent fencing now installed. Land transfer to OCC and S278 agreement still pending registration of unregistered land with Land Registry as at 15 July 24. OCC to meet with school head and governors after land transfer to confirm future plans. Funding subject to bid for OCC CIL money. <b>ONGOING</b> |
| 482c/21 | Consider Christmas tree and outdoor decorations purchase / installation on Village Green for 2024                        | SR KB           | Indicative cost of surface metal frame in range of £300-500+VAT. Dimensions to be forwarded to assisting resident to obtain firm quotation. Commercial tree brochure received. <b>ONGOING</b>   |
| 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. <b>ONGOING</b>  |

|         |  |           |  |
|---------|--|-----------|--|
| 135/23  | Seek OCC advice on siting and costs of east-end village entrance gates                                       | IPO       | Siting of south verge gate beyond 30mph sign supported by OCC Highways officer. 2023/24 estimate by OCC was ~£3,000 inc VAT, £2.827 earmarked. Implementation with or without road markings to be considered for FY2024/25 expenditure after decision on 20mph limit. <b>ONGOING</b> |
| 317b/23 | Access roadway/track – A40-Marsh End-TSSC-Spencers Farm and Sewage Disposal Works                            | IPO       | OCC Countryside Access Officer has asked Highways colleague to make site visit. Action prompted by email exchange 9 Apr. <b>ONGOING</b>  |
| 392d/23 | War Memorial cleaning. Obtain quotations and submit grant request to War Memorial Trust.                     | SM        | Quotations to clean & reinstate lettering £1,250, and 2 for cleaning only £1,950 and £820. War Memorial Trust grant application on hold. Implementation to be considered in FY2024/25. <b>ONGOING</b>  |
| 30e/24  | Prepare Emergency Generator publicity feedback for SSEN once installed                                       | IPO       | To be prepared after installation completion. Email enquiring about progress sent to contractor 8 July 24. <b>ONGOING</b>  |
| 57/24   | Align Financial Regulations with NALC model guidelines, adapting where needed.                               | IPO       | PGC agreed to undertake review. To be presented at Sept 2024 TPC meeting. <b>ONGOING</b>   |
| 61/24   | Investigate implications of adopting a gov.uk internet domain address  | SW        | To obtain Wiserserve individual quotations for clerk's email, councillors' emails, website and document storage. <b>ONGOING</b>  |
| 62/24   | Seek contractor advice on emergency generator operating and maintenance arrangements                         | IPO       | Awaiting completion of installation. Email enquiring about progress sent to contractor 8 July 24. <b>ONGOING</b>   |
| 77a/24  | Discuss Village Green ditch clearance with local farmer  | IPO       | <b>ONGOING</b>   |
| 94/24   | Advise selection outcome to interviewed applicants for Parish Clerk position                                 | IPO       |  |
| 97a/24  | Make donation of £50 to Marie Curie Charity  | IPO       |  |
| 97d/24  | Agree arrangements for payment of £480 grant with organiser 2024 Tetworth Senior Citizens' Christmas Party   | IPO       |  |
| 105a/24 | Request PATCH artificial surface Warranty documentation from Ecosurface                                      | IPO       |  |
| 105a/24 | Prepare 'letters of thanks' to organisations providing grants for PATCH resurfacing project                  | IPO       |  |
| 105c/24 | Arrange PATCH site visits with potential metal fencing contractors to establish specification and quotations | SM        |  |
| 106a/24 | Purchase Forest School gate sign   | SM/IPO    |  |
| 107c/24 | Include Thame Park Road in OCC Sensitive Streets Survey response   | IPO       |  |
| 108a/24 | Issue letter to TSSC over supporting banning of golf practice on the Village Green                           | IPO       |  |
| 108b/24 | Investigate responsibility for maintenance of Parkers Hill overhanging trees                                 | IPO       |  |
| 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. <b>ONGOING</b>   |
| 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. <b>ON HOLD</b>  |
| 592a/21 | Seek further advice from OCC Highways on High Street pedestrian crossing design / siting solutions.          | Clerk/IPO | OCC advice that proposed 20mph limit might allow the assessment of the crossing's suitability to be reconsidered. <b>ON HOLD</b>   |

### **Councillors' Reports**

91. **County Councillor's Report** Cllr Gregory advised that registration of the unregistered parcel of land alongside Judds Lane with the Land Registry was still being dealt with by OCC legal staff. She agreed to urge completion of the transfer of the land subject to a Section 106 agreement from Croudace (the Blackthorn Rise development company) to OCC for Tetworth Primary School development.
- 92.
93. **District Councillor's Report** Cllr Heritage advised that applications for SODC Capital Grant Scheme support of 50% of project costs up to £75K were open until 2 September. The Council confirmed that it did not have any short term proposals which would satisfy the scheme's criteria.  
She also briefed that SODC had been allocated £840K from the Refugee Settlement Fund and would be using it to purchase 4 council houses in the district.
94. **Parish Councillor Reports** None.

## Parish Council Administration

95. **Parish Clerk Appointment** Two candidates for the vacant Parish Clerk post had been interviewed on 24 June. The Council considered the interview reports and **Decided Unanimously** that the post should be offered to Samantha Goodsell (Mrs Samantha Cox since 28 June) to take effect from 1 August 2024. The Council **Agreed** to advise both applicants of the outcome of the selection process and to forward a draft Contract of Employment to Samantha Goodsell.

## Finance

96. **Monthly Financial Report** The report for June 2024 was **Approved Unanimously**.
97. **Expenditure** Signing of cheques, making electronic payments, and raising standing orders and direct debits were **Approved Unanimously**.
- a. **Electronic Payments:**
- |       |  |   |                    |
|-------|--|---|--------------------|
| i.    | Shield Maintenance (Dog Bins)            | Invoice 7783                            | £33.16 inc VAT     |
| ii.   | 360 Landscapes (Grass cutting - May)     | Invoice SI-10854 (paid iaw min 18a(ix)) | £396.00 inc VAT    |
| iii.  | OALC (Appraisal training)                | Invoice W-3339                          | £36.00 inc VAT     |
| iv.   | Wilson Property Care (Material supply)   | Invoice 220 (ordered iaw FR3/4)         | £105.00            |
| v.    | Wilson Property Care (Gate furniture)    | Invoice 224 (ordered iaw FR3/4)         | £75.00             |
| vi.   | EcoSurface (PATCH resurfacing balance)   | Invoice 9662 (paid iaw min 18a(vii)/24) | £25,147.44 inc VAT |
| vii.  | SLCC (Local Council Admin book)          | Invoice ORD509684 (paid iaw min 66e)    | £137.00            |
| viii. | SLCC (Local Council Admin book delivery) | Invoice ORD509684 (paid iaw FR3/4)      | £5.40 inc VAT      |
| ix.   | 360 Landscapes (Grass cutting - June)    | Invoice SI-10855                        | £396.00 inc VAT    |
- b. **Standing Orders:**
- |    |                        |               |                         |
|----|------------------------|---------------|-------------------------|
| i. | Wiseserve (IT Support) | Invoice 25444 | £6.00 inc VAT per month |
|----|------------------------|---------------|-------------------------|
- c. **Direct Debit:**
- |     |                                |          |                          |
|-----|--------------------------------|----------|--------------------------|
| i.  | O <sup>2</sup> (phone service) | 05928908 | £20.88 inc VAT per month |
| ii. | Microsoft (One Drive Storage)  | Contract | £1.99 inc VAT per month  |
- d. **Bank Debit Card:**
- i. None.

## 98. Further Financial Matters

- a. **Marie Curie Charity.** Payment of a donation of £50 was **Approved Unanimously**.
- b. **Budget Line Transfer.** The transfer of £141.50 (unbudgeted purchase and delivery of Local Council Admin book) from Clerk's Salary budget line to Office line was **Approved Unanimously**.
- c. **Payments Due in August 2024.** Payment of the following regular payments due during August 2024, subject to their being for the amounts shown in minute 97/24 above or less, upon receipt of invoices: Shield Group, 360 Landscapes, Wiseserve, O<sup>2</sup> and Microsoft were **Approved Unanimously**. Payment of the final generator installation payment covered by existing minute references 279/23 & 253a/23 was also **Approved Unanimously**.
- d. **Tetsworth Senior Citizens' Christmas Party.** Payment of a grant of £480 towards the cost of the 2024 event was **Approved Unanimously**.
- e. **PATCH Artificial Surface Insurance.** Inclusion of the new surface would increase the Council's annual premium by £324.14. Payment of £306.52 for the pro rata increase for 2024/25 was **Approved Unanimously**.
- f. **SODC Grant for PATCH Artificial Surface.** Receipt of the 50% balance of the SODC grant was **Noted** and **Acknowledged**.
- g. **VAT Reclaim.** Receipt of £4294 reclaim for June 2024 was **Noted**.
- h. **TSSC Insurance.** The repayment schedule for 2024/25 had been **Agreed** with TSSC and was **Noted**.

## Planning

99. **Planning Applications to Consider or Note** None received
100. **Planning Applications Determined**
- a. **Application Ref: P24/S1445/HH: Mounthill Farm 19 High Street Tetsworth OX9 7AD** Demolition of existing unstable outbuilding and replacement with a 2-bay car port with a log store. **Permission Granted**.
101. **Planning Applications Awaiting Decision**
- a. **Application Reference: P23/S4191/FUL: Claridge Barn Chiltern View Tetsworth OX9 7AL** Conversion of stables building to three dwellings with gardens and parking (additional noise survey received 22nd March 2024 and revised certificate of ownership received 2 April 2024).

- b. **Application Reference: P23/S3277/FUL: Attington Leys, Thame Road OX9 7DB** Demolition of existing stables and barns and erection of a replacement single storey dwelling served by the existing vehicular access. **Appeal APP/Q3115/W/24/3338662** pending.

102. **Tetsworth NDP Review** JG reported that the updated Housing Analysis evidence paper had been approved at the Steering Group (SG) meeting on 8 July. The next SG meeting planned for 4 September would identify proposed amendments to the adopted NDP.

103. **Further Planning Issues**

- a. **Lewknor/Postcombe Solar Farm.** The Council **Noted** the potential developer's exhibition scheduled for 17 July at Lewknor. JG had forwarded documents relevant to the clustering of solar farms in Tetsworth's surrounding area to the Chair of Lewknor Parish Council.

104. **Planning Considerations Received after Agenda Publication** None.

**Recreation Areas**

105. **Routine Play Area, Adult Exercise Equipment and Defibrillator Inspection.** Routine monitoring of possible surface movement round the PATCH 'spring' apparatus was **Noted**.

106. **PATCH**

- a. **Artificial Surface Project.** The Council was pleased with the quality and appearance of the completed project. Warranty terms needed to be clarified and the Council **Agreed** to request documentation from Ecosurface. It also **Agreed** to prepare 'letters of thanks' to organisations contributing grants towards the project.
- b. **Roundabout Repair.** Creative Play's intention to implement the repair on 15/16 August was **Noted**.
- c. **Replacement Fencing Project.** Outline cost estimates had indicated that replacement metal fencing could be installed for less than £10,000 and was within potential Council funding. The Council **Agreed** to invite potential contractors to visit the site to establish a detailed requirement specification and obtain firm quotations.

107. **Forest School**

- a. **Gate Signs and Fittings.** The proposed text and purchase of a sign up to a cost of £50 were **Approved Unanimously**.

**Communications**

108. a. **SODC Green Infrastructure and Open Spaces Survey.** The Council's response was **Noted**.
- b. **Parish Transport Representative Meeting.** The Council would not be represented at the 16 July meeting, but would **Note** issued minutes.
- c. **Traffic-Sensitive Streets Review Consultation.** The Council **Agreed** to include Thame Park Road in its response.
- d. **OALC AGM, 15 July.** The Council could not be represented at the AGM but would **Note** issued minutes.
- e. **OALC June 2024 Newsletter.** Items of relevance to Tetsworth including the issue of the Local Councils' Charter were **Noted**.
- f. **Mobile Post Office.** The Council was disappointed that the weekly service to Tetsworth would be withdrawn on 28 August 2024 and had **Publicised** the decision.
- g. **OCC Climate Change Survey.** The Council **Decided** that it could not make any meaningful response to the survey.
- h. **OCC Information Update.** The Council **Noted** and **Agreed** to **Publicise** items relevant to Tetsworth.

**Village Environment**

109. a. **Golf on Village Green.** The Council **Agreed** to support TSSC concern over golf practice on the Village Green.
- b. **Overhanging Trees, Parkers Hill.** The Council **Agreed** to investigate whether OCC Highways, SOHA or householders were responsible or maintenance.

**Highways, Byways & Transport**

110. a. **Highway Engagement Team at Oxfordshire County Council.** Councillors had met with the team during its visit to Tetsworth on 15 July. The team **Noted** Highways issues raised and the Council's aspirations for an A40 pedestrian crossing.
- b. **HGV Traffic Complaints.** As a result of further evidence of HGVs accessing the Harlesford Solar Farm site via Tetsworth High Street, contrary to the published Traffic Management Plan, the Council **Agreed** to seek assurance from the Solar Farm contractor that future HGV deliveries would avoid the village and use the authorised route.

### **Correspondence**

111. None received.

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

112. a. Identification of 'Cool Spaces' for extreme hot weather respite.  
b. Updated Council Asset Register.  
c. MyVision Charity Donation Request.  
d. Gigaclear enquiry over land ownership at The Laurels.

113. **Date of the Next Meeting** The next meeting will be held on **Monday 9<sup>th</sup> September 2024 at 1930.**

114. **Closure of the Meeting** The meeting closed at 9.33pm.

### **Open Forum**



John Gilbert  
Minutes Clerk



Paul Carr  
Chairman