

Tetsworth Parish Council

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

Tel: 07523 907741

Email: clerk@tetsworthparishcouncil.co.uk

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Minutes of the Meeting of Tetsworth Parish Council Held in Tetsworth Memorial Hall at 7.30pm on Monday 8th April 2024

Present:

Chair: Cllr Paul Carr (PGC)

Cllr Sanjiv (Kim) Bhagat (KB)

Cllr Christopher Thompson (CT)

Minutes Clerk: John Gilbert (JG)

In Attendance: Cllr Nigel Champken-Woods (NCW) (OCC); Cllr Georgina Heritage (GH) (SODC).

Members of the Public: Two

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

274. **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.**

275. **Minutes of the Council Meeting held on 11th March 2024 for Signing Approved Unanimously**

276. **Minutes of the Extraordinary Council Meeting held on 19th March 2024 for Signing Approved Unanimously**

277. **Matters Arising from the Minutes not on the Agenda None**

278. **Public Questions None**

279. **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. Permanent fencing now installed. Developer providing updated drawings for review. Land transfer still pending, but unregistered land application with OCC Legal team. OCC to meet with school head and governors after land transfer to confirm future plans. Funding subject to bid for OCC CIL money. ONGOING
482c/21	Consider Christmas tree and outdoor decorations purchase / installation on Village Green for 2024	KB	Indicative cost of surface metal frame in range of £300-500+VAT. Dimensions to be forwarded to assisting resident to obtain firm quotation. ONGOING
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. ONGOING
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. ONGOING
91b/23	Monitor progress of installation of kissing gate to Oxfordshire Way on Stoke Talmage Road and parkers Hill access points	IPO	Landowner permission granted for east side, but refused for west side Stoke Talmage Rd. OCC has installation of east side and Parkers Hill gates in hand with OSS. ONGOING

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. Cost in order of £3,000 inc VAT. Implementation to be considered for FY2024/25 expenditure. ONGOING
174b/23	Investigate means of deterring unauthorized vehicle access to Village Green	CT	Variety of post and post and chain boundaries seen in neighbouring parishes. Indicative costs to be investigated. ONGOING
201a/23	Install replacement Forest School gate	TPC	Planned for action in milder weather. ONGOING
203c/23	Engage local contractor to repair Jitty grass damage and subsequently bill Ocado for cost.	IPO	Ground repair completed. Invoice forwarded to Ocado for direct payment to contractor. COMPLETE
253a/23	Place order for Emergency Generator once SSEN grant released	IPO	SSEN grant received. Full funding confirmed. Contract for purchase and installation placed. Payment of 75% of total contract cost APPROVED UNANIMOUSLY on 8 Apr 24. COMPLETE
281b/23	Notify SODC Councillor of local fly-tipping hot-spot	IPO	
283aiv/23	Advertise parish Clerk vacancy with OALC and elsewhere	IPO	
283c/23	Investigate refreshments and disposable cups for Annual Meeting of the Parish	PGC	
294b/23	Order further PATCH repairs with Creative Play at cost of £246.60 inc VAT, and seek timber treatment advice	IPO	
294c/23	Return signed PATCH grant acceptance form to SODC	IPO	
294c/23	Negotiate contract for PATCH surface replacement with Ecosurface	IPO/SW	
297b/23	Submit response to Playing Pitches and Leisure Facilities consultation	IPO	
297fii/23	Submit response to Fire Service false alarm consultation	IPO	
298a/23	Make payment of £100 for village daffodil planting	IPO	
266c/23	Submit EOI for SODC CIL Grant funding for Pedestrian Crossing project	IPO	EOI response window closed 5 Apr. CANCELLED out of time
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
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. ON HOLD
18b/23	Roundabout repair / re-installation	Clerk/IPO	Cost to reinstall the equipment (Creative Play) £450 + new bearing at £265 UNANIMOUSLY AGREED at June meeting. Installation ON HOLD until implementation of PATCH new surface project.

280. **County Councillors' Reports** NCW highlighted the following points from the written report:

- a. No further progress on land transfer for school extension at Judds Lane.
- b. About £3,000 remains available in the OCC Councillors' Grant fund for FY2024/25.

281. **District Councillor's Report** GH highlighted the following points from her written report:

- a. NPPF amendments implemented on 23 December 2023 eased 5 year development land supply requirements.
- b. Personal involvement in the Great Britain Spring Clean and invitation to highlight any fly-tipping hot-spots.

282. **Parish Councillor Reports** None

Parish Council Administration

283.a. **Parish Clerk.**

- i. The Council **Acknowledged** the stepping down of Mrs Lin Freeth as Clerk and expressed its thanks for her support while in post.
- ii. Notifications of change of address and contact details sent to the relevant organisations were **Noted**.
- iii. The draft contract of employment for a Parish Clerk was **Approved Unanimously**.
- iv. The draft advertisement for a replacement Parish Clerk for publication was **Approved Unanimously**.

b. Council Policies and Regulations.

- i. Adoption of the Document retention and Disposal Policy was **Approved Unanimously**.
- ii. Adoption of the revised Financial Regulations, incorporating the Bank Debit Card Procedure, and withdrawal of the separate Bank Debit Card procedure was **Approved Unanimously**.

iii. Continued use of the remainder of the Council's regulations and policies during the 2024/25 Council

Year as listed below was **Approved Unanimously**:

- Code of Conduct
- Standing Orders
- Co-option Policy
- Remote Council Meeting Policy
- Internal Financial Control Policy and Checklist
- Risk Assessment
- Asset Register
- Dignity at Work Policy
- Equality and Diversity Policy
- Employee Sickness and Absence Policy
- Expenses Policy
- Grievance Policy
- Freedom of Information Policy
- Publication of Information Policy
- Social Media Policy
- Media Policy
- Biodiversity Statement and Policy
- Graffiti Removal Policy

c. **Annual Meeting of the Parish.** Booking of the Village Hall for the meeting on 22 May was confirmed and invitations to contribute reports had been issued to relevant village organisations. PGC **Agreed** to investigate cost of refreshments and disposable containers. .

Finance

284. **Monthly Financial Report** The report for March 2024 including end-of-year transfers to earmarked funds was **Approved Unanimously**.

285. **Expenditure** Signing of cheques, making electronic payments, and raising standing orders and direct debits were **Approved Unanimously**.

a. **Electronic Payments:**

i. L Freeth (Clerk salary) (SSP 1-4 Mar)	Employee Contract (Paid Mar iaw FR3/4)	£50.12
ii. HMRC (Clerk PAYE)	Employee Contract (Paid Mar iaw FR3/4)	£12.40
iii. TMH (Meeting Room Hire 2023/24)	Invoice 2230 (Paid Mar iaw FR3/4)	£252.00 inc VAT
iv. Shield Maintenance (Dog Bins)	Invoice 7479	£25.99 inc VAT
v. Devey Tree Care (Req'd survey work)	Invoice 3611	£1,152.00 inc VAT
vi. QuickFixIT (website hosting)	Invoice 1153	£107.52 (no VAT)
vii.360 Landscapes (grass cutting)	Invoice SI-10843	£594.00 inc VAT.

b. **Standing Orders:**

i. Wiserve (IT Support)	INV-24131	£6.00 inc VAT per mth
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c. **Direct Debits:**

i. O ² (phone service)	05928908	£19.68 inc VAT per mth
ii. One Drive Storage	Contract	£1.99 inc VAT per mth

286. **Further Financial Matters**

- a. **O² Phone Service.** The increase of monthly Direct Debit payment from £19.20 to £19.68 with effect from March 2024 was **Noted**.
- b. **360 Landscapes Overpayment.** The grass cutting contractor's agreement to correct overpayment during the 2023/24 contract period in the next 2024/25 invoice was **Noted**.
- c. **AGAR 2023/24.** Receipt of the notification that submission was required on or before 20th June 2024 was **Noted**.

Planning

287. **Planning Applications to Consider or Note**

- a. **Application Ref: P24/S0933/HH: Emerton House 64 High Street OX9 7AB** Repairs to roof, ceiling and windows at first floor. Replacement of existing modern conservatory with a new single storey extension. **Supported Unanimously**.
- b. **Application Ref: P24/S0934/LB: Emerton House 64 High Street OX9 7AB** Repairs to roof, ceiling and windows at first floor. Replacement of existing modern conservatory with a new single storey extension. **Supported Unanimously**.
- c. **Application Ref: P24/S1018/FUL: Mount Hill Farm, High Street OX9 7AD** Erection of an agricultural building with associated works. **Supported Unanimously**.

d. **Application Ref: P24/S0904/S73: Moreton Park Moreton OX9 2HT** Removal of condition 4 (vision splay dimensions) on application P23/S3835/S73 (Variation of condition 8 (landscaping) on application P23/S1179/S73 (Variation of condition 2 (approved plans) on application Ref. P21/S2114/FUL changes to layout, orientation and design of dwelling and decrease in volume (Demolition of the existing agricultural barn and the erection of a single dwelling with associated works and landscaping). **Noted.**

288. **Planning Applications Determined**

- a. **Application Ref: P24/S0234/DIS: Moreton Park Moreton OX9 2HT** Discharge of condition 7 (landscaping (incl hardsurfacing and boundary treatment) on application P23/S3835/S73 Variation of condition 8 (landscaping) on application P23/S1179/S73 (Variation of condition 2 (approved plans) on application Ref. P21/S2114/FUL (Demolition of the existing agricultural barn and the erection of a single dwelling with associated works and landscaping) - changes to layout, orientation and design of dwelling and decrease in volume. **Condition Not Discharged.**
- b. **Application Ref: P23/S3587/DIS: Harlesford Farm, Tetsworth OX9 7BX** Discharge of condition 4 (surface water drainage) on application P23/S1081/FUL (Farm building with apron). **Condition Discharged.**

289. **Planning Applications Awaiting Decision**

- a. **Application Ref: P23/2989/HH Laurel Cottage 15 Silver Street Tetsworth OX9 7AR** A two storey side extension and a single storey front extension. Existing garage to be demolished and new enlarged garage to be constructed.
- b. **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). Additional information **Noted.** Submission of further **Objection Approved Unanimously.**

290. **Tetsworth NDP Review** JG reported that review of Evidence Base documents was progressing, more granular 2021 Census data for Tetsworth was available and an additional policy on community infrastructure would be considered for inclusion.

291. **Further Planning Issues**

- a. **Caravans on Talmage Rd/Oxfordshire Way Multi-plot Field.** Ongoing SODC Enforcement investigation was **Noted.**
- b. **Multi-plot Field off Stoke Talmage Road.** Email planning enquiry of 20 March and response was **Noted.**
- c. **Toll Lodge Farm.** Consideration of Enforcement Action by SODC Legal officers was **Noted.**

292. **Planning Considerations received after Agenda publication None**

Recreation Areas

293. **Routine Play Area, Adult Exercise Equipment and Defibrillator Inspection.** Reports of further wooden fixtures on the PATCH requiring repair or replacement were **Noted.**

294. **PATCH**

- a. **Play Inspection Company Report.** The findings of the re-inspection report did not raise any unexpected issues and were **Noted.**
- b. **Creative Play Repairs.** Arrangements for the beam repair to be carried out during week commencing 22 April were **Noted.** The company had also quoted a cost of £246.60 inc VAT to address further repairs/replacements identified by the routine inspections. It was **Agreed** that these repairs should be added to the work order for 22 April and bill payment in accordance with FR3/4 once invoiced was **Approved.**
- c. **Resurfacing Project.** A grant of £18,749 from the SODC Capital Grant Scheme had been approved. Return of a signed acceptance form was required for release of payment. The total sum of grant funding and Council contribution was now sufficient for a contract to be awarded and the project implemented.

295. **Adult Fitness**

- a. **SODC Specialist Site Visit.** A visit by the SODC 'Active Communities' Outdoor Coaching Session organiser still on hold until better spring weather.

296. **Forest School**

- a. **Fire Inspection.** Thame Fire & Rescue Service no longer undertook inspections of open air locations and the tenant only required to identify acceptable escape routes.

Communications

297. a. **London (Oxford) Airport Airspace Change Proposal.** Responding to the consultation was **Declined.**
- b. **Playing Pitches and Leisure Facilities.** PGC **Agreed** to respond in context of Village Green activities.
- c. **CPRE Green Defenders.** Local publication of recruitment flyer was **Agreed.**
- d. **OCC Let's Talk Customer Experience Strategy.** No response had been made to the consultation, but opinions submitted by other parishes were aligned with Council views.
- e. **SODC South News.** Publication of relevant articles was **Noted.**

f. **OCC Initiatives Update.**

i. Local publication of the items on fostering, 'swap to stop' and the digital phone switchover was **Noted**.

ii. **Fire & Rescue Service Consultation on False Alarm Response Criteria.** Submission of a response supporting withdrawal of daytime brigade attendance to automatic fire alarms at low and medium risk premises was **Agreed**.

g. **Police & Crime Commissioner.** Local publication of letter to Town and Parish Councils was **Noted**.

h. **Citizen' Advice.** Local publication of advice on debt and negative budgets was **Noted**.

i. **SSEN Digital Toolkit.** Local publication of the relevant items was **Noted**.

j. **Thame & Wheatley Ramblers.** Local publication of the latest poster was **Noted**.

Village Environment

298. a. **Village Daffodil Planting.** A donation of £100 for further daffodil planting on village verges was **Approved Unanimously**.

b. **Shield Dog Waste Bin Reports.** The reports for January and February 2024 indicated the adequacy of fortnightly collections, but the need for weekly collection would be monitored as dog-walking increased in warmer weather.

Highways, Byways & Transport

299. No relevant items.

Correspondence

300. No relevant items.

Items for Next Agenda Not Already Mentioned

301. a. **PATCH Timbers. To Consider** Creative Play advice on appropriate surface treatment.

b. **Village Green Drainage. To Consider** way ahead for ditch clearance with or without OCC grant support.

302. **Date of the Next Meeting** The next meeting will be held on **Monday 13th May 2024 at 1930**.

303. **Closure the Meeting** The meeting closed at 9.11pm.

Open Forum



John Gilbert
Minutes Clerk



Paul Carr
Chairman, Interim Proper Officer & RFO