



# 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 11<sup>th</sup> April 2022

### Present:

Chair Cllr Paul Carr (PGC)  
Cllr Seb Mossop (SM)  
Cllr Sanjiv (Kim) Bhagat (KB)  
Cllr Susan Rufus (SR)  
Cllr Christopher Thompson (CT)

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

**In Attendance:** None

**Members of the Public:** None

**Apologies for Absence:** Cllr Sean Whitehead (SW). OCC: Cllr Kate Gregory (KG), Cllr Nigel Champken-Woods (NCW).  
SODC: Cllr Caroline Newton

**574. Declarations of Interest** Cllr Rufus declared a personal financial interest in **Agenda Item 12c**, consideration of the wayleave charge applied for access to her property.

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

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

**577. Public Questions NONE**

**578. 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 The Swan. Update from owner to be requested             | SM             | Owner has accepted responsibility. Permission for vehicular access to Village Green obtained. Owner to be prompted about Green ditch-clearing campaign on 23 Apr. <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:KG) | The developer is carrying out ground tests to determine the condition and proposed construction of the road so that the designs can be amended. The officer is reviewing their designs and once the tests are carried out and the results received, minor amendments to their drawings can be made to allow for their approval. TPC noted that such tests have previously led to long delays. KG asked to continue to press for progress. <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. SOHA further review prompted 2 Mar, acknowledged 7 Mar. Reply still awaited. <b>ONGOING</b>  |
| 357f/21 | Liaise with Swan gardens resident over overgrown footpath issue                    | CT             | Situation appears to have eased and still satisfactory in Apr 2022. <b>COMPLETE</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; resident will forward the information when available. <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 544m2 coverage requested. One quote received in excess of £78k, others to be sought. <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/Clerk | OCC Highways requested to do site survey and obtain supplier purchase and installation quotations 23 Mar. <b>ONGOING</b>   |
| 554f/21 | Obtain quotations for solar panels and associated systems for the TSSC clubhouse          | KB       | Investigating scope of requirement with TSSC, and obtaining supplier quotations <b>ONGOING</b>   |
| 581a/21 | Issue Parish Clerk job offer to Mrs Freeth  | PGC      |  |
| 581b/21 | Advise TVP neighbourhood team of concern over recent spate of local criminal activity     | Clerk    |  |
| 584a/21 | Liaise with TSSC over generator specification   | Clerk    |  |
| 584a/21 | Seek generator detailed requirements from TMH committee                                   | Clerk    |  |
| 584b/21 | Advise TSSC of agreement to pay for skip hire   | Clerk    |  |
| 584c/21 | Notify Mr & Mrs Rufus of decision to waive future wayleave charges.                       | Clerk    |  |
| 585b/21 | Seek update on fundraising progress on Trim-trail project from school                     | Clerk    |  |
| 589b/21 | Advise Creative Play of approval of defined repair task quotation                         | Clerk    |  |
| 589d/21 | Task Fearless ramps with skate-ramp repair. Request assessment of additional work         | Clerk    |  |
| 591a/21 | Request War Memorial cleaning quotation from A Touch of Grace                             | Clerk    |  |
| 592a/21 | Seek further advice from OCC Highways on pedestrian crossing options                      | Clerk    |  |

#### 579. County Councillors' Report NONE

#### 580. District Councillor's Report NONE

#### 581. Parish Council Reports

- a. Recruitment of Parish Clerk Two applicants had been interviewed on 4 April. The proposal to make a job offer to Mrs Linda Freeth was **APPROVED UNANIMOUSLY**.
- b. Annual Meeting of the Parish The draft record of the meeting had noted a recent spike in criminal activity and antisocial behaviour in the village. A proposal to alert Thames Valley Police to the Council's concern over the situation was **APPROVED UNANIMOUSLY**.

#### Finance

**582. Monthly Financial Report** The monthly Financial Report for March 2022 and End-of-Year Allocations (attached to these minutes) were **APPROVED UNANIMOUSLY**.

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

- |  |                |   |
|--|----------------|---|
| a. Wiseserve (IT support)                        | INV 12491      | £6.00 inc VAT   |
| b. Shield Group (Dog waste emptying)             | INV 5574       | £52.00 inc VAT  |
| c. QuickFix IT (Website hosting)                 | INV 1093       | £74.99 inc VAT  |
| d. OCC (Speed and traffic survey)                | INV 3920529421 | £168.00 inc VAT<br>(already paid iaw FR3.4 and minute 515/21) |
| e. Tetsworth Memorial Hall (Hire for interviews) | INV 2109       | £19.20 inc VAT<br>(already paid iaw FR3.4)                    |
| f. Traffic Management Consultants Survey)        | INV TETS050422 | £718.00 inc VAT (earmarked)                                   |

#### **584. Further Financial Issues**

- a. **Grant Support for Standby Generators** Funding requests from TSSC and TMH to support purchase of standby generators for Tetsworth's Emergency Plan were considered. A proposal for TPC to lead a procurement project for TSSC seeking grant support from the SSEN grant scheme before 1 June and considering CIL co-funding was **APPROVED UNANIMOUSLY**. It was **AGREED** to seek clarification of the TMH requirement from the Memorial Hall committee.
- b. **Grant Support for Skip Hire** A request from TSSC to support skip hire costs of £200 + VAT linked to its Village Green ditch-clearing campaign on 23 Apr was **APPROVED UNANIMOUSLY**. Funds would come from the Enhancement of the Village sub-account.
- c. **Residential Wayleave Liability** Mr and Mrs Rufus had requested that their liability of £5 per year for wayleave to be discontinued with effect from 1 May 2022. The Council was unable to find documentary proof of its ownership of the strip of land at the entrance to 20 Silver Street and therefore **AGREED** that future wayleave charges should be waived and Mr & Mrs Rufus advised accordingly.
- d. **Transfer of Grants** The payments of £2,000 to the Platinum Jubilee Committee and £5,000 to the TMH committee were **NOTED**

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

- 585. a. Village Wicket Gates** Awaiting site survey and quote from OCC Highways officer.
- 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. Clarification of progress on the project and fundraising to be sought from the school.
  - e. **War Memorial and Jitty Benches** Old war Memorial bench removed. Two new benches ordered from Broxap Ltd with delivery expected 23 May. Installation arrangements to be made.
  - f. **TSSC Clubhouse Sustainability Improvements** Formal TSSC support for a TPC-led solar panel project secured. Scope of requirement to be confirmed with TSSC, supplier quotations to be obtained and possible co-funding sources to be investigated.

#### **Planning**

##### **586. Planning Decisions NONE.**

##### **587. Planning Applications**

- a. **Application Reference P22/S0871/FUL: 30 Marsh End Tetsworth OX9 7AU** Domestic dwelling. **SUPPORTED UNANIMOUSLY**
- b. **Application Reference P22/S0836/HH: Hill House 72 High Street Tetsworth OX9 7AB** Proposed single storey rear extension, with fenestration/material alterations to the existing house. **SUPPORTED UNANIMOUSLY**
- c. **Application Reference P21/S2114/FUL: Tetsworth Barn Judds Lane Tetsworth OX9 7BN** Demolition of the existing agricultural barn and the erection of a single dwelling with associated works and landscaping. **NOTED**
- d. **Application Reference P22/S0632/DIS: Mounthill Farm 19 High Street Tetsworth OX9 7AD** Discharge of conditions 3 (No change in levels) 4 (Materials) 12 (Landscaping) 13 (Biodiversity Enhancement Measures) 14 (Contaminated Land) 18 (Surface Water Drainage) and 19 (Foul Water Drainage) on planning application P21/S2028/FUL Erection of dwelling and conversion of outbuilding. **NOTED**

##### **588. Planning Issues Received after Publication of Agenda**

- a. **Application Reference P20/S4792/O: Toll Lodge Farm London Road Tetsworth OX9 7AZ** Provision of equestrian fitness and rehabilitation centre, with ancillary buildings, parking and landscaping (as amplified by landscape assessment received 9 April 2021). Lodging of **Appeal Ref: APP/Q3115/W/21/3287145** and deadline for submission of evidence to PINS by 10 May were **NOTED**

#### **Play Areas**

- 589. a. Routine Inspection** No significant new issues reported.

- b. **Play Inspection Company Report** A proposal to accept the Creative Play quotation of £408 inc VAT for defined repair tasks was **APPROVED UNANIMOUSLY**.
- c. **PATCH All-Weather Surface** Further quotations for full or partial replacement of bark chippings surface with an all-weather product awaited.
- d. **Skate-ramp Repair** Placement of the defined repair task with Fearless Ramps was **APPROVED UNANIMOUSLY**. Payment of the £1,130 SODC Councillor Priority Grant was still awaited. A proposal to earmark £2,500 to cover the current repair quotation of £1,435 and future additional repair costs was **APPROVED UNANIMOUSLY**.

### **Communications**

590. a. **Homes for Ukraine Scheme** The publication of Oxfordshire process guide was **NOTED**.

### **Village Environment**

591. a. **War Memorial Cleaning Service** A proposal to seek a quotation from 'A Touch of Grace's' cleaning service was **APPROVED UNANIMOUSLY**.
- b. **Village Bulb Planting Project** The successful implementation of the community and TPC-funded daffodil planting project was **NOTED**

### **Highways, Byways and Transport**

592. a. **High St Pedestrian Crossing** The Traffic Management Consultant's stage 1/2 Road Safety Report had concluded that traffic speeds were too high for a simple pedestrian crossing, and that the proposed site would be compromised by the eastbound bus stop. It was **AGREED** to seek OCC Highways advice on a suitable crossing format, and seek formal confirmation that the A40 being an M40 relief route prohibited introduction of a 20mph speed limit.

### **Correspondence**

593. a. **Football match Cancellation** Forwarding of the Aylesbury District Football League email concerning a short notice match cancellation to the TSSC treasurer was **NOTED**
594. **Date of the Next Meeting**. The next council meeting will be held at **7.30pm on Monday 9 May 2022**.
595. **Meeting Closed at 9.12 pm**



Paul Carr  
Chair and Interim Proper Officer

### 31 March 2022 Balances, Allocations and Carry Forward to FY2022/23

|                             |                              | Balances at<br>31 Mar 2022 | Allocations<br>at EoY 2021-<br>22 | Balances<br>carried<br>forward to<br>2022-23 |
|-----------------------------|------------------------------|----------------------------|-----------------------------------|--|
| Bank balance                |                              | £ 59,122.99                |                                   | £ 59,122.99                                  |
|                             |                              |                            |                                   |  |
| CIL                         |                              | £ 33,643.81                |                                   | £ 33,643.81                                  |
|                             |                              |                            |                                   |  |
| Wayleave unallocated income |                              | £ 62.88                    |                                   | £ -  |
|                             | to reserve (473/21)          |                            | -£ 62.88                          |  |
|                             |                              |                            |                                   |  |
| OCC Grant                   |                              | £ 2,000.00                 |                                   | £ 2,000.00                                   |
|                             |                              |                            |                                   |  |
| SODC Grant from May 2021    |                              | £ 23.38                    |                                   | £ -  |
|                             | to reserve (473/21)          |                            | -£ 23.38                          |  |
|                             |                              |                            |                                   |  |
| Earmarked funds             | Play Area                    | £ 4,850.39                 | £ 2,957.74                        | £ 7,808.13                                   |
|                             | Legal Fees                   | £ 2,802.21                 | £ 2,500.00                        | £ 5,302.21                                   |
|                             | Election Fees                | £ 300.00                   |                                   | £ 300.00                                     |
|                             | Crossing survey              | £ -                        | £ 599.00                          | £ 599.00                                     |
|                             |                              |                            |                                   |  |
| Strategic reserve           |                              | £ 8,500.00                 | £ 969.84                          | £ 9,469.84                                   |
|                             |                              |                            |                                   |  |
| Budget variance             |                              | £ 6,056.74                 |                                   | £ -  |
|                             | to Crossing Survey (561a/21) |                            | -£ 599.00                         |  |
|                             | to Legal Fees (553c/21)      |                            | -£ 2,500.00                       |  |
|                             | to Play Area (553c/21)       |                            | -£ 2,957.74                       |  |
|                             |                              |                            |                                   |  |
| Variance at bank            |                              | £ 883.58                   |                                   | £ -  |
|                             | to reserve (473/21)          |                            | -£ 883.58                         |  |
|                             |                              |                            |                                   |  |
| <b>TOTAL VARIANCE</b>       |                              | £ -                        | £ -                               | £ -  |