



Tetsworth Parish Council

Chairman & Interim Proper Officer (IPO)

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Minutes of the Meeting of Tetsworth Parish Council Held at 7.30pm on Monday 9th May 2022

Present:

Chair Cllr Paul Carr (PGC)

Cllr Seb Mossop (SM)

Cllr Sanjiv (Kim) Bhagat (KB)

Cllr Susan Rufus (SR)

Cllr Christopher Thompson (CT)

Cllr Sean Whitehead (SW)

Parish Clerk: Linda Freeth (LF)

Minutes Clerk: John Gilbert (JG)

In Attendance: OCC: Cllr Nigel Champken-Woods (NCW)

SODC: Cllr Caroline Newton (CN)

Members of the Public: One

1. **Apologies for Absence:** OCC: Cllr Kate Gregory (KG)
2. **Declarations of Interest** Members were asked to declare any personal interest and the nature of that interest in any of the items under consideration at the meeting. **NONE.**
3. **Election of Chair for the Municipal Year 2022/2023** PGC was proposed by SM and seconded by KB. **AGREED UNANIMOUSLY.**
4. **Chair's Declaration of Acceptance of Office** RECEIVED.
5. **Election of Vice-Chair for the Municipal Year 2022/2023** SM was proposed by SR and seconded by KB. **AGREED UNANIMOUSLY.**
6. **Vice-Chair's Declaration of Acceptance of Office** RECEIVED.
7. **Appointment of Councillors to Outside Bodies, Sub-committees and Other Groups and Roles**
 - a. **Media Sub-Committee** PGC and SM **AGREED** to assist with updates to the Parish Council website and to post on the Tetsworth Community Facebook page as appropriate.
 - b. **Planning Sub-Committee** The proposal to form a Planning Sub-Committee of councillors and outside appointees was **AGREED UNANIMOUSLY.** CT **AGREED** to Chair the Sub-Committee and PGC **AGREED** to be a member.
8. **Review and Approval of Council Regulations and Policies**
 - a. Revised versions of Parish Council Standing Orders and Asset Register were **APPROVED UNANIMOUSLY.**
 - b. New Employee Sickness and Absence, Expenses, Remote Meeting and Co-Option policies were **APPROVED UNANIMOUSLY.**

c. Continued use of the existing Code of Conduct, Financial Regulations, Emergency Plan, Risk Assessment, Death of a Public Figure protocol and the Publication of Information, Social Media and Graffiti policies was **APPROVED UNANIMOUSLY**.

9. **Minutes of the Council Meeting held on 11th April 2022 for Signing APPROVED UNANIMOUSLY.**

10. **Matters arising from the Minutes not on the Agenda. NONE**

11. **Public Questions NONE.**

12. **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. ONGOING
305c/21	Drainage ditch blockage at The Swan. Update from owner to be requested	SM	Green ditch-clearing campaign will now be completed with resident providing support of skip and digger equipment. Swan owner advised. COMPLETE
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. ONGOING
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. OCC Cllrs asked to provide more detailed update at Jun 22 meeting. ONGOING.
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. Further prompting in hand. ONGOING
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. ONGOING
448b/21	Canvass support for and arrange possible First Aid training	SR	More than 12 residents registered interest. Possible course dates to be identified. Alternative training providers being investigated. ONGOING
453b/21	Investigate options for all-weather surface for PATCH	SW	Supplier quotations for 544m2 coverage requested. One quote received in excess of £78k, reduced to £43k without bark removal. Alternative options to be investigated. ONGOING
482c/21	Consider Christmas tree and outdoor decorations purchase with TMH committee by Jul 22	TPC	For review by Jul 22. ONGOING
506a/21	Prompt OCC on wicket gate project progression	Clerk	OCC Highways site survey carried out. Quotation for supplier purchase and installation awaited. ONGOING
554f/21	Obtain quotations for solar panels and associated systems for the TSSC clubhouse	KB	Outline requirement circulated to potential suppliers. Proposals and quotations awaited. ONGOING
584a/21	Seek generator detailed requirements from TMH committee	Clerk	TMH committee has taken ownership of requirement. COMPLETE
589d/21	Task Fearless ramps with skate-ramp repair. Request assessment of additional work	Clerk	Order placed and assessment requested 12 Apr. Repair still awaited 9 May. ONGOING
592a/21	Seek further advice from OCC Highways on pedestrian crossing options	Clerk	OCC advice to consult South East Area Highways Engineer on upgrading to signal-controlled crossing or alternative traffic calming measures, in hand, 9 May. ONGOING
6b/22	Invite external membership to Planning Sub-committee	CT/PGC	
14d/22	Make 2021/22 AGAR submission	IPO	
14g/22	Issue 2021/22 Notice of Public Rights	IPO	
16ab/22	Submit account change of address and Debit Card issue request to Lloyds Bank	IPO	
17e/22	Submit TSSC emergency generator grant bid to SSEN	IPO	
19b/22	Submit Appeal APP/Q3115/W/21/3287145 evidence to PINS	IPO	
26a/22	Advise TOLC of TPC position on tree line maintenance	IPO	
26b/22	Advise war memorial cleaning supplier of deferment to FY2023/34 budget consideration	IPO	
26d/22	Revise and implement council asset inspection schedule	SR	
27bc/22	Publicise TTROs T10272 and T9921/RM	IPO	

13. **County Councillors' Report** Topics of relevance to Tetsworth covered: requests for the 2023-24 Highways Works programme required inputs in June and September 2022; almost 91.5% of 2022-23 infant and junior school entry first preferences achieved; £240 OCC Councillor Grant awarded to Police Community Clubs for policing awareness briefing at Tetsworth primary School.
No reported progress on specific Tetsworth projects. NCW **AGREED** to seek more detailed OCC update via KG on Tetsworth Primary School extension project.
14. **District Councillor's Report** CN had recognised Tetsworth's concern over the detrimental cumulative landscape impact of a concentration of large solar farms on affected village settlements. She would seek to influence policy development on this issue with SODC councillor colleagues and officers.
15. **Parish Council Reports**
- Parish Clerk Appointment** Councillors welcomed Mrs Linda Freeth who had been appointed as the Tetsworth Parish Clerk with effect from 1 May 22. Her contract of employment was completed and signed.
 - Annual Meeting of the Parish** Notes of the 2022 Annual Meeting of the Parish held on 5 Apr were **APPROVED UNANIMOUSLY** for publication.

Finance

16. **Receipt and Approval of Financial Reports**
- Monthly Financial Report** The report for April 2022 was **APPROVED UNANIMOUSLY**.
 - End-of-Year Financial Report** The report for 2021/22 was **APPROVED UNANIMOUSLY**.
 - 2021/22 Internal Audit Report** The full report for 2021/22 was **NOTED**.
 - 2021/22 AGAR Submission** The Annual Internal Audit Report for 2021/22 for AGAR submission was **NOTED**.
 - Annual Governance Statement** The statement for 2021/22 for AGAR submission was **APPROVED UNANIMOUSLY** and **SIGNED**.
 - Accounting Statements 2021/22** The 2021/22 statements for AGAR submission were **APPROVED UNANIMOUSLY** and **SIGNED**.
 - Notice of Public Rights** The notice for 2021/22 was **APPROVED UNANIMOUSLY** and **SIGNED** for publication.
 - FY2022/23 Precept Payment** Receipt of £14,285 from SODC on 4 April was **NOTED**.
 - PWLB Audit Statement** The outstanding balance of £23,762.32 as at 6 April 2022 was **NOTED**.
 - 2020/21 Notice of Public Rights** Notwithstanding the external auditor's previous comments, it was **NOTED** that the notice had been correctly published. Supporting evidence for this would be included in the 2021/22 AGAR submission.
17. **Approval of Expenditure** by signing of cheques, making electronic payments, and raising standing orders and direct debits.
- Electronic Payments**

i.	Shield Maintenance (Dog bins)	INV 5637	£52.00 inc VAT
ii.	R Mead (Skip hire)	INV 7443	£240.00 inc VAT
iii.	Jane Olds (Internal Audit)	INV JO152	£210.00
 - Clerk Salary and NI Payment** Payment was **AGREED** to be made monthly as invoiced by the Parish Clerk.
Anticipated payments for FY2022/23 were:

i.	Linda Freeth (Clerk salary 5/22 & 6/22)	Employee Contract	£895.19 per month
ii.	Linda Freeth (Clerk salary 7/22 to 3/23)	Employee Contract	£897.48 per month
iii.	HMRC (Clerk National Insurance 5/22 & 6/22)	Employee Contract	£12.52 per month
iv.	HMRC (Clerk National Insurance 7/22to 3/23)	Employee Contract	£11.23 per month
 - Standing Orders**

i.	Wiseserve (IT Support)	INV 13029	£6.00 inc VAT per month
ii.	ONPA (Annual Subscription)	INV Email 14/4/22	£50.00 per annum
 - Direct Debit**

i.	Nest Pensions (Clerk pension)	Employee Contract	~£29.60 per month
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18. **Further Financial Issues**

- a. **Internet Banking** The addition, by online amendment, of Mrs Linda Freeth as Clerk/RFO to be authorised to set up payments on the account was **NOTED**. A change of address request for statements was **SIGNED** for submission.
- b. **Bank Account Debit Card** Submission of a request for a debit card to be held by the Clerk/RFO was **APPROVED UNANIMOUSLY**.
- c. **Insurance Renewal** The need to reassess the value of council assets including the TSSC building was **NOTED**. A proposal to order a valuation of the building at a cost of £126 was **APPROVED UNANIMOUSLY**. Competitive premium quotations were awaited, but a sum of up to £1500 for policy renewal on 1 June 2022 was **APPROVED UNANIMOUSLY**.

Candidate CIL Project Progress Review

- 19. a. **Village Wicket Gates** Site survey carried out by OCC Highways officer. Supplier quotations via OCC for purchase and installation awaited.
- b. **Trim Trail for Tetsworth Primary School** £5000 earmarked as TPC contribution towards project with caveat on future spending deadline. Implementation planned for Summer 2022 with expected request for funding transfer.
- c. **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.
- d. **TSSC Clubhouse Sustainability Improvements** Formal TSSC support for a TPC-led solar panel project secured. Scope of requirement to be refined with TSSC. Supplier proposals and quotations requested. Co-funding sources to be investigated.
- e. **TSSC Generator to Satisfy Inclusion in the TPC Emergency Plan** Submission of grant request to SSSEN for purchase and installation of a suitable generator **AGREED**. If unsuccessful, to add this item for consideration for CIL funding.

Planning

20. **Planning Decisions Noted**

- a. **Application Reference: P21/S4408/FUL Mount Hill Farm High Street Tetsworth OX9 7AD** Erection of extension to existing building and use for agricultural purposes (retrospective) (As modified by additional information submitted by the agent on 18 January 2022). **GRANTED**
- 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. **GRANTED**

21. **Planning Applications Considered**

- a. **Application Reference P22/S0632/DIS: Mount Hill 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. Additional landscape and ecological evidence. **For Information Only**.
- b. **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). Submission of evidence to PINS for **Appeal Ref: APP/Q3115/W/21/3287145** was **APPROVED UNANIMOUSLY**

22. **Further Planning Issues**

- a. **Planning Application: P22/S0871/FUL** TPC response to resident correspondence and further submission to SODC planning officer concerning planned vehicle access was **NOTED**.

23. **Planning Issues Received after Publication of Agenda** **NONE**.

Play Areas

- 24. **PATCH Routine Inspection** No significant new issues reported. Further work will be spread when arranged.

Communications

25. **South News April 2022** No items considered sufficiently relevant to Tetsworth residents for further distribution.

Village Environment

26. a. **Tetsworth Outdoor Learning Centre** Responsibility for the management of the tree line round the site was still unclear, but TPC agreed to advise TOLC that it would take responsibility for future maintenance.
- b. **War Memorial Refresh** 'A Touch of Grace's' quotation of £1,100 for deep clean and re-lettering was considered. but could not be afforded within the FY 2022/23 budget. Notification of supplier and consideration of inclusion in FY2023/24 budget was **AGREED**.
- c. **Village Green Ditch Clearing** The TSSC further funding request for skip hire was no longer needed.
- d. **Council Asset Inspection** The requirement to inspect council assets other than the play areas on a regular basis () and arrange for maintenance to be carried out was **NOTED**. Inspection of electronic street signs, bus shelter, bins and benches on a monthly basis was **AGREED**. An annual inspection of the TSSC building was also **AGREED**.
- e. **Back St Grass Cutting** Cutting of a public grass area by the contractor had been resolved.

Highways, Byways and Transport

27. a. **High Street Pedestrian Crossing** OCC Highways advice to seek suitable crossing design and siting solutions from the South east Area Engineer was **NOTED**.
- b. **Temporary Road Closure Notice T10272** Temporary B4009 road closure at Aston Rowant from 1900- 0500 on 7/8 Jul was **NOTED** and would be **PUBLICISED** locally.
- c. **Temporary Road Closure Notice T9921/MR** Closure of Silver St, Tetsworth to vehicular traffic and traffic light controlled restrictions on High St, Tetsworth for water main renewal between 0930 and 1530 daily from 25 Jul for a period of 8 weeks was **NOTED** and would be **PUBLICISED** locally.

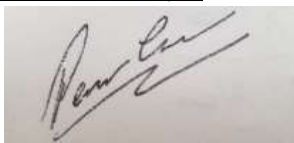
Correspondence

28. a. **OALC Legal Update** Contents of presentation issued on 11 Apr were **NOTED**.
- b. **OALC 2022 Training Schedule** No training requests were registered.
- c. **OALC April 2022 Newsletter** Articles relevant to Tetsworth were **NOTED**.
- di. **Oxfordshire NP Alliance** Minutes of 9 Apr meeting were **NOTED**.
- dii. **Local Government Ethical Standards** Government response to the Committee on Standards in Public Life review was **NOTED**
- e. **Virtual Council Meetings** John Howell MP's commentary on future policy considerations was **NOTED**.
- f. **Hire of Tetsworth Outdoor Learning Centre (TOLC)** TPC and TOLC administrator support for Red Kite Family Centre's request to use the Forest School was **NOTED**.
- g. **TMH Heat Pump Installation** TMH's notification to hirers of possible disruption due to heat pump installation and associated works starting on 23 May was **NOTED**.

29. **Items for next Agenda nit already mentioned.** **NONE**

30. **Date of the Next Meeting.** The next council meeting will be held at **7.30pm on Monday 13 June 2022**.

31. **Meeting Closed at 9.21 pm**



Paul Carr
Chair and Interim Proper Officer