



## Tetworth Parish Council

Samantha Cox

Clerk and RFO

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### Minutes of the Meeting of Tetworth Parish Council Held in Tetworth Memorial Hall at 7.30pm on Monday 9<sup>th</sup> September 2024

#### Present:

Chair: Cllr Paul Carr (PGC)

Cllr Seb Mossop (SM)

Cllr Susan Rufus (SR)

Cllr Christopher Thompson (CT)

Parish Clerk/RFO: Samantha Cox (SC)

**In Attendance:** John Gilbert (JG) – TPC Planning Sub-Committee

**Members of the Public:** Three

115. **Apologies for Absence** Received from: Cllr Sanjiv (Kim) Bhagat and Cllr Sean Whitehead.
116. **Declarations of Interest** PGC declared interest in payment of invoice CC004 and the request for a 2024 Poppy Appeal financial grant.
117. **Parish Clerk Appointment.**  
a. Samantha Cox was **Welcomed** as Tetworth Parish Council's Parish Clerk/RFO and exchange of signed contracts was **Noted**.  
b. John Gilbert was **Thanked** for his much-valued service as voluntary Minutes Clerk over the past year.
118. **Minutes of the Council Meeting held on 15<sup>th</sup> July 2024 for Signing** **Approved Unanimously.**
119. **Minutes of the Extraordinary Council Meeting held on 30<sup>th</sup> July 2024 for Signing** **Approved Unanimously.**
120. **Matters arising from the Minutes not on the Agenda** **None.**
121. **Public Questions** **None.**
122. **Update of Actions List**

Ref.	Item Requiring Action	Resp	Action/Progress
355c/21	Monitor OCC investigation of school extension project progress	PGC (OCC:K G)	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	Clerk	OCC has installation of east side and Parkers Hill gates in hand with Chiltern Society Volunteer group. <b>ONGOING</b>
317b/23	Access roadway/track – A40-Marsh End-TSSC-Spencers Farm and Sewage Disposal Works	Clerk	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 PGC	Quotations to clean and reinstate lettering £1,250, and two for cleaning only £1,950 and £820. Three quotations were deemed sufficient. PGC to clean WM before the next meeting. 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	PGC	To be prepared after installation completion. Email enquiring about progress sent to contractor 8 July 24. <b>ONGOING</b>
61/24	Investigate implications of adopting a gov.uk internet domain address	Clerk	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	Clerk	To obtain a set of instructions, so that TPC has a copy, and arrange a demonstration. To obtain the cost and source of fuel. <b>ONGOING</b>
77a/24	Discuss Village Green ditch clearance with local farmer	SM	To liaise with village volunteers. <b>ONGOING</b>
105a/24	Request PATCH artificial surface Warranty documentation from Ecosurface	Clerk	Email to Ecosurface, 16 July. <b>ONGOING</b>
105a/24	PATCH resurfacing project - Prepare 'letters of thanks' to organisations providing grants.	Clerk	
105c/24	Arrange PATCH site visits with potential metal fencing contractors to establish specification and quotations	SM	Quotes received and more being sought. <b>COMPLETE</b>
108b/24	Investigate responsibility for maintenance of Parkers Hill overhanging trees	Clerk	Response from OCC is that the trees are most likely the resident's responsibility. Email to be sent to SOHA to enquire whether they own the trees. <b>ONGOING</b>
134e/24	Wain Estates proposed outline planning application - Email the Council's response to the developer's request for comments.	Clerk	
134f/24	Enforcement Actions - Request an update from Cllr Heritage (SODC) on the progress of the two current enforcement actions: SE22/54 at Toll Lodge Farm.	Clerk	
137c/24	PATCH – Equipment structure repairs	Clerk	Contact Creative Play and arrange the repair of the equipment.
139a/24	'Cool Spaces'	Clerk	To ask the church PCC whether we can publicise the Church as an accessible 'Cool Space' for respite during extremely hot weather
139c/24	Grass Cutting Contract - Review the areas under contract and invite contractors to tender.	Clerk	
139f/24	Land Ownership - To make a Land Registry enquiry regarding the ownership of the pond behind the High Street.	Clerk	
140a/24	Respond to the OCC Bus Stop Data Collection Exercise	SR	
141b/24	SSEN Powering Communities to Net Zero - To investigate the opportunities offered by the SSEN Powering Communities to Net Zero scheme.	Clerk	
141h/24	Age UK Scams Awareness talks - To contact the Memorial Hall Committee regarding holding a talk.	Clerk	
135/23	Seek OCC advice on siting and costs of east-end village entrance gates	Clerk	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>ON HOLD</b>
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	OCC advice that proposed 20mph limit might allow the assessment of the crossing's suitability to be reconsidered. <b>ON HOLD</b>

### **Councillor Reports**

123. **County Councillors' Report** A report was received from Cllr Gregory and is attached as Appendix 1.
124. **District Councillor's Report** A report was received from Cllr Heritage and is attached as Appendix 2.
125. **Parish Councillor Reports** None.
126. **Parish Council Administration**
- Asset Register** The updated version of the Asset Register was **Approved Unanimously**.
  - Financial Regulations** The new Financial Regulations adapted from the recently issued NALC template have been **Adopted**.

### **Finance**

127. **Monthly Financial Report** The reports for July and August 2024 were **Approved Unanimously**.
128. **Expenditure** Signing of cheques, making electronic payments and raising standing orders and direct debits were **Approved Unanimously**.
- Electronic Payments: (\* paid iaw Minute 74c/24; \*\* paid iaw Minute 98c/24, \*\*\* paid iaw FR3.4)**
    - Shield Maintenance (Dog Bins) Invoice 7876 \*\* £33.16 inc VAT
    - 360 Landscapes (Grass cutting - July) Invoice SI-10861 \*\* £396.00 inc VAT
    - Creative Play (Roundabout repair) Invoice 29639 \* £894.00 inc VAT
    - The Sign Shed (Forest School sign) Invoice SI-92492 \*\*\* £21.45 inc VAT
    - Open Spaces Society (Ann Membership) 75465 £45.00 NO VAT
    - Carolyn Carr (Memorial Garden plants) CC004 £49.98 NO VAT
    - Shield Maintenance (Dog Bins) Invoice 7966 £33.16 inc VAT
    - Climate Building Services Ltd (Generator) Invoice 3007 £4,359.30 inc VAT
    - 360 Landscapes (Grass cutting – August) Invoice SI-10868 £594.00 inc VAT
  - Standing Orders:**
    - Wiseserve (IT Support) Invoice 25863 \*\* £6.00 inc VAT pcm
    - Wiseserve (IT Support) Invoice 26268 £6.00 inc VAT pcm
  - Direct Debit:**
    - O<sup>2</sup> (phone service) 05928908 \*\* £20.88 inc VAT pcm
    - Microsoft (One Drive Storage) Contract \*\* £1.99 inc VAT pcm
    - ICO Data Protection Fee (due 16<sup>th</sup> Sept) Contract £35.00 (£40-£5 DD discount)
  - Bank Debit Card:**
    - None.
129. **To Consider / Discuss / Approve Further Financial Matters**
- MyVision Oxfordshire Charity.** A donation of £50 was **Approved Unanimously**.
  - RBL Poppy Appeal.** A donation of £100 for the purchase of a wreath for the 2024 Remembrance Service was **Approved Unanimously**.
  - Aspire Oxford Charity.** A donation of £100 was **Approved Unanimously**.
  - OALC Subscription 2025/26.** It was **Noted** that the proposed increases for next year will be voted upon at an EGM on Mon 7<sup>th</sup> Oct at 1200. It was **Approved Unanimously** to vote in favour at that meeting, either by proxy or in person.
  - SODC BACS Remittance.** The receipt of the second precept payment of £15,593.50 was **Noted**.

## **Planning**

### 130. **Planning Applications to Consider**

- a. **Application Reference P24/S2387/FUL: 7 Silver Street Tetworth OX9 7AR.** Demolition of prefabricated detached bungalow and separate garage and erection of a new Barn Style dwelling and garage. (*Deadline 4<sup>th</sup> Sep. Extension agreed with SODC Planning to 10<sup>th</sup> Sep*). **Supported Unanimously.**
- b. **Application reference P24/S2615/HH: Mount Hill Farm 19 High Street Tetworth OX9 7AD.** Internal & external alterations, including demolition and erection of single storey extensions. (*Deadline 13<sup>th</sup> September*). **Supported Unanimously.**

### 131. **Planning Applications Determined**

- a. **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** dismissed.

### 132. **Planning Applications Awaiting Decision**

- a. **Application Reference: P23/S4191/FUL: Claridge Barn Chiltern View Tetworth OX9 7AL** Conversion of stable building to three dwellings with gardens and parking.

### 133. **Tetworth NDP Review** JG reported on the Steering Group progress following the meeting on 4th September.

### 134. **To Discuss Any Further Planning Issues**

- a. **Gigaclear Land Ownership Enquiry.** The response in reference to land at The Laurels was **Noted** and the need for a meeting to discuss the company's installation plans was **Considered**.
- b. **Lewknor (Postcombe) Solar Farm.** A report was **Received** from JG on the recent Lewknor Parish meeting.
- c. **SODC/VOWH Joint Local Plan.** Progress was **Noted**.
- d. **Rural Housing.** It was **Agreed** that a response to the email from the Rural Housing Enabler for Oxfordshire was not necessary.
- e. **Wain Estates proposed outline planning application.** The Council's response to the developer's request for comments on the proposed application was **Approved**.
- f. **Enforcement Actions.** It was **Agreed** that that Cllr Heritage (SODC) should be asked to provide the Council with updates on the progress of the two current enforcement actions: SE22/54 at Toll Lodge Farm (last reported as active in March 2024), and that reported in progress some time ago against the owners of the caravans in the multiple-ownership field astride the Oxfordshire Way off the Stoke Talmage road.

### 135. **Further Planning Considerations Received after Agenda Publication** None

## **Recreation Areas**

### 136. **Routine Play Area, Adult Exercise Equipment and Defibrillator Inspection.** The report was **Received**.

### 137. **PATCH**

- a. **Resurfacing Material Complaint.** The resident's complaint and PGC's reply were **Noted**. It was agreed that no pollution implications were likely.
- b. **Roundabout Repair.** The completion of Creative Play's repair was **Noted**.
- c. **Equipment structure repairs.** The work outlined in Creative Play Sales Order 28040 at a cost of £339.00 inc VAT was **Approved**.
- d. **Replacement Fencing Project.** The specification and quotations for metal railings were discussed. It was suggested that further quotes for wooden fencing be obtained.

### 138. **Forest School**

- a. The installation of the signage on the gate was **Noted**.

## **Village Environment**

### 139.

- a. **'Cool Spaces'.** The Church was the only location in the village **Identified** to be a possible 'Cool Space' for respite during extremely hot weather.
- b. **Overhanging Trees, Parkers Hill.** Progress on identifying responsibility for maintenance was **Noted**.
- c. **Grass Cutting Contract.** It was **Noted** that the contract is due for renewal in March 2025. A review of the areas under contract should be carried out and invitations to tender offered to RJ Ground Care and 360 Landscapes.

- d. **WWI Memorial Tree.** It was **Noted** that the tree needs a support as it grows and Devey Tree Care has resolved to provide one.
- e. **Winter Preparedness.** The requirement for any additional salt bins and salt prior to the onset of winter was discussed. OCC will be asked to provide a new bin in Blackthorn Rise. Submissions are required by end September.
- f. **Land Ownership.** The resident's query about the ownership of the pond behind the High Street was **Noted**. It was agreed that a Land Registry enquiry should be made.

### **Highways, Byways & Transport**

140.

- a. **OCC Bus Stop Data Collection Exercise.** SR agreed to prepare the Council's response.
- b. **PTR Meeting July 2024.** It was **Noted** that the minutes and presentations from the meeting are available to Councillors. The next meeting will be on Tue 19<sup>th</sup> November at 1.30pm.
- c. **20 MPH Speed Limit.** It was **Noted** that TPC has still not been informed officially of the approval of its request or of the deferral of the implementation of the scheme pending consultation with OCC and the Carousel bus company. A chaser email will be sent to NCW/KG.
- d. **Police JOU Traffic Data.** The data from Q1 2024 was **Noted**.

### **Correspondence**

141.

- a. **Citizens Advice Recruitment Campaign.** The publicity of the advertisement on behalf of Citizens Advice was **Noted**.
- b. **SSEN Powering Communities to Net Zero.** The opportunities presented by the scheme were **Noted**. The installation of solar panels on the large public buildings in the village (TSSC, school, church, Memorial Hall) was suggested.
- c. **PCC plan for Protecting the Thames Valley.** The contents of the plan and the availability of the Community Fund grant was **Noted**.
- d. **OALC July Newsletters.** The contents, particularly future training courses, especially the New Clerks' Workshop on Monday 23<sup>rd</sup> September (10:00-14:00 in Wallingford – FREE) and the Introduction to the Parish Councils Domain Helper Service on Monday 30<sup>th</sup> September (10:15-11:15 Online – FREE) were **Noted**. The consultations in the August newsletter were also **Noted**.
- e. **Against Breast Cancer Charity Poster.** The publicity of the 'Breast Walk Ever' on 13<sup>th</sup> September in Wallingford was **Noted**.
- f. **Thames Valley Police Anti-Social Behaviour Mediation Service.** The start of the service on 24<sup>th</sup> July 2024 was **Noted**.
- g. **Thames Valley Police Safer Roads Unit.** The statistics from SODC/VOWH for Q1 2024 were **Noted**.
- h. **Age UK Scams Awareness talks.** The applicability to Tetworth was considered and it was suggested that the Memorial Hall Committee should be approached.
- i. **Oxfordshire Trading Standards Electric Blanket Testing.** Publicity that testing is again available in Sep/Oct was **Noted**.
- j. **South and Vale Active Communities.** The distribution of the publicity poster for the organisation was **Noted**.
- k. **Cornerstone Christmas Production.** The publicity of the advert for young actors for the production was **Noted**.
- l. **Community First Oxfordshire.** The contents of the August newsletter were **Noted**.

142. **Items for Next Agenda Not Already Mentioned**

- a. Leaf clearing of the PATCH. It was suggested that quotes for leaf clearing be obtained from the contractors that are tendering for the grass cutting contract.

143. **Date of the Next Meeting** The next meeting will be held on **Monday 14<sup>th</sup> October 2024 at 7.30pm.**

144. **Closure of the Meeting** The meeting closed at 9.24pm

### **Open Forum**

P G Carr  
Chairman

pp

Samantha Cox  
Clerk and RFO