

Tetsworth Parish Council

Paul Carr
Interim Proper Officer & RFO
Tel: 07523907741
Email: clerk@tetsworthparishcouncil.co.uk

Minutes of the Meeting of Tetsworth Parish Council Held at Tetsworth Memorial Hall at 7.30pm on Monday 14th October 2024

Present: Chair Cllr Paul Carr (PC)
Cllr Seb Mossop (SM)
Cllr Kim Bhagat (KB)
Cllr Sean Whitehead (SW)

Minutes Clerk: John Gilbert (JG)

In Attendance: Cllr Georgina Heritage ((GH) (SODC)

Members of the Public: None

150. **Apologies for Absence** Cllr Susan Rufus (SR), Cllr Chris Thompson (CT)).

151. **Declarations of Interest** Members were asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting. **None Declared.**

Council Appointments

152. **Clerk to the Parish Council/Responsible Finance Officer.** The resignation of Mrs Samantha Cox as Clerk/RFO with effect from 8 October 2024 was **Noted**. The proposal by SM, seconded by KB, that Cllr Paul Carr (PC) be elected as the Council's Proper Officer and Responsible Finance Officer was **Approved Unanimously**.

153. **Minutes Clerk.** The proposal that JG should resume the volunteer role of Council Minutes Clerk in the absence of an employed Parish Clerk was **Approved Unanimously**.

Approval of Minutes

154. **Minutes of the Council Meeting held on 9 September 2024** were **Approved Unanimously** for Signing.

155. **Minutes of the Extraordinary Council Meeting held on 23 September 2024** for Signing. Approval was held over to the next Council meeting as the number of councillors who had attended that meeting and present at this meeting was fewer than the quorum requirement.

156. **Public Questions.** **None.**

157. **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. Land transfer to OCC and S278 agreement awaiting registration of unregistered land with Land Registry as at 15 July 24. OCC will meet with school head and governors after land transfer to confirm future plans. ONGOING

482c/21	Arrange installation of decorated Christmas tree on Village Green for 2024.	SR	Allocation of up to £300 + VAT for metal frame purchase Approved Unanimously on 14 Oct 24. Order to be placed for construction of metal support frame with identified manufacturer. ONGOING
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. Continuing delay may be due to OCC Countryside Access staff shortage. ONGOING
317b/23	Access roadway/track – A40-Marsh End-TSSC-Spencers Farm and Sewage Disposal Works	IPO	Continuing delay in resolution may be due to OCC Countryside Access and Highways staff. OCC Countryside Access Officer has asked Highways colleague to make site visit. OCC action last prompted by email exchange 9 Apr 24. ONGOING
392d/23	War Memorial cleaning.	TPC	Commercial cleaning option on hold. Self-help cleaning by TPC personnel planned ahead of 2024 Remembrance event. ONGOING
30e/24	Prepare Emergency Generator publicity feedback for SSEN once installed	IPO	Installation completed. Publicity feedback preparation in hand. ONGOING
61/24	Investigate implications of adopting a gov.uk internet domain address	IPO	To obtain Wiserserve individual quotations for clerk's email, councillors' emails, website and document storage. ONGOING
62/24	Seek contractor advice on emergency generator operating and maintenance arrangements	IPO	PDF copy of instructions awaited from TSSC. Demonstration to TPC being arranged. Fuel and container being obtained by TSSC; invoices to be forwarded to TPC. ONGOING
77a/24	Discuss Village Green ditch clearance with local farmer	IPO	2017 land ownership statement may place responsibility with registered landowner. ONGOING
105a/24	Request PATCH artificial surface Warranty documentation from Ecosurface	IPO	Document received. COMPLETE
105a/24	Prepare 'letters of thanks' to organisations providing grants for PATCH resurfacing project	IPO	Preparation in hand. ONGOING
105c/24	Arrange PATCH site visits with potential metal fencing contractors to establish specification and quotations	SM	Some quotations received for metal fencing. Options broadened to include supplier of robust wooden fencing. ONGOING
108b/24	Investigate responsibility for maintenance of Parkers Hill overhanging trees	IPO	SOHA accepted responsibility and trimmed back trees 27 Sept 24. COMPLETE
134e/24	Wain Estates outline planning proposal - Email the Council's response to the developer's request for comments.	Clerk	Response sent 9 Sept 24. COMPLETE
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	Reply received: "Enforcement cases can be quite complicated and sensitive, and officers often can't provide regular updates to residents and/or councillors. However, I can certainly ask the question, and I'll get back to you as soon as possible." COMPLETE
137c/24	PATCH: Equipment structure repairs	Clerk	Repair by Creative Play arranged for w/c 14 Oct 24. COMPLETE
139a/24	'Cool Spaces'	IPO	Tetsworth PCC has agreed to the Church being used as a 'Cool Space' during extremely hot weather. Both this and the use of the Red Lion as a 'Warm Space' to be added to the Emergency Plan. ONGOING
139c/24	Grass Cutting Contract - Review the areas under contract and invite contractors to tender.	IPO	Invitations issued to 360° Landscapes and RJ Groundcare Ltd. Quotations to be considered at TPC Nov 24 meeting. ONGOING
139f/24	Land Ownership - To make a Land Registry enquiry regarding the ownership of the pond behind the High Street.	IPO	ONGOING
140a/24	Respond to the OCC Bus Stop Data Collection Exercise	SR	Data submitted to OCC. COMPLETE
167c/24	Make donation of £200 to South and Vale Citizens' Advice	RFO	
172/24	Submit response to Regulation 19 consultation to support draft Joint Local Plan 2041	IPO	
176/24	Incorporate OCC Flooding Advice into Emergency Plan	IPO	
177/24	Order replacement bench and fixing bolts at cost of £570 plus VAT and £172 carriage	IPO	
178/24	Investigate option of locating a salt bin on Judds Lane	IPO	
179/24	Investigate cost of sandbag purchase as a flood protection asset	IPO	
181/24	Press BT Openreach to repair distribution cabinet	IPO	
182/24	Respond to OCC about preservation of Route 127 bus service	IPO	
184/24	Advise OCC of proposed amendment to align south-eastern boundary of 20mph speed limit with the 30mph VAS	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. ONGOING
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
392d/23	War Memorial cleaning. Obtain quotations and submit grant request to War Memorial Trust.	SM/TPC	Quotations to clean & reinstate lettering £1,250, and 2 for cleaning only £1,950 and £820. War Memorial Trust grant application ON HOLD .
592a/21	Seek further advice from OCC Highways on High Street pedestrian crossing design / siting solutions.	IPO	OCC advice that proposed 20mph limit might allow the assessment of the crossing's suitability to be reconsidered. ON HOLD

Councillors' Reports

158. **County Councillor's Report** Neither councillor was in attendance and no report had been received.

159. **District Councillor's Report** GH briefed the meeting on the current Regulation 19 status of the SODC/VoWH Joint Local Plan 2041 emphasising that its timing had preserved the current level of housing requirement. Initiating a further Local Plan review would be necessary in 2026 to comply with emerging Government planning policies. She also announced the availability of 'Nature Recovery Grants' of between £1,000 and £15,000 to support such local initiatives as tree and hedgerow planting.

160. **Parish Councillor Reports** PC reported that he had attended the OALC meeting at which the increase in annual subscriptions had been approved. TPC's new subscription rate would be £180 + VAT provided that the Parish Electoral Roll had not exceeded 500 residents.

Parish Council Administration

161. **Sexual and General Harassment Policy** Adoption of the policy was **Approved Unanimously**.

162. **TSSC Annual Report for 2023/24** Receipt of the report and incorporation into the record of the 2024 Annual Meeting of the Parish was **Noted**.

163. **Oxfordshire Councils Charter** Adoption of the framework for better partnership working between Oxfordshire councils was **Approved Unanimously**.

Finance

164. **Monthly Financial Report** The report for September 2024 was **Approved Unanimously**.

165. **Expenditure** Payment of the following invoices, sums previously agreed and Standing Orders and Direct Debits was **Approved Unanimously**.

a. Electronic Payments:

i.	Gallagher Insurance	Addition of Generator	Inv 537151364 (paid iaw FR5.15)	£62.29 no VAT
ii.	Shield Maintenance	Dog Bin Emptying	Invoice 8063	£33.16 inc VAT
iii.	360° landscapes	Grass Cutting	Invoice SI-10873	£396.00 inc VAT
iv.	Moore	External Audit	Invoice 326493	£378.00 inc VAT
v.	TSSC	Annual Green Maint	Annual Grant	£1,500.00 no VAT
vi.	SLCC	Annual Membership	Invoice TBD	£183.00 no VAT
vii.	MyVision Oxfordshire	Donation	Paid iaw Minute 129a/24	£50.00 no VAT
viii.	RBL Poppy Appeal	Donation	Paid iaw Minute 129b/24	£100.00 no VAT
ix.	Aspire oxford	Donation	Paid iaw Minute 129c/24	£100.00 no VAT

b. Standing Orders (Monthly):

i.	Wiseserve	IT Support	Invoice 27137	£6.00 inc VAT
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c. Direct Debits (Monthly):

i.	O ²	Phone Service	05928908	£20.88 inc VAT
ii.	Microsoft	One Drive Storage	82322662943	£1.99 inc VAT

d. Bank Debit Card:

i.	None.
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166. **Receipts**

a. SODC	Half 2024/25 precept	£15,593.50
b. TSSC	Insurance Repayment Instalment	£52.36
c. J Copsey	Wayleave Payment	£5.00

167. **Further Financial Matters**

- a. **Wayleave Invoices.** Issue of annual invoices to Nos 24 and 30 High Street was **Noted**.
- b. **External Auditor Report.** Receipt of the signed Report and Certificate for 2023/24 was **Noted**.
- c. **South and Vale Citizens' Advice.** Receipt of the dashboard report for Tetsworth was **Noted** and a donation of £200 was **Approved Unanimously**.

Planning

168. **Planning Applications to Consider or Note None.**

169. **Planning Applications Determined**

- a. **Application Reference P24/S2387/FUL: 7 Silver Street Tetsworth OX9 7AR.** Demolition of prefabricated detached bungalow and separate garage and erection of a new Barn Style dwelling and garage. **Permission Granted.**
- b. **Application Reference: P24/S2615/HH: Mounthill Farm 19 High Street Tetsworth OX9 7AD.** Internal and external alterations, including demolition and erection of single storey extensions. **Permission Granted.**

170. **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 and additional rights of way, heritage and surfacing information as shown on documents received 3rd September 2024).

171. **Tetsworth NDP Review** JG reported that he had attended an ONPA meeting on 12 Oct 24. Presentations covered the progress of Oxfordshire Local Plans and emerging Government planning policies, and creating Safe and Healthy Communities. Both had provided helpful information for the Tetsworth NDP review. Presentation material would be made available to the Council. The next Steering Group meeting was scheduled for 30 October.

172. **Further Planning Issues**

- a. **SODC/VoWH Joint Local Plan 2041** The draft plan had been published under Regulation 19 for comment on its soundness, legal compliance and duty to cooperate. The Council **Agreed** to submit a response **Supporting** the draft plan.

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

Recreation Areas

174. **Routine Play Area, Adult Exercise Equipment and Defibrillator Inspection.** No new issues reported. Replacement defibrillator pads had been received.

Village Environment

175. **New Dwelling.** The numbering of the new dwelling at 32 Silver Street was **Noted**.

176. **Flooding Advice.** The publication of OCC's flood briefing advice was **Noted**. The Council **Agreed** to add it to the Emergency Plan.

177. **Damage to War Memorial Bench.** The bench had been damaged by a car on 23 Sept 24. The driver had requested costs in order to pay for the repair. Wilson Property Care had quoted £450 to repair the pathway and reinstall the bench. The bench had been removed and shown not to be repairable. The Council therefore **Agreed** to order a replacement bench and fixing bolts at a cost of £570 plus VAT plus £172 for carriage.

178. **Winter Preparedness.** OCC had advised that it was unable to provide a salt bin for Blackthorn Rise as it was not an adopted highway. The Council **Agreed** to investigate the possibility of requesting a bin to be located on Judds Lane adjacent to the school carpark.

179. **Sandbags.** A number of dwellings in the village had been flooded recently as a result of unusually heavy rainfall. The Council **Agreed** to investigate the possible purchase of a stock of sandbags as an additional Emergency Plan measure.

180. **Tree Surveys.** Correspondence from Devey Tree Care about tree surveys was **Noted**.

181. **BT Openreach Cabinet.** Repair and removal of protective barriers from a BT distribution cabinet on High Street had been long outstanding. The Council **Agreed** to seek action from BT Openreach.

Highways, Byways & Transport

182. **Subsidised Bus Service Contracts.** OCC had invited comment on future service provision after current contracts terminate in March 25. The Council **Agreed** to seek preservation of the Route 127 service on Tuesdays and Thursdays, with Tuesdays as a priority if a cutback was inevitable.

183. **Thames Valley Police JOU Traffic Offence Data.** Q2 2024 data for SO and VoWH was **Noted**.

184. **20 MPH Speed Limit.** To address the Route 275 bus operator's concerns, the Council **Agreed** to reduce the extent of its 20mph proposal by moving its south-eastern boundary to the location of the 30mph VAS on the High Street. OCC would be advised accordingly.

Communications

185. **Citizens Advice on Pension Credit.** The flyer had been **Publicised Locally**.

186. **SODC Revenue Grant Scheme.** The current application window was **Noted**.

187. **SODC Air Quality Annual Status Report.** The information was **Noted**.

188. **Rental Scams on Social Media Sites.** The OCC information sheet had been **Publicised Locally**.

189. **Gigaclear Infrastructure Project.** The email from the Community Engagement Manager on the project's progress was **Noted**.

190. **Thames Water Query.** Bruton Knowles, on behalf of Thames Water, had enquired about ownership of Tetsworth Common. The Council had **Advised** to advise that, although unregistered, the Common was administered by TPC and grazing rights had been leased to a local farmer.

191. **Parking Fine Text Scam.** Trading Standards warning had been **Publicised Locally**.

192. **Keyless Car Theft Prevention.** Thames Valley Police advice had been **Publicised Locally**.

193. **Biodiversity Increase Grants.** The SODC grant scheme was **Noted**.

194. **Resident's Local Footpaths Enquiry.** The resident's email and OCC's response were **Noted**.

Items for Next Agenda Not Already Mentioned

195. a. Harlesford Solar Farm Community Benefit.
b. TPC Budget 2024/25.
c. Mrs Cox's salary and employer's NI contributions during Parish Clerk employment.
d. Possible purchase of winter salt spreaders.
e. Possible application for Nature Recovery Grant.

196. **Date of the Next Meeting** The next meeting will be held on **Monday 11 November 2024 at 1930**.

197. **Closure of the Meeting** The meeting closed at 9.04pm.

Open Forum