



# Tetsworth Parish Council

Chairman, Responsible Finance Officer and Interim Proper Officer

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## Minutes of the Meeting of Tetsworth Parish Council Held at Tetsworth Memorial Hall at 7.30pm on Monday 11<sup>th</sup> November 2024

**Present:**

Chair	Cllr Paul Carr (PC) Cllr Seb Mossop (SM) Cllr Kim Bhagat (KB) Cllr Susan Rufus (SR) Cllr Chris Thompson (CT) Cllr Sean Whitehead (SW)
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**Minutes Clerk:** John Gilbert (JG)

**In Attendance:** None

**Members of the Public:** 4

198. **Apologies for Absence** None.

199. **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.**

### Approval of Minutes

200. **Minutes of the Extraordinary Council Meeting held on 23 September 2024** were **Approved Unanimously** for Signing.

201. **Minutes of the Council Meeting held on 14 October 2024** were **Approved Unanimously** for Signing.

202. **Public Questions.** None.

### 203. 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 Jul 24. KG had asked OCC solicitor for update 7 Nov 24. OCC will meet with school head and governors after land transfer to confirm future plans. <b>ONGOING</b>
482c/21	Arrange installation of decorated Christmas tree on Village Green for 2024.	SR	Metal support frame ordered and being manufactured. Tree identified. Invoice payment, tree installation, decoration purchase and installation and frame storage to be arranged. <b>ONGOING</b>
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. OCC Countryside Access officer appointed. General footpaths site visit to be arranged. <b>ONGOING</b>
317b/23	Access roadway/track – A40-Marsh End-TSSC-Spencers Farm and Sewage Disposal Works	IPO	Continuing delay in resolution last prompted 9 Apr 24. OCC Countryside Access officer appointed. General footpaths site visit to be arranged followed by further liaison with OCC Highways staff. <b>ONGOING</b>
392d/23	War Memorial cleaning.	TPC	TPC councillors undertook self-help cleaning ahead of 10 Nov 24 Remembrance Service. Professional cleaning may be reconsidered in future years. <b>COMPLETE</b>

30e/24	Prepare Emergency Generator publicity feedback for SSEN once installed	IPO	Installation completed. Publicity feedback preparation in hand. <b>ONGOING</b>
61/24	Investigate implications of adopting a gov.uk internet domain address	IPO	Indicative costs considered by TPC, 11 Nov 24. Registration with Government Domains Dept <b>Approved Unanimously</b> . Cost quotation for Clerk email and website hosting with Wiseserve in hand. <b>ONGOING</b>
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. <b>ONGOING</b>
77a/24	Discuss Village Green ditch clearance with local farmer	IPO	2017 land ownership statement may place responsibility with registered landowner. TSSC advised. Awaiting feedback. <b>ONGOING</b>
105a/24	Prepare 'letters of thanks' to organisations providing grants for PATCH resurfacing project	IPO	Preparation in hand. Awaiting identification of appropriate SODC email address. <b>ONGOING</b>
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. <b>ONGOING</b>
139a/24	Identify and seek permission for 'Cool Spaces'	IPO	PCC permission for church use confirmed. Incorporated into Tetsworth Emergency Plan, 11 Nov 24. <b>COMPLETE</b>
139c/24	Grass Cutting Contract. Review the areas under contract and invite contractors to tender.	IPO	Placement of 2025-28 contract decided, 11 Nov 24. <b>COMPLETE</b>
139f/24	Land Ownership - To make a Land Registry enquiry regarding the ownership of the pond behind the High Street.	IPO	Defined location needed for Land Registry enquiry. Previous enquiries over pond ownership being researched in TPC archives and with previous councillors. <b>ONGOING</b>
167c/24	Make donation of £200 to South and Vale Citizens' Advice	RFO	Payment of grant actioned 15 Oct. <b>COMPLETE</b>
172/24	Submit response to Regulation 19 consultation to support draft Joint Local Plan 2041	IPO	'Nil Return' submitted 15 Oct. <b>COMPLETE</b>
176/24	Incorporate OCC Flooding Advice into Emergency Plan	IPO	Updated Tetsworth Emergency Plan approved, 11 Nov 24. <b>COMPLETE</b>
177/24	Order replacement bench and fixing bolts at cost of £570 plus VAT and £172 carriage	IPO	Order placed, delivery expected 12 Nov 24. <b>COMPLETE</b>
178/24	Investigate option of locating a salt bin on Judds Lane	IPO	OCC agreed to place bin adjacent to school car park in Judds Lane. <b>COMPLETE</b>
179/24	Investigate cost and purchase sandbags as a flood protection asset	IPO	Costs identified. Purchase of 100 bags <b>Approved Unanimously</b> , 11 Nov 24. <b>ONGOING</b>
181/24	Press BT Openreach to repair distribution cabinet	IPO	Openreach awaiting electrical repair inside cabinet. Progress to be prompted. <b>ONGOING</b>
182/24	Respond to OCC about preservation of Route 127 bus service	IPO	Response submitted 15 Oct. <b>COMPLETE</b>
184/24	Advise OCC of proposed amendment to align south-eastern boundary of 20mph speed limit with the 30mph VAS	IPO	Response submitted 15 Oct. <b>COMPLETE</b>
207/24	Send Parish Clerk vacancy advertisement to OALC for publication	IPO	
212b/24	Ask Harlesford Solar Farm Co whether Community Benefit decision is time limited	IPO	
219/24	Contact Ecosurface ref weeds on PATCH synthetic surface	SM	
223/24	Invite DTC Tree Care to advise Council on tree planting issues	IPO	
225/24 & 226/24	Place combined grass cutting/patch leaf clearing contract for 2025/28 with 360° Landscapes and advise unsuccessful tenderer.	IPO	
228/24	Respond to SODC Street Trading survey	CT	
234/24	Investigate possible extension of Thame Community Transport Service to Tetsworth	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. <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.	IPO	OCC advice that proposed 20mph limit might allow the assessment of the crossing's suitability to be reconsidered. Decision on 20mph limit expected 14 Nov 24. <b>ON HOLD</b>

## Councillors' Reports

204. **County Councillor's Report** Neither Councillor in attendance. KG reported that unregistered land registration linked to school S106/S278 progress still unresolved. OCC solicitor prompted for update, 7 Nov 24.
205. **District Councillor's Report** Councillor not in attendance. GH reported that she had requested a Planning Committee call-in for Planning Application P24/S3144/O as a contingency against a Planning Officer recommendation for Approval.
206. **Parish Councillor Reports** None.

## Parish Council Administration

207. **Parish Clerk Appointment.** The draft recruitment advertisement for the vacant post was **Approved Unanimously** for publication.
208. **Emergency Plan** Updates incorporating: Flood Risk Guidance, 'Warm and Cool Places' Arrangements, Emergency Generator Operation, Winter Salt Storage and Spreading, and Defibrillator Locations were **Approved Unanimously**.

## Finance

209. **Monthly Financial Report** The report for October 2024 was **Approved Unanimously**.
210. **Expenditure** Payment of the following invoices, sums previously agreed and Standing Orders and Direct Debits was **Approved Unanimously**. Notes to Electronic Payments below: \* paid iaw minute 167c/24, \*\*paid iaw minute 166a(vi) (amount reduced as it is salary-based and the IPO is unpaid), \*\*\* VAT reclaimable once TSSC provide separate invoice, \*\*\*\* paid iaw contract.

### a. Electronic Payments:

i.	Shield Maintenance Dog Bin Emptying	Invoice 8161	£33.16 inc VAT
ii.	Sth & Vale Citizens Advice	Donation *	£200.00 no VAT
iii.	Creative Play Equipment Repair	Invoice 30072	£339.00 inc VAT
iv.	SLCC Annual Membership	MEM251246-1 **	£75.00 no VAT
v.	TSSC Generator Fuel and Can	***	£21.99 inc VAT
vi.	S Cox Clerk Salary Aug/Sep	Inv 015 ****	£1,666.90

### b. Standing Orders (Monthly):

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

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

### d. Bank Debit Card:

- i. None.

## 211. Receipts

- |                           |                                |         |
|---------------------------|--------------------------------|---------|
| a. Miss T De'Ath N Waters | Wayleave Payment               | £100.00 |
| b. TSSC                   | Insurance Repayment Instalment | £52.36  |

## 212. Further Financial Matters

- a. **2025/26 Budget.** The draft budget proposal totalling £33,187 was **Agreed**, but **Approval** was deferred until the 9 Dec 24 Council meeting, pending any late amendments.
- b. **Harlesford Solar Farm.** The Community Benefit financial options were **Discussed**, but a **Decision** was deferred until the 9 Dec 24 Council meeting to enable more detailed analysis.
- c. **War Memorial Bench.** The incident driver's agreement to reimburse the Council for the cost of a replacement bench and its installation was **Noted**. Councillors favoured installation adjacent to the Postcombe-bound bus stop, but deferred a **Decision** until the 9 Dec 24 Council meeting.
- d. **Clerk NI Payment.** The requirement to calculate and make final payment of employer's contribution to HMRC was **Noted**.
- e. **Howe Trust Wheatley.** The request for a donation of £100 was **Approved Unanimously**.
- f. **Annual CIL Declaration for FY23/24.** Submission of the return to SODC was **Noted**.
- g. **Lloyds Bank.** The change of the Council's current account to a Community Account from 1 Jan 25, with accompanying account charge of £4.25pm (50% of the charge for a Business Account from that date) was **Noted**. The Council **Agreed to Consider** opening a Savings Account at the Council's 9 Dec 24 meeting.

## Planning

### 213. Planning Applications to Consider or Note

- a. **Application Reference: P24/S1717/S73: Harlesford Farm near Tetsworth Oxfordshire OX9 7BX.** Variation of conditions 2 (Site Location and Development Zones Plan), 4 (Details and Layout of Proposed Infrastructure), 5 (Landscape Specification Plan), 6 (Landscape Maintenance and Management Plan), 7 (Arboricultural Method Statement), 8 (Construction Environmental Management Plan-Biodiversity), 9 (Biodiversity Enhancement Plan), 10 (Ecological Buffer Zones), 11 (Archaeological Field Evaluation), 12 (Written Scheme of Investigation), 13 (Programme of Archaeological Evaluation), 14 (Construction Traffic Management Plan), 15 (Detailed Surface Drainage Scheme) and 18 (Flood Risk Assessment) pursuant to planning permission reference P20/S3245/FUL. (The construction and operation of a solar photovoltaic farm and associated infrastructure, including inverters, substation compound, security cameras, fencing, access tracks and landscaping). **Supported Unanimously.**
- b. **Application Reference: P24/S3144/O: Land at High Street Tetsworth OX9 7AU.** Outline planning application for the erection of up to 50 dwellings with public open space, landscaping, sustainable urban drainage system (SuDs) and the principal means of vehicular access from High Street. All matters reserved except for means of access. Text of draft **Objection** was **Approved Unanimously** for submission.
- c. **Application Reference: P24/S3254/LDP: The Bungalow Judds Lane Tetsworth OX9 7FA.** New Garden Room. **Noted.**
- d. **Application Reference: P24/S3264/DIS: Horseshoe House Stoke Talmage Road Tetsworth OX9 7BU.** Discharge of conditions 3 (Surface Water Drainage Scheme), 4 (Foul Water Drainage Scheme) & 5 (Materials) on planning application P20/S4389/FUL. (Erection of a new dwelling and the removal of the existing dwelling). **Noted.**

### 214. Planning Applications Determined None.

### 215. Planning Applications Awaiting Decision

- a. **Application Reference: P23/S4191/FUL: Claridge Barn Chiltern View Tetsworth OX9 7AL.** Conversion of stable 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 and addition of acoustic barrier and revised acoustic report waste management information as shown on amended and additional documents received 6th November 2024). Continuing **Objection** relating to noise and refuse collection **Approved Unanimously** for submission.

216. **Tetsworth NDP Review** JG reported that the Steering Group had met on 30 Oct 24 and endorsed draft amendments to the Tetsworth NDP document. Near-term plans were to discuss the acceptability of the proposed changes with the SODC Planning Policy staff. The next stage would then be holding a village meeting early in 2025 to publicise the proposed changes ahead of formal consultation.

### 217. Further Planning Issues None

### 218. Planning Considerations Received after Agenda Publication None.

## Recreation Areas

219. **Routine Play Area, Adult Exercise Equipment and Defibrillator Inspection.** Weed growth had been **Noted** on the PATCH synthetic surface. Ecosurface would be contacted to discuss this issue.
220. **Forest School.** The SODC enquiry and response over the facility's management arrangements were **Noted.**

## Village Environment

221. **Dog Walking Signs.** TVP's intention to install 'Responsible Dog Walking' signs on the Village Green were welcomed and **Noted.**
222. **A40 Footpath Clearance.** The resident request to OCC Councillors to prompt clearance of the A40 footpath towards Milton Common was **Noted.**
223. **Tree Planting on Green Spaces.** The Council **Agreed** to further investigation of the possibility of planting trees on Tetsworth Common with potential support from the Nature Recovery grant scheme. It **Agreed** to invite the proprietor of DTC Tree Care to advise on legal and regulatory issues at a future Council meeting.
224. **Salt Spreader.** The possible purchase of a mechanical salt spreader for use by residents was **Discussed.** Unresolved issues of management, storage and care and maintenance resulted in a **Decision** not to pursue purchase.

225. **2025/28 Grass Cutting Contract.** 360° Landscapes had submitted the lower quotation and award of the contract to this company was **Approved Unanimously**.

226. **PATCH Leaf Clearance.** 360° Landscapes' quotation for 2025/28 was **Accepted** and placement of contract **Approved Unanimously**.

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

227. **20 MPH Speed Limit.** The Council **Noted** that the OCC meeting to decide on implementation of a 20mph speed limit in Tetsworth was planned for 14 Nov 24.

### **Communications**

228. **Street Trading Policy.** The Council **Agreed** to respond to the SODC survey.

229. **TSSC Building Maintenance.** The Council **Noted** that TSSC had been advised that it was responsible for building maintenance costs under the terms of its lease.

230. **Digital Infrastructure for South Oxfordshire.** Contents of this promotional Webinar were **Noted**.

231. **Council Tax on Empty Properties.** The Council had **Publicised** the SODC survey on long-term empty property charges, but **Declined** to respond.

232. **Didcot Repair Café.** SODC publicity on this alternative to disposal of repairable equipment was **Noted**.

233. **School Applications for Reception 2025.** The Council had **Publicised** the OCC poster.

234. **Thame Community Transport Service.** The Council **Agreed** to investigate details of possible extension of the service to include Tetsworth.

235. **Open Spaces Society.** The programme of Protecting Commons, Greens and Open Spaces training courses on 1/2 Apr 25 and 14/15 Oct 25 was **Noted**. CT **Agreed** to consider attendance

236. **AGE UK.** The Council **Noted** publicity of Age UK's new partnership with SGN, aimed at providing essential support to older people and their carers, to ensure that they can stay safe and warm in their homes.

### **Items for Next Agenda Not Already Mentioned**

237. a. Statement of Internal Financial Control.  
b. SSEN Toolkit for Residents.  
c. DofE Award – Completion of Candidate work experience report.

238. **Date of the Next Meeting** The next meeting will be held on **Monday 9 December 2024 at 1930**.

239. **Closure of the Meeting** The meeting closed at 9.17pm.

### **Open Forum**

John Gilbert  
Minutes Clerk

Paul Carr  
Chairman