

Tetsworth Parish Council

Interim Proper Officer and RFO

Paul Carr

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Minutes of the Meeting of Tetsworth Parish Council Held at Tetsworth Memorial Hall at 7.30pm on Monday 9th December 2024

These minutes are draft only and subject to ratification at the next full meeting of the Council.

Present:

Chair	Cllr Paul Carr (PC)
	Cllr Seb Mossop (SM)
	Cllr Kim Bhagat (KB)
	Cllr Susan Rufus (SR)
	Cllr Chris Thompson (CT)

Minutes Clerk: John Gilbert (JG)

In Attendance: Victoria Nuthall (Parish Clerk-designate)
Georgina Heritage (GH, SODC District Councillor)

Members of the Public: 2

240. **Apologies for Absence** Cllr Sean Whitehead (SW)

241. **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

242. **Minutes of the Council Meeting held on 11 November 2024** were **Approved Unanimously** for Signing.

243. **Public Questions.** None.

Update of Actions List

<u>Ref.</u>	<u>Item Requiring Action</u>	<u>Resp</u>	<u>Action/Progress</u>
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 its registration with Land Registry, now anticipated by 23 Oct 25. 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/SM	Metal support frame manufactured and awaiting delivery. Post-use storage arranged with local resident. Tree identified for donation by local farmer. Placement of tree adjacent to WW1 Memorial tree on Village Green Agreed , 9 Dec 24. Decoration purchase and installation to be arranged. 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. OCC Countryside Access officer arranged for 11 Dec 24. ONGOING
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. Visit by OCC Countryside Access officer arranged for 11 Dec 24. Further liaison with OCC Highways staff anticipated. ONGOING
30e/24	Prepare Emergency Generator publicity feedback for SSEN once installed	IPO	Installation completed. Publicity feedback preparation in hand. ONGOING
62/24	Seek contractor advice on emergency generator operating and maintenance arrangements	IPO	PDF copy of instructions received from TSSC. Demonstration to TPC being arranged. ONGOING

77a/24	Discuss Village Green ditch clearance with local farmer	IPO	Village Green landowner declined responsibility. TPC has authority to commission work. Local resident with appropriate equipment to be approached in collaboration with TSSC. ONGOING
105c/24	Arrange PATCH site visits with potential metal fencing contractors to establish specification and quotations	SM	Quotations received for metal fencing. Less expensive quotation for more robust wooden fencing £9,400+VAT. Illustrations to be obtained for consideration at 13 Jan 25 meeting. ONGOING
139f/24	Land Ownership - To make a Land Registry enquiry regarding the ownership of the pond behind the High Street.	IPO	Title plans for surrounding properties obtained. None include the pond. Further enquiries to be made with Thames Water. ONGOING
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. Monitor progress. ONGOING
181/24	Press BT Openreach to repair distribution cabinet	IPO	Openreach acknowledge issue unresolved since 2021. After OCC Councillor involvement, barriers removed. COMPLETE
212b/24	Ask Harlesford Solar Farm Co whether Community Benefit decision is time limited	IPO	Email to contractor 12 Nov 24. Response awaited. ONGOING
228/24	Respond to SODC Street Trading survey	CT	In hand. ONGOING
234/24	Investigate possible extension of Thame Community Transport Service to Tetsworth	IPO	Organiser contacted 12 Nov 24. Awaiting information on projected annual contribution. ONGOING
250/24	Contract Parish Online Support to implement IT transfer to .gov.uk domain	IPO	
250/24	Terminate IT support arrangement with Wiserserve once .gov.uk transfer implemented	IPO	
254c/24	Submit Parish Precept Request to SODC	IPO	
254f/24	Make donation of £100 to Oxfordshire Mind	RFO	
254g/24	Advise Senior Citizens Christmas Party to return residual grant funds to TPC	IPO	
263/24	Engage contractor to install replacement War memorial bench at bus stop	IPO	
266/24	Order 20mph replacement VAS	IPO	
267/24	Seek OCC Highways further advice on a High St pedestrian crossing	IPO	
271/24	Submit response to TVP P&CC survey	IPO	
273/24	Submit response to HM Prisons & Probation Service survey	IPO	
274/24	Seek TSSC agreement to Christmas tree collection point, notify SODC and publicise	IPO	
275/24	Write to Thames Water, SODC Environmental Health and OCC Highways concerning village drainage and flooding issues	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

Councillors' Reports

245. **County Councillor's Report** Neither Councillor in attendance. KG reported that unregistered land registration linked to school S106/S278 progress not expected to be resolved until 23 Sept 25.

246. **District Councillor's Report** Councillor in attendance. GH reported her planned attendance at Police & Crime Commissioner meeting. Council endorsed concern of parishes over lack of Police community engagement or nomination/viability of neighbourhood PCSOs for some years.

247. **Parish Councillor Reports** None.

Parish Council Administration

248. **Parish Clerk Appointment** The appointment of Victoria Nuthall as Tetsworth Parish Clerk and RFO with effect from 13 Jan 2025 was the vacant post was **Approved Unanimously**. The Contract of Employment was signed at the meeting.

249. **Internal Financial Control Statement** The signed statement was **Approved Unanimously** for implementation.

250. **Implementation of .gov.uk Domain Name** Parish Online Support's quotation of £315+VAT annual subscription for service registration, transfer and maintenance was **Approved Unanimously**. The Council **Agreed** to continue current data storage arrangements.

Finance

251. **Monthly Financial Report** The report for November 2024 was **Approved Unanimously**.

252. **Expenditure** Payment of the following invoices was **Approved Unanimously** and payments shown in italics already paid or previously agreed as Standing Orders and Direct Debits were **Noted**. (*Payments already made: * iaw minute 177/24, ** clarifies minute 210a(v)/24, *** iaw minute 212e/24, **** iaw minute 179/24, " iaw FR5.15*).

a. Electronic Payments:

i.	Shield Maintenance	Dog Bin Emptying	Invoice 8267	£33.16 inc VAT
ii.	<i>Broxap</i>	<i>Bench + Carriage</i>	<i>Invoice 0000325848 *</i>	<i>£890.40 inc VAT</i>
iii.	<i>TSSC</i>	<i>Oil Container</i>	<i>Invoice 0015 TSSC **</i>	<i>£21.99 inc VAT</i>
iv.	<i>Howe Trust (Wheatley)</i>	<i>Xmas Hamper donation</i>	<i>None ***</i>	<i>£100.00</i>
v.	<i>HMRC</i>	<i>Employer's NI</i>	<i>Paid iaw Clerk Contract</i>	<i>£136.89</i>
vi.	<i>HMRC</i>	<i>Employee's PAYE/NI</i>	<i>Paid iaw Clerk Contract</i>	<i>£295.20</i>

b. Standing Orders (Monthly):

i.	Wiserve	IT Support	Invoice 27649	£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.	<i>Travis Perkins</i>	<i>100 sandbags</i>	<i>WEB170726841 ****</i>	<i>£52.80 inc VAT</i>
ii.	<i>GOV.UK</i>	<i>Title Plan</i>	<i>1000006565890 "</i>	<i>£3.00</i>
iii.	<i>GOV.UK</i>	<i>Title Plan</i>	<i>1000006565938 "</i>	<i>£3.00</i>
iv.	<i>GOV.UK</i>	<i>Title Plan</i>	<i>1000006565986 "</i>	<i>£3.00</i>
v.	<i>GOV.UK</i>	<i>Title Plan</i>	<i>1000006566014 "</i>	<i>£3.00</i>
vi.	<i>GOV.UK</i>	<i>Title Plan</i>	<i>1000006566040 "</i>	<i>£3.00</i>
vii.	<i>GOV.UK</i>	<i>Title Plan</i>	<i>1000006566079 "</i>	<i>£3.00</i>

253. **Receipts**

a. TSSC	Insurance Repayment Instalment	£52.36
b. S Cox	PAYE/NI Recovery	£295.20

254. **Further Financial Matters**

- Strategic Reserve.** The transfer of £4,000 from unspent clerk salary allocation to restore reserves to 3-4 months expenditure level was **Approved Unanimously**.
- 2025/26 Budget.** The draft budget proposal for £32,841.00 funding was **Approved Unanimously** and is attached to these Minutes.
- 2025/26 Parish Precept.** The Precept Request for £32,841.00 was **Approved Unanimously** for signing and submission.
- Harlesford Solar Farm.** A decision on Community Benefit financial options was deferred to the 13 Jan 2025 meeting, pending further analysis of the options.
- PWLB Loan Repayment.** Collection of PWLB loan repayment of £1,315.22 on 2 Dec 24 was **Noted**.
- Oxfordshire Mind.** A donation of £100 was **Approved Unanimously**.
- Senior Citizens' Christmas Party.** Return to the Council of residual funds from its grant was **Agreed Unanimously**.

Planning

255. **Planning Applications to Consider or Note** None Notified

256. **Planning Applications Determined**

- Application Reference: P24/S3254/LDP: The Bungalow Judds Lane Tetsworth OX9 7FA.** New Garden Room. **Permission Granted.**

257. **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).

b. **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).

c. **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.

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).

258. **Tetsworth NDP Review** JG reported that the Steering Group had held an online meeting with a SODC Neighbourhood Planning officer on 9 December. She had given helpful advice on proposed policy and evidence changes which would be incorporated into the revised draft NP document ahead of an informal village consultation event planned for the New Year. She also advocated applying for Locality grant funding for specialist consultant support.

259. **Further Planning Issues**

a. **Oxfordshire County Council's Local List of Information Requirements for Validation of Planning and Related Applications.** Updated publication was **Noted**.

b. **Toll Lodge Farm.** SODC Enforcement staff progress report was **Noted**.

c. **SODC Planning Training.** The contents of a training presentation issued in Oct 2024 were **Noted**.

260. **Planning Considerations Received after Agenda Publication**

a. **Application Reference: P23/S4191/FUL: Claridge Barn Chiltern View Tetsworth OX9 7AL.** Revised acoustic barrier shown on amended plans (5) received 6th December 2024. (No consultation period stated).

b. **Application Reference: P24/S3558/FUL: Manor Farm Access Track To Manor Farm near Tetsworth OX9 7AY.** Replacement of two farmhouses self-build on their existing sites. (Consultation closes 4 Jan 25 – extension requested)

Recreation Areas

261. **Routine Play Area, Adult Exercise Equipment and Defibrillator Inspection.** No new issues reported.

262. **DofE Award Candidate Report.** Submission and acknowledgement of silver DofE volunteering report on completion of the candidate's PATCH and war memorial weeding were **Noted**.

Village Environment

263. **War Memorial Bench.** Siting of the replacement bench adjacent to the Eastbound bus stop alongside the Village Green was **Approved Unanimously**.

264. **Tree Planting.** The Council **Agreed** to investigate the possibility of planting an avenue of trees alongside the Bridleway across Tetsworth Common with potential support from biodiversity grant schemes.

Highways, Byways & Transport

265. **20 MPH Speed Limit.** OCC approval and implementation of 20mph speed limit in Tetsworth was **Noted**.

266. **Vehicle Activated Sign (VAS) Replacement.** Modification of the 30mph signs to 20mph was not possible. Their replacement by new Westcotec 20mph VAS on a like-for-like basis retaining the data collection capability at an indicative cost of £8,000 was **Approved Unanimously**. The Council **Agreed** to fund the purchase from unspent Wicket Gate and Parish Clerk salary allocations.

267. **High Street Pedestrian Crossing.** The Council **Agreed** to seek further OCC Highways staff advice following implementation of 20mph speed limit.

268. **A40 Footpath.** The resident enquiry of OCC re clearance of footpath towards Milton Common was **Noted**.

Communications

269. **SSEN Toolkit for Residents.** Advice **Publicised** and **Noted**.

270. **OCC Support for keeping residents warm during colder months.** Advice **Publicised** and **Noted**.

271. **TVP Police & Crime Commissioner's Survey.** The Council **Agreed** to respond highlighting priority for addressing rural crime, anti-social behaviour and traffic policing, and seeking greater police visibility in neighbourhood.

272. **SODC Services over Christmas and the New Year.** Services available **Publicised** and **Noted**.

273. **HM Prison & Probation Service Survey.** The Council **Agreed** to respond supporting unpaid work, also known as 'community payback'.

274. **Christmas Tree Collection Point.** The Council **Agreed** to seek the agreement of TSSC to use its carpark as the Tetsworth collection point, **Notify** SODC and **Publicise** the service.

275. **Flooding in Tetsworth.** A resident whose house had been flooded as a result of recent heavy rainfall had sought the Council's to address more widespread village flooding issues by appropriate authorities. The Council **Agreed** to write to Thames Water, SODC Environmental Health staff and OCC Highways staff to seek solutions to ongoing drainage and flooding problems.

276. **OALC Nov 24 Newsletter.** Contents **Noted**, particularly the Parish Clerk 2.5% pay award backdated to 1 Apr24.

Items for Next Agenda Not Already Mentioned

277. a. JLP41 Sustainability Assessment Technical Appendix.
b. ONPA AGM attendance.

278. **Date of the Next Meeting** The next meeting will be held on **Monday 13 January 2025 at 1930**.

279. **Closure of the Meeting** The meeting closed at 9.38pm.

Open Forum

John Gilbert
Minutes Clerk

Paul Carr
Chairman

These minutes are draft only and subject to ratification at the next full meeting of the Council.

TETSWORTH PARISH COUNCIL

	2024-2025	2025-2026
Donations S137	£2,000.00	£2,000.00
Village greer maintenance	£1,500.00	£1,500.00
Tree maintenance	£750.00	£750.00
War memorial maintenance & Remembrance	£150.00	£150.00
Enhancement of village	£300.00	£300.00
Play Area	£1,750.00	£1,750.00
Contractor Maintenance	£400.00	£500.00
Grass cutting	£2,640.00	£3,030.00
Dog bins	£300.00	£335.00
Sub Total	£9,790.00	£10,315.00
Auditors	£500.00	£600.00
Clerk Salary (SCP23/LC2) + £10pm WFH	£13,530.00	£13,710.00
Clerks N (15% over £5,000pa)		£1,280.00
Clerks Pension (Nest) (3% over £6,240pa)	£511.00	£220.00
Insurance	£1,800.00	£2,000.00
Subscriptions and fees	£700.00	£700.00
Training	£250.00	£250.00
Office	£355.00	£275.00
Village hall rental	£400.00	£400.00
Website and quickbooks, domain, emails, cloud storage	£120.00	£360.00
Professional legal fees	£500.00	£500.00
Election set aside	£100.00	£100.00
PV/LE repayment	£2,631.00	£2,631.00
Strategic Reserve	£0.00	£0.00
Sub Total	£21,397.00	£22,526.00
Total	£31,187.00	£32,841.00
		Precept
		£31,187.00

Notes

DTC £960 this year

£1,644 for inspection and 2 repairs this year.
Extra £100 for generator maintenance/fuel?
£3,030 (£2,640 plus £390 for patch)
At 2025 rate, £331.56

More £315, Jobs £250 this year
£17.29/hr from 1Q/24 backdated to C4/24. 4% backdated pay rise estimated
4% backdated pay rise estimate
4% backdated pay rise estimate
£1,565 plus £343 for patch surface and £87 for generator

IT services moved to website line
for domain, website, email and cloud storage

Current ~£5k, ideal ~£10k. Tr £4k from clerk salary, so no need to top up.
5.3% increase