



**Minutes of the Meeting of Tetsworth Parish Council  
Held at Tetsworth Memorial Hall at 7.30pm on Monday 10<sup>th</sup> February 2025**

**Present:**

Chair	Cllr Paul Carr (PC) Cllr Seb Mossop (SM) Cllr Kim Bhagat (KB) Cllr Susan Rufus (SR) Cllr Sean Whitehead (SW)
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**Parish Clerk & RFO:** Victoria Nuthall

**In Attendance:** John Gilbert (sub- committee member), Cllr Georgina Heritage (GH) (SODC)

**Members of the Public:** None.

280. **Apologies for Absence** Cllr Chris Thompson (CT), Kate Gregory (KG) (OCC), Nigel Champken-Woods (NCW) (OCC)

281. **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**

282. **Minutes of the Council Meeting held on 10<sup>th</sup> January 2025** were **Approved Unanimously** for Signing.

283. **Public Questions.** None.

284. **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. <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	<b>COMPLETE.</b>
317b/23	Access roadway/track – A40-Marsh End-TSSC-Spencers Farm and Sewage Disposal Works	Clerk	<b>COMPLETE.</b>
30e/24	Prepare Emergency Generator publicity feedback for SSEN once installed	Clerk	<b>COMPLETE.</b>
62/24	Seek contractor advice on emergency generator operating and maintenance arrangements	Clerk	<b>COMPLETE.</b>
77a/24	Discuss Village Green ditch clearance with local farmer	Clerk	Village Green landowner happy to take responsibility for areas under his remit. TPC has authority to commission work. Local resident with appropriate equipment to be approached in collaboration with TSSC.

			<b>ONGOING</b>
105c/24	Arrange PATCH site visits with potential metal fencing contractors to establish specification and quotations	SM	<b>COMPLETE.</b>
139f/24	Land Ownership - To make a Land Registry enquiry regarding the ownership of the pond behind the High Street.	Clerk	Title plans for pond area established but appears that the pond is question is unregistered. Clerk asked to investigate land registration on behalf of TPC. <b>ONGOING.</b>
178/24	Investigate option of locating a salt bin on Judds Lane	Clerk	OCC agreed to place bin adjacent to school car park in Judds Lane. Monitor progress. <b>ONGOING</b>
212b/24	Ask Harlesford Solar Farm Co whether Community Benefit decision is time limited	Clerk	Response received with no specific timescale required. Councillors to review benefit options and potential investment opportunities before decision is submitted. CCLA identified as one investment opportunity and enquiries undertaken. <b>ONGOING</b>
234/24	Investigate possible extension of Thame Community Transport Service to Tetsworth	Clerk	Organiser contacted 12 Nov 24. Awaiting information on projected annual contribution. Clerk to follow up. <b>ONGOING</b>
250/24	Contract Parish Online Support to implement IT transfer to .gov.uk domain	Clerk	New website ready. Council to confirm agreement to proceed and close .co.uk website fully transitioning to gov.uk website. <b>ONGOING.</b>
250/24	Terminate IT support arrangement with Wiserserve once .gov.uk transfer implemented	Clerk	<b>ONGOING.</b>
263/24	Engage contractor to install replacement War memorial bench at bus stop	Clerk	<b>COMPLETE.</b>
266/24	Order 20mph replacement VAS	Clerk	<b>COMPLETE.</b>
275/24	Write to Thames Water, SODC Environmental Health and OCC Highways concerning village drainage and flooding issues	Clerk	Clerk and Chair in dialogue with parishioner. <b>ONGOING.</b>
298b/25	Planting of Trees along the bridleway at Tetsworth Common by Devey Tree Care	Clerk	<b>COMPLETE.</b>
300/25	Enquiry regarding Village East End sign	Clerk	Clerk has chased and awaiting response. <b>ONGOING.</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>

### **Councillors' Reports**

285. **County Councillor's Report** The clerk read out the report of Cllr Kate Gregory to the council to which the contents were **noted**. This will also be circulated by email to the councillors.

286. **District Councillor's Report** Cllr Georgina Heritage joined the meeting and gave an update to the council on recent developments namely unitary and devolution discussions.

287. **Parish Councillor Reports** None.

### **Parish Council Administration**

288. **Website update.** Parish Online website has been created ready for review and launch together with newly created councillor email addresses with gmail accounts. New email addresses to be communicated locally when live. It was unanimously agreed that the new gov.uk website now goes live to the public and to ensure that the current co.uk link forwards to the new gov.uk website in the interim for transition purposes.

289. **Consideration of email regarding River Thame Conservation Trust (covered under item communications)**

290. **Consideration of additional defib at East End of village.** A discussion took place with regards to exploring the installation of a further defibrillator at the East End of the village. The clerk had made contact with Zioxi to see if they would be receptive to housing a defib and cabinet on the exterior of their premises should the council decide to proceed. In addition, the clerk has contacted the Community Heartbeat charity. It was agreed by the council to investigate further, await responses and then bring back to a future meeting for further consideration.

291. **Notification from Shield Maintenance regarding delays to dog bin waste emptying.** This was **noted**.

## Finance

292. **Monthly Financial Report** The report for January 2025 was **Approved Unanimously**.

293. **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**.

It was also **unanimously agreed** to pay the clerk an additional £146.10 (from £590.08 to £736.18) for January salary due to HMRC subsequently issuing correct tax code after agenda was issued which also resulted in no payment now due to HMRC in respect of tax and NI for the month (previously £145.20) which was also stated on the list of payments on the issued agenda.

### a. Electronic Payments

i.	Shield Maintenance	Dog Bin Emptying	Invoice 8469	£33.16 inc VAT
ii	Wilson Property Care V Nuthall	War Memorial Bench Salary – January 2025	Invoice 274	£450 £736.18

### b. Standing Orders (Monthly):

i.	Wiseserve	IT Support	Invoice 28443	£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. Debit Card:

i.	HM Land Registry	Land Registry Queries		£28.00
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7. **Receipts:** To **Note** the following receipts:

a.	HMRC VAT	VAT reclaim (Oct-Dec 2024)	£1546.03
b.	TSSC	Insurance repayment	£52.36
c.	Groundworks UK	Locality Grant	£2890.00

294. **Further Financial Matters**

- A request from Clean Slate for a £100 donation towards their charity was **approved unanimously**.
- Consideration of additional defib for East End of village. This was **noted** as discussed earlier in the meeting and noted for a future meeting.
- A quotation from 360 Landscapes for a one- off collection of leave removal for the amount of £130 plus vat was **approved unanimously**.
- The council considered an invitation to join Community First Oxfordshire for 2025/26. It was **unanimously agreed to decline**.

## Planning

295. **Planning Applications to Consider or Note**

**P24/S3878/FUL - Land West of Harlesford Farm South-West of Tetsworth.** Additional infrastructure south of an existing 132KV tower, including two approximately 28 metre ('m') masts, other associated infrastructure and access. WRITTEN REPRESENTATIONS TO BE RECEIVED BY 8 MARCH 2025. **This was unanimously agreed.**

296. **To Note Planning Applications Determined**

- P24/S3880/LDE - **8 Swan Gardens, Tetsworth** Erection of free- standing garden room on raised platform in rear garden
- P24/S3886/T28 - **Remove the existing 15m phase 4 pole and replace with a 17.5m phase 5 pole, swap a cabinet together with all associated ancillary equipment.**

## **297. To Note 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.

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

e. **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 extended to 14 Jan 25).

f. **Application Reference P24/S3982/DIS: Dodwells Solar Farm Land north of the A40.** Discharge of conditions 4 (Final Layout and Equipment Details), 6 (Archaeology Written Scheme of Investigation), 7 (Implementation of Programme of Archaeological Work), 8 (Sustainable Drainage Scheme), 9 (Construction Traffic Management Plan), 10 (Landscaping Scheme and Implementation), 11 (Landscape and Biodiversity Management Plan), 12 (Tree Protection Measures), 13 (Biodiversity Enhancement Plan), 14 (Construction Environment Management Plan for Biodiversity) on planning application P21/S3915/FUL (Installation and operation of a Solar Farm together with all associated works, equipment and necessary infrastructure).

## **298. Further Planning Issues**

- a. **ONPA AGM 25<sup>th</sup> January 2025.** John Gilbert provided an update of the recent ONPA AGM. This was noted.
- b. **Locality Grant application.** John Gilbert was pleased to confirm that a grant had successfully been awarded for the sum of £2890 with the grant already paid into the Parish Council bank account. John requested that the amount of £2890 + VAT is an agenda item for the March PC meeting to ensure the sum has been authorised for payment in advance of invoices being issued by ONH.

299.

- a. **Planning Considerations Received after Agenda Publication None were reported.**

## **Recreation Areas**

300. **PATCH.**

- a. **Routine Inspections.** No new issues reported.

## **Village Environment**

301. **Tree Planting Assessment and Report from Devey Tree Care.** It was **unanimously agreed** by the council to proceed with the planting of 1 x tree at the Jitty, to proceed with tree planting on the common but rejected the proposal for planting on the village green.

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

302. **Date for next Parish Transport Meeting – 18<sup>th</sup> March 2025. This was noted.**

### **Communications**

303. Gigaclear – notification of full fibre rollout. This was **noted**.

304. Consideration of email regarding EV charging solutions. This was **noted**.

305. Consideration of email regarding invitation to attend RTCT (River Thames Conservation Trust) workshop. This was **noted**.

306. Consideration of email regarding safety campaign of lithium-ion batteries. This was **noted that Tetsworth Parish Council supports this initiative**.

307. Consideration of email regarding reducing litter in the parish “litter lotto”. This was **noted**.

308. Communication from Thames Valley Police Commissioner. This was **noted**.

309. Communication – Local Authority Bulletin. **This was noted.**

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

310. Thame Hub Banking support. The clerk had been contacted from Thame Town Council with regards to obtaining support from Tetsworth PC with the request for a banking hub for Thame. This will be put on the agenda for March for discussion and then a letter can be sent with the council’s position in supporting this request.

311. The clerk has requested attendance at an OALC’s online refresher course for experienced clerks taking place on Tuesday 4<sup>th</sup> March.

312. **Date of the Next Meeting** The next meeting will be held on **Monday 10<sup>th</sup> March 2025 at 1930**.

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

### **Open Forum**

None.

**Victoria Nuthall  
Parish Clerk & RFO**

**Paul Carr  
Chairman**

**TETSWORTH PARISH COUNCIL**

	2024-2025	2025-2026	Notes
Donations S137	£2,000.00	£2,000.00	
Village green 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	£3,050.00	
Dog bins	£300.00	£335.00	
	<b>£9,790.00</b>	<b>£10,315.00</b>	
Auditors	£500.00	£600.00	
Clark Salary (SCP23/LC2) + £10pm WFH	£13,530.00	£13,210.00	
Clarks NI (1.5% over £5,000pa)		£1,280.00	
Clarks Pension (Nest) (3% over £5,240pa)	£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, comain, emails, cloud storage	£120.00	£360.00	
Professional legal fees	£500.00	£500.00	
Elect on set aside	£100.00	£100.00	
PV/LB repayment	£2,631.00	£2,631.00	
Strategic Reserve	£0.00	£0.00	
<b>Sub Total</b>	<b>£21,397.00</b>	<b>£22,526.00</b>	
<b>Total</b>	<b>£31,187.00</b>	<b>£32,841.00</b>	
			<b>5.3% increase</b>
			Precept

DTC E960 this year

£1,544 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

Moore E315, J Olds £250 this year  
 £17.29/hr from 10/24 backdated to 04/24. 4% backdated pay rise estimated  
 4% backdated pay rise estimated  
 4% backdated pay rise estimated  
 £1,565 plus £343 for patch surface and £87 for generator

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

Current ~£5k, ideal ~£10k. Tfr £4k from clerk salary, so no need to top up.