



## Minutes of the Meeting of Tetsworth Parish Council Held at Tetsworth Memorial Hall at 7.30pm on Monday 14<sup>th</sup> April 2025

**Present:**

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

**Parish Clerk & RFO:** Victoria Nuthall

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

**Members of the Public:** None.

386. **Apologies for Absence** Kate Gregory (KG) (OCC), Cllr Sean Whitehead (SW)

387. **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**

388. **Minutes of the Council Meeting held on 10<sup>th</sup> March and the Extra Ordinary Council Meeting on 18<sup>th</sup> March 2025** were **Approved** for Signing.

389. **Public Questions.** None.

390. **Update of Actions List – refer to list**

### **Councillors' Reports**

391. **County Councillor's Report** None. A note of thanks was requested to Cllr Gregory/ OCC for their hard work in clearing the footpaths and gulleys within the parish.

392. **District Councillor's Report** Cllr Hermitage referred to her recent newsletter and in particular the Great Hazeley Trading Estate of which the contents were **noted**. This was also circulated by email to the councillors ahead of the meeting. Concerns were raised about possible breaches of planning conditions on land located on the Stoke Talmage Road. The clerk was in receipt of the report and of photographic evidence which will be forwarded as requested to Cllr Hermitage. A discussion took place regarding the village ditch clearing initiative and exploring the possibility of a grant. The clerk had reviewed and suggested the councillor community grant but the application window does not open until June 2025. Cllr Hermitage was supportive of this and said she would help expedite the application process once the grant scheme has been launched if needed.

393. **Parish Councillor Reports** The chairman formally confirmed for the record that he will be resigning from the Parish Council on 1<sup>st</sup> May 2025. This was acknowledged.

### **Parish Council Administration**

394. **Gov.uk email addresses. Consideration of Parish online offer of a data transfer from clerk.co.uk to clerk.gov.uk email box.** The clerk notified the council that despite the best efforts of herself with Parish online to do a manual data transfer from one server to another, this has failed and as a result, Parish Online has offered to complete the full data transfer for the sum of £25 plus VAT. **This was unanimously approved.** It was **noted** by a member of the public that not all key information has been transferred from the old website to the new and provided a list of examples to the council. The chairman will review and report to the clerk. This will then be taken up with Parish Online for resolution.

395. **Consideration of letter regarding Tetsworth Memorial Hall from parishioner.** The council **unanimously agreed** for the chair to write a letter to Tetsworth Memorial Hall to address the issues raised in the letter. The clerk will acknowledge receipt of the letter in the interim and will report back when a response has been forthcoming.

396. **Consideration of letter regarding Thames Water from Freddie van Mielo.** The letter from was reviewed by the council. It was **unanimously agreed** that the council would draft a communication mailer out to residents with an update on the council and would also request their feedback to the questions raised in Mr van Mielo's letter. The clerk suggested that in addition to hard copy, an online survey link could be placed on the council's website and a link on the local facebook community page. The clerk to respond back to Mr van Mielo for requested timescale of response.

### **Finance**

397. **Monthly Financial Report** The report for March 2025 was **Approved Unanimously.**

398. **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.** The chair noted that a payment of £148.40 in respect of an overpayment for the replacement bench was missing from the electronic payment listing but was correctly noted on the monthly accounts and bank statements.

#### **. Electronic Payments**

i.	OALC	Annual subscription	Invoice T00280/2025/1	£240 incl VAT
ii.	ONPA	Annual Subscription		<i>£50</i>
iii.	V Nuthall	Salary – March 2025		£1040.65
iv.	HMRC	Employer NI – March 2025		£35.69
v.	360 Landscapes	Grounds Maintenance	Invoice SI-10911	£396 incl VAT
vi.	Shield Maintenance	Dog waste bin	invoice 8706	£33.16 incl VAT
vii.	Bank Service Charges			£4.25

#### **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
iii.	HP Instant Ink	Ink Cartridges/Paper		£17.26 inc VAT

#### **d. Debit Card:**

**Receipts:** To **Note** the following receipts:

a.	Mr Stevens	Part payment-reimbursement for bench	£890.40
b.	TSSC	Insurance repayment	£52.36

399. **To discuss/consider/approve further Financial Matters**

- a. **Consideration of approval of revised Financial Regulations – NALC updates under Procurement – reference items 5.4, 5.7, 5.11.** This was **unanimously agreed** by the council.
- b. **Consideration of appointment of Jane Olds as Internal Auditor for the 2024/25 AGAR.** This was **unanimously agreed** by the council.
- c. **Consideration of investment options regarding Harlesford Farm.** It was **unanimously agreed** by the council to accept the full sum of £128,000 in respect of the community benefit option from the Harlesford Farm solar project.
- d. **Internal Controls Checklist.** The clerk confirmed that Cllr Bhagat had completed the quarterly internal controls checklist on behalf of the Parish Council with no issues.
- e. **2024/25 AGAR (Annual Governance Audit Return) update.** The clerk notified the council that the preparation for the 24/25 AGAR submission was underway. The clerk has already completed the internal audit review and now finalising the AGAR financials for the parish council's approval ahead of submission to the external auditor.
- f. **2024/25 End of Year Financials.** The clerk reported to the council that the end of year process had been successfully completed.
- g. **2025/26 Budget – quarterly finance updates.** The clerk reported to the council that as a result of the internal audit review, it was identified that for best practice purposes a quarterly review of actuals vs budget should be incorporated into the agenda. **This was noted and agreed.**
- h. **To acknowledge receipt of precept (1 of 2) for 2025/26 financial year from SODC of £16,420.50.** This was duly noted.

#### 400. Planning

##### For consideration:

**P25/S0828/HH – 2 High Street, Tetsworth** - A single storey side and rear extension and alterations to existing elevations. **This was unanimously agreed.**

**P25/S0751/HH – Emerton house, 64 High Street, Tetsworth.** Replacement of existing conservatory with a new single storey extension. Removal of a section of brick from the linking element between the main house and service wing at ground floor level to improve ground floor accessibility including layout changes. **This was unanimously agreed.**

**P25/S0752/LB – Emerton House, 64 High Street, Tetsworth.** Replacement of existing conservatory with a new single storey extension. Removal of a section of brick from the linking element between the main house and service wing at ground floor level to improve ground floor accessibility including layout changes. **This was unanimously agreed.**

**P24/S1717/S73 – Harlesford Farm, Tetsworth** - 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). (As updated by plans and documents received 23 October 2024 and 25 February 2025 and as amended by information received 14 March 2025.) **This was noted.**

**P24/S31440/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. – **Extra Ordinary Meeting scheduled to discuss as amendments came in after agenda was issued. Meeting will take place 22<sup>nd</sup> April.**

##### Awaiting Decision:

a. **Application Reference: 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.

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/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).

e. **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 works, equipment and necessary infrastructure).

f. **Application reference P25/S0008/DA – Appeal. Land at Toll Lodge Farm London Road Tetsworth Oxon OX9 7AZ.** Without planning permission, the creation of a paved hardstanding and gravelled area at the access to the Land. The area of the Land in which the alleged breach of planning control is considered to be taking place is shown in the approximate position hatched blue on the accompanying plan. (SE22/054).

#### **Decisions made/refused:**

**Application reference: P25/S0578/DIS: Horseshoe House Stoke Talmage Road Tetsworth** Discharge of conditions 3(surface water drainage scheme) and 4(foul water drainage scheme) on application ref. P20/S4389/FUL - Appeal reference: APP/Q3115/W/21/3285287 (The erection of a new dwelling and the removal of an existing dwelling.) **Consent granted.**

#### **401. NDP Review.**

The chair requested the approval of the council to pay ONH the sum of £2890 + VAT in respect of their works associated with the NDP Review. The chair reminded the council that the council had received a grant from Groundworks UK for the sum of £2890 towards this. **This was unanimously agreed.** John Gilbert provided an overview of the work achieved in respect of the policy modifications and project deliverables. The NDP Steering Group has suggested to hold an engagement event to explain the modifications and suggested that they have a stand at the Annual Parish meeting on 20<sup>th</sup> May. **This was agreed by the council.**

#### **Recreation Areas**

##### **402. PATCH.**

- a. **Routine Inspections.** No new issues identified but concern raised over the recent damage to equipment. This was noted.

#### **Village Environment**

403. **To consider correspondence from OCC – Flood project funding expressions of interest – OCC Priority Action flood projects – 2025/26. The clerk was asked to enquire and report back.**

404. **VE Day Celebrations – 8/5/25.** It was **noted** that there are no planned events to celebrate VE Day within the parish. It was noted that there will be a Beacon Lighting ceremony taking place in Thame. Clerk to share details.

405. **Solar Project – TSSC. This was deferred to a future meeting.** The clerk raised the possibility of possibly applying for grant funding via the Capital Infrastructure fund due to open in July 2025.

## Highways, Byways & Transport

406. **Bus Services Contract** – the changes to existing services were **noted**.

407. **Village Sign – East End of village update**. The clerk notified the council that the replacement sign is underway and awaiting the final quotation to be received but confirmed that OCC are making a contribution towards this replacement.

408.2 Silver Street, Tetsworth – **advance notice of sewage repairs**. **Noted and already shared locally**.

## Communications

409. Empty Home Comms. The chair requested that this communication was shared locally. **Agreed**.

410. **The following communications during the course of month circulated were noted**.

- TVP Police & Crime Bulletin
- Open Spaces Society newsletter
- The Rural bulletin newsletter
- Practitioners Guide 2025
- OCC Newsletter
- CF – Marriott Place Project
- Everyone Active grant funding information – SODC – forward information to TSSC.
- Fly Tipping communication
- Thames Valley Alerts
- SLCC newsletter

## Items for Next Agenda Not Already Mentioned

411. Land west of Tetsworth, North of the A40. Containers. Potential planning breach.

### 412. **Meeting dates**

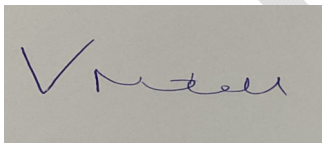
Extra Ordinary meeting will be held on **Tuesday 22<sup>nd</sup> April 2025 at 1930. Tetsworth Memorial Hall.**

Parish Council Meeting/AGM will be held on **Monday 12<sup>th</sup> May 2025 at 1930. Tetsworth Memorial Hall.**

Annual Parish Meeting will be held on **Tuesday 20<sup>th</sup> May at 1930. Tetsworth Memorial Hall.**

413. **Closure of the Meeting** The meeting closed at 9.26pm.

## Open Forum



Victoria Nuthall  
Parish Clerk & RFO

DRAFT

TETSWORTH PARISH COUNCIL

	<u>2024-2025</u>	<u>2025-2026</u>
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	£3,030.00
Dog bins	£300.00	£335.00
<b>Sub Total</b>	<b>£9,790.00</b>	<b>£10,315.00</b>
Auditors	£500.00	£600.00
Clerk Salary (SCP23/LC2) + £10pm WFH	£13,530.00	£13,210.00
Clerks NI (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
PWLB 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>

**Precept**

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

Moore £315, J Olds £250 this year

£17.25/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 line

for domain, website, email and cloud storage

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

**5.3% increase**