



Tetsworth Parish Council

Parish Clerk & Responsible Finance Officer

Victoria Nuthall

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Minutes of the Meeting of Tetsworth Parish Council Held at Tetsworth Memorial Hall at 7.30pm on Monday 9th June 2025

Present: Chair Cllr Seb Mossop (SM)
Cllr Chris Thompson (CT)
Cllr Susan Rufus (SR)
Cllr Sean Whitehead (SW)
Cllr Kim Bhagat (KB)

Parish Clerk & RFO: Victoria Nuthall

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

Members of the Public: Two.

40. **Apologies for Absence.** None.
41. **To Receive Declarations of Interest.** None.
42. **To Approve the Minutes of the Council Meeting held on 12th May and the Extra Ordinary Council Meeting held on 29th April (deferred from last meeting) for Signing.** The minutes were approved for signing.
43. **Public Questions.** None
44. **Update of Actions List** - refer to actions list.

Councillor Reports

45. **County Councillors' Reports.**
_Cllr Edwards provided a summary of her report received by the council. In addition, Cllr Edwards notified the council of her discretionary grant budget and encouraged the council to contact her with any ideas for support. Cllr Edwards also discussed the possibility of OCC introducing a temporary Congestion Charge scheme to Oxford with the view that revenue received from this scheme would go into public transport incentives. A cabinet meeting is due to take place shortly and if minded to proceed, this would then go to public consultation. Cllr Edwards requested contact details of the council contact in respect of the school extension project and the issues with the land registration. Clerk to provide.
46. **District Councillor's Reports**
Cllr Hermitage provided a summary of her recent report to council. The clerk asked if there had been an update to the ongoing issues with the planning portal with the SODC website being offline. Cllr Hermitage was unable to provide information but did confirm that in light of the offline issues, any planning responses should be emailed to the relevant planning case officers but officers are mindful that in some instances extension dates will be allowed due to the issues encountered. Cllr Hermitage also acknowledged the potential planning breach on the Stoke Talmage Road and said that the planning officer dealing with this was leaving so will await to see who will be allocated the enquiry. To follow up.

47. **Parish Councillors' Reports** None.

Parish Council Administration

www.tetsworthparishcouncil.co.uk

48. **Councillor vacancy update.** The clerk said that two interested parties had come forward but no formal application had been forthcoming. The clerk was asked to put another reminder out on the facebook page with a closing date. If applicants come forward, they will be invited to attend the July Parish Council meeting whereby co-option can take place.
49. **Parish Council noticeboards.** Cllr Mossop will review the condition of the old noticeboard with a view to disposal and report back at the next meeting.
50. **Website update / working shared drive for council.** A short discussion took place with regards to the usage and benefit of using a shared workspace/drive for the council after trialling this workspace with zoho. Cllr Whitehead encouraged the council to be supportive of this and to utilise the current onedrive subscription that the council already in place which has the capability of providing the same service. Clerk to follow up and organise.
51. **Consideration of clerk undertaking CiLCA qualification with OALC/SLCC.** The clerk requested the support of the council to undertake the Certificate in Local Council Administration qualification as highlighted in the recent Internal Audit report. The course fee is approximately £450. Clerk to share details with council with Council to vote upon at July meeting.

Finance

52. **Monthly Financial Report.** The monthly financial report for May 2025 was **agreed** unanimously.
53. **Expenditure:** The following payments were **agreed** unanimously. (*Note italics show payments already made and Note those payments paid as previously agreed as standing orders and direct debits*)

a. Electronic Payments

i.	<i>Gallaghers Insurance Annual subscription</i>	Invoice 149400715	£1599.19
ii.	J Olds	Internal Audit Invoice JO294	£260
iii.	TSSC	Donation towards fete	£250
iv.	HMRC	Employer NI – May 2025	£203.74
v.	V Nuthall	Wages – May 2025	£1084.50
vi.	360 Landscapes	Grounds Maintenance SI-10920	£396 inc. VAT
vii.	Shield Maintenance	Dog waste bin Invoice	£33.16 inc. VAT
viii.	Bank Service Charges		£4.25
ix.	<i>J Bennett & Sons</i>	<i>Annual Insurance Renewal – TSSC</i>	<i>£585.38</i>

b. Standing Orders (Monthly):

i.	<i>Wiseserve</i>	<i>IT Support</i>	<i>Invoice 30197</i>	<i>£6.00 inc VAT</i>
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c. Direct Debits (Monthly):

i.	<i>O²</i>	<i>Phone Service</i>	<i>05928908</i>	<i>£22.44 inc VAT</i>
ii.	<i>Microsoft</i>	<i>One Drive Storage</i>	<i>82322662943</i>	<i>£1.99 inc VAT</i>
iii.	<i>HP Instant Ink</i>	<i>Ink Cartridges/Paper</i>		<i>£10.98 inc VAT</i>

d. Debit Card:

i.	<i>CJ Stores</i>	<i>Refreshments for APM</i>		<i>£49.44</i>
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54. **Receipts:** To **Note** the following receipts:

a.	TSSC	Insurance repayment	£52.19
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55. **To Consider / Discuss / Approve Further Financial Matters**

- a. Consideration of the Internal Auditors report for 2024/25 – Annual Governance Accountability Return. **The Internal Auditors report was reviewed and the contents noted by the council.**
- b. Approval of the Annual Governance Statement for 2024/25 - Annual Governance Accountability Return. **The Annual Governance statement was considered, reviewed and agreed unanimously by the council.**
- c. Approval of the Accounting Statements for 2024/25 - Annual Governance Accountability Return. **The Accounting statement was considered, reviewed and agreed unanimously by the council.**
- d. Notification of the Public rights of inspection - Annual Governance Accountability Return. **The dates for the exercise of public rights of inspection was considered, reviewed and agreed unanimously by the council.**
- e. Consideration of TSSC annual insurance renewal received by J Bennett & Sons for the period 1 June 2025 – 31 May 2026 (formal resolution to be minuted). **This was agreed unanimously by the council. Cllr Thompson thanked the clerk for her work in the preparation of the AGAR.**
- f. Consideration of cost for additional dog waste bin next to Swan Gardens following quotation received by The Shield Group. **The council unanimously agreed to proceed with the quotation for the purchase and installation of a new**

dog bin of £260.67 plus vat via Glasdon, £148.60 plus vat for the installation cost of the bin which then incur an additional £5.52 per month to our existing rolling monthly agreement with Shield Maintenance, taking it from £27.63 per month to £33.15 per month plus VAT.

- g. Notification of next PWLB repayment of £1315.22 – due 2/6/25 – for information. **This was duly noted.**

56. **Planning**

For consideration:

Application Reference P25/S1408/LB – Tetsworth Primary School, 15 High Street, Tetsworth - Listed building application for an oil boiler replacement and associated works including replacement flue, new radiators and trenching of services. **This was unanimously agreed by the council.**

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. Surface water management report update. **Noted.**

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). **Noted.**

Application Reference: P25/S0951/DIS - Dodwells Solar Farm Land north of the A40 near Thame - Discharge of conditions 4 (Final Layout and Equipment Details), 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), 15 (Ecology District Licence Compliance Certificate) on application P21/S3915/FUL (Installation and operation of a solar farm together with all associated works, equipment and necessary infrastructure). **Noted.**

Awaiting Decision:

Application Reference: P25/S1351/HH – 11 Swan Gardens, Tetsworth. Conversion of existing garage into habitable space to be interlinked to the main dwelling. Works to include changes to the fenestration and installation of boiler flue.

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.

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

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

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. **Granted.**

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. **Granted.**

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. **Refused.**

Appeal for consideration:

APP/Q3115/W/25/3364807 (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 and revised acoustic report and waste management information as shown on amended and additional documents received 6th November 2024 and revised acoustic barrier shown on amended plans received 6th December 2024 and public right of way corrected and rooflights adjusted as shown on amended plans received 13th February 2025).

Tetsworth Parish Council objects to the development of Claridge Barn proposed by P23/S4191/FUL and urges the dismissal of the appeal on the grounds of the Common land status and Parish Council ownership of the access land and the earlier prohibition of further development of land including and surrounding Claridge Barn in the appellants' ownership. This was unanimously agreed by the council. The chairman thanked the Planning Sub-Committee for their hard work in preparing the response on behalf of the council. A detailed response will be submitted to the Planning Inspectorate which will be made available via our website attached to the minutes for this meeting.

To Note any Further Planning Considerations Received after Agenda Publication

The Planning Sub-committee initiated discussion of two potential enforcement issues.

- A further caravan had been installed on a plot in the multi-plot field alongside Stoke Talmage Road. Images had been forwarded to Cllr Heritage to escalate action by SODC Enforcement staff.
- Creation of a gated storage compound with hard-standing and storage containers on an agricultural field alongside the A40 between Green Barn Stables and the Equine Rehabilitation Centre site raised the question of whether 'Change of Use' permission was needed or had been granted. Cllrs Whitehead and Mossop agreed to forward images of the development to SODC Planning staff to seek clarification of the issue.

NDP Review.

57. NDP update. John Gilbert notified that a public consultation/update meeting had been held before the Annual Parish meeting last month and was successful.

Recreation Areas

58. **PATCH.**

- a. Routine Inspections – frequency. It was **agreed** by the council to revert to bi-weekly inspections instead of weekly inspections. Clerk to issue new rota to councillors on this basis moving forward.

Village Environment

59. None.

Highways, Byways & Transport

60. Community Transport Grant – transport survey – this was **noted** and covered under the action list discussed earlier in the meeting.
61. Back Street – condition of road – in response to correspondence from parishioners. The council discussed the concerns of residents in relation to the condition of the road but needed to understand the ownership of the area in question. Clerk awaiting response from OCC Highways with regards to extending the boundary and potential adoption of land and will carry out land registry searches and will report back.

62. **Communications sent to councillors by email since the last meeting and noted.**

To note all emails sent by the clerk to the council. **Noted and acknowledged.**

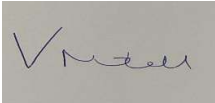
63. **Items for Next Agenda Not Already Mentioned. None.**

64. **Date of the Next Meeting.** The next meeting will be held on 14th July 2025 at 7.30pm.

To Close the Meeting. The meeting closed at 9.19 pm.

Open Forum.

A parishioner raised the question if the parish council would consider adding in grassed areas near to the Blacksmith's building and at the top of Parkers Hill into the grass cutting agreement as they need attention.



**Victoria Nuthall
Parish Clerk & RFO**

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TETSWORTH PARISH COUNCIL

	<u>2024-2025</u>	<u>2025-2026</u>	<u>Notes</u>
Donations S137	£2,000.00	£2,000.00	
Village green maintenance	£1,500.00	£1,500.00	
Tree maintenance	£750.00	£750.00	DTC £960 this year
War memorial maintenance & Remembrance	£150.00	£150.00	
Enhancement of village	£300.00	£300.00	
Play Area	£1,750.00	£1,750.00	£1,644 for inspection and 2 repairs this year.
Contractor Maintenance	£400.00	£500.00	Extra £100 for generator maintenance/fuel?
Grass cutting	£2,640.00	£3,030.00	£3,030 (£2,640 plus £390 for patch)
Dog bins	£300.00	£335.00	At 2025 rate, £331.56
Sub Total	£9,790.00	£10,315.00	
Auditors	£500.00	£600.00	Moore £315, J Olds £250 this year
Clerk Salary (SCP23/LC2) + £10pm WFH	£13,530.00	£13,210.00	£17.29/hr from 10/24 backdated to 04/24. 4% backdated pay rise estimated
Clerks NI (15% over £5,000pa)		£1,280.00	4% backdated pay rise estimated
Clerks Pension (Nest) (3% over £6,240pa)	£511.00	£220.00	4% backdated pay rise estimated
Insurance	£1,800.00	£2,000.00	£1,565 plus £343 for patch surface and £87 for generator
Subscriptions and fees	£700.00	£700.00	
Training	£250.00	£250.00	
Office	£355.00	£275.00	IT services moved to website line
Village hall rental	£400.00	£400.00	
Website and quickbooks, domain, emails, cloud storage	£120.00	£360.00	for domain, website, email and cloud storage
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	Current ~£5k, ideal ~£10k. Tfr £4k from clerk salary, so no need to top up.
Sub Total	£21,397.00	£22,526.00	
Total	£31,187.00	£32,841.00	5.3% increase
			Precept