



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 14th July 2025

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

In Attendance: John Gilbert (sub- committee member)

Members of the Public: None

- 65. **Apologies for Absence:** Parish Clerk & RFO: Victoria Nuthall; Cllr Sean Whitehead
- 66. **To Receive Declarations of Interest:** None
- 67. **To Approve the Minutes of the Council Meeting held on 9th June for Signing:** The minutes were **not approved** due to amends required
- 68. **Public Questions:** None
- 69. **Update of Actions List:** Refer to actions list

Councillor Reports:

- 70. **County Councillors' Reports:** None received except an update on the Primary School land transfer
- 71. **District Councillor's Reports:**
- 72. **Parish Councillors' Reports:** None

Parish Council Administration:

- 73. Co-option of Councillor vacancy – **it was unanimously agreed to proceed with the co-option of Robyn Hester to the Council**
- 74. Website update / working shared drive for council – update – OneDrive – **in the Clerk's absence, it was noted that decisions need to be taken to simplify the Council's digital infrastructure. SR also commented that she was having difficulty accessing the OneDrive – Councillors to support**
- 75. Consideration of clerk undertaking CiLCA qualification with OALC/SLCC – further details as requested at June meeting – **in the Clerk's absence, it was noted that further details should be provided ASAP**
- 76. Local Government re-organisation – **the Council noted the implications of the various options from Oxford City Council, OCC & SODC. The Council's preference is for the Ridgeway Council and note concerns with the proposed footprint of Oxford City Council's option. To follow developments and any opportunities the Council have to give feedback/input**

Finance:

- 77. **Monthly Financial Report:** The monthly financial report for June 2025 was **agreed** unanimously.
- 78. **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. HMRC	Employer NI – June 2025	£76.09
ii. V Nuthall	Wages – June 2025	£998.94

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iii. Shield Maintenance	Dog waste bin	invoice 9044	£33.16 inc. VAT
iv. Bank Service Charges			£4.25
v. Westcotec	VAS Signs	invoice no 16732	£9,199.20 inc. VAT
vi. 360 Landscapes	Grass Cutting	invoice no S-10925	£396 inc. VAT
vii. Quickfix IT	Website hosting	invoice no 650 & 653	£35.84 inc. VAT
b. Standing Orders (Monthly):			
i. Wiseserve	IT Support	Invoice 30604	£6.00 inc VAT
c. Direct Debits (Monthly):			
i. O ²	Phone Service	05928908	£22.44 inc VAT
ii. Microsoft	One Drive Storage	82322662943	£1.99 inc VAT
iii. HP Instant Ink	Ink Cartridges/Paper		£22.98 inc VAT
d. Debit Card:			
None			

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

None (it was noted that TSSC Insurance repayment had not been received)

80. **To Consider / Discuss / Approve Further Financial Matters:**

- a. Consideration to pay monthly PAYE Tax & NI deductions by direct debit – **noted subject to confirmation from the Clerk**
- b. Consideration of quotation from Community Heartbeat in respect of additional defib unit – **noted but already confirmed not to proceed**
- c. Consideration of donation request from Carers Oxfordshire – **the Council were concerned as to the charitable status of the organisation and whether they covered the Parish**
- d. Consideration of request from clerk to purchase lever arch files, paper and plastic pockets for office admin – **£50 was nominally approved by the Council subject to detailed costs from the Clerk**

81. **Planning:**

For consideration:

None

Awaiting Decision:

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.

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).

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).

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.

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).

APP/Q3115/W/25/3364807 (P23/S4191/FUL) - Appeal. 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).

Decisions made:

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. **Granted.0**

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. **Granted.**

To Note any Further Planning Considerations Received after Agenda Publication

P25/S1915/HH

NDP Review:

82. NDP update – John Gilbert notified that the next steps in the consultation process would probably require a meeting in August for the Council to approve them

Recreation Areas

83. **PATCH.**

- a. Routine Inspections – the Council discussed the importance of maintaining the inspection routine. New rota to be issued.

Village Environment

84. Winter preparedness – the Council noted the need to confirm requirements for salt ASAP

Highways, Byways & Transport

None

85. **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**

86. **Items for Next Agenda Not Already Mentioned:**

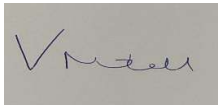
- a. **P25/S1915/HH**
- b. Approve June minutes
- c. Approve £100 RBL donation

87. **Date of the Next Meeting:** The next meeting will be held on 8th September 2025 at 7:30pm

To Close the Meeting: The meeting closed at 9.00 pm

Open Forum:

A parishioner raised the question if the parish council would consider adding the grassed areas near the War Memorial into the grass cutting agreement – to be considered



Victoria Nuthall
Parish Clerk & RFO

DRAFT

TETSWORTH PARISH COUNCIL

2024-2025

Donations S137	£2,000.00
Village green maintenance	£1,500.00
Tree maintenance	£750.00
War memorial maintenance & Remembrance	£150.00
Enhancement of village	£300.00
Play Area	£1,750.00
Contractor Maintenance	£400.00
Grass cutting	£2,640.00
Dog bins	£300.00
Sub Total	£9,790.00
Auditors	£500.00
Clerk Salary (SCP23/LC2) + £10pm WFH	£13,530.00
Clerks NI (15% over £5,000pa)	
Clerks Pension (Nest) (3% over £6,240pa)	
Insurance	£511.00
Subscriptions and fees	£1,800.00
Training	£700.00
Office	£250.00
Village hall rental	£355.00
Website and quickbooks, domain, emails, cloud storage	£400.00
Professional legal fees	£120.00
Election set aside	£500.00
PWLB repayment	£100.00
Strategic Reserve	£2,631.00
Sub Total	£21,397.00
Total	£31,187.00
Precept	£31,187.00

2025-2026

	£2,000.00
	£1,500.00
	£750.00
	£150.00
	£300.00
	£1,750.00
	£500.00
	£3,030.00
	£335.00
	£10,315.00
	£600.00
	£13,210.00
	£1,280.00
	£220.00
	£2,000.00
	£700.00
	£250.00
	£275.00
	£400.00
	£360.00
	£500.00
	£100.00
	£2,631.00
	£0.00
	£22,526.00
	£32,841.00

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

Moore £315, 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 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