



Minutes of the Meeting of Tetsworth Parish Council Held at Tetsworth Memorial Hall at 7.30pm on Monday 12th May 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 Judith Edwards (OCC)

Members of the Public: None.

- To Elect a Chairman for the Municipal Year 2025/26.** It was proposed by Cllr Thompson and seconded by Cllr Bhagat that **Cllr Seb Mossop is elected chairman.** A note of thanks was recorded for Cllr Paul Carr in respect of his outstanding contribution to the parish council.
- To receive the Chairman's Declaration of Acceptance of Office.** This was signed and witnessed by the clerk at the meeting.
- Apologies for Absence** Cllr Sean Whitehead (SW), Cllr Susan Rufus (SR), Cllr Georgina Hermitage (GH), (SODC, OCC)
- 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.**
- To Elect a Vice Chairman for the Municipal Year 2025/26.** It was proposed by Cllr Mossop and seconded by Cllr Bhagat that **Cllr Chris Thompson is elected Vice-Chairman.**
- To receive the Vice-Chairman's Declaration of Acceptance of Office.** This was signed and witnessed by the clerk at the meeting.
- To appoint Councillors to outside bodies, sub committees and other groups and roles.**
Neighbourhood Plan Review – Cllr Chris Thompson
- To appoint Councillors and co-opted members to the planning sub committee.**
Planning sub- committee – Cllr Chris Thompson

Approval of Minutes

- Minutes of the Council Meeting held on 14th April and the Extra Ordinary Council Meetings on 18th March 2025 held on 22nd April and 29th April were **Approved** for Signing.
- Public Questions.** None.
- Update of Actions List – refer to list**

Councillors' Reports

12. **County Councillor's Report** None
13. **District Councillor's Report** None. A report had been received from Cllr Hermitage in advance of the meeting.
14. **Parish Councillor Reports** None.
15. **Parish Council Administration**
16. **Councillor Vacancy.** It was **agreed** that a vacancy should be advertised via our website and social media for the period of 21 days. In addition, a hard copy of the vacancy will be placed on the noticeboard, TSSC and the Red Lion.
17. **Consideration of email from Stoke Talmage Parish Council regarding Emergency Plan.** The clerk read out an email regarding the request of the TPC emergency plan to be used as a template for Stoke Talmage PC. This was approved.
18. **Reminder of Tetsworth Annual Parish meeting – 20th May 2025.** Noted.
19. Consideration of email regarding Penguin Little book stops. The council were receptive to this proposal to have a book-stop facility in the parish but need to understand more about possible location. **Clerk to respond and request further information.**
20. Letter from Tetsworth Memorial Hall in response to TPC letter. This was **noted** and request for the clerk to write to the resident who raised the concern with a summary of the response received and to follow up with TMH if any further issues.
21. Banking signatories. The clerk requested clarification on councillor banking signatories. **Cllr Mossop to review.**
22. Register of member interests. The clerk requested that councillors review their register of interests and if there had been any changes, a revised register of interest needs to be submitted.
23. Policies & Procedures Review. The clerk requested that a full review of TPC's policies and procedures are reviewed this year. It was agreed that policies and procedures will be reviewed during the course of this year and the clerk will be creating a shared drive for councillors to review current documents and update as necessary. **This was agreed.**
24. Notification of SODC/Vale of White Horse Joint Local Plan – examination arrangements. This was **noted.**
25. Tetsworth Fete – 28th June. A request for a donation or volunteers to support this event. It was **agreed** that a contribution of £250 will be donated toward the event towards bouncy castles.

Finance

26. **Monthly Financial Report** The report for April 2025 was **Approved Unanimously.** A query was raised regarding the annual insurance payment for TSSC. The clerk was asked to contact the treasurer of TSSC. Cllr Thompson raised a request regarding an additional waste bin located close to Swan Gardens. **The clerk will investigate to report back.**
27. **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.**

28. . Electronic Payments

i.	OALC	Councillor Training	Invoice 3813	£42 incl VAT
ii.	Devey Tree Care	Tree Planting	Invoice 4116	£312 incl VAT
iii.	V Nuthall	Salary – April 2025		£1084.50
iv.	HMRC	Employer Tax/NI – April 2025		£101.77
iv.	360 Landscapes	Grounds Maintenance	Invoice SI-10916	£396 incl VAT
v.	<i>Shield Maintenance</i>	<i>Dog waste bin</i>	<i>invoice 8818</i>	<i>£33.16 incl VAT</i>
vi.	Bank Service Charges			£4.25
vii.	Community Heartbeat	Annual subscription	Invoice 26288	£162 incl VAT
viii.	RCOH Ltd	NDP Review	Invoice 1791	£3468 incl VAT

b. Standing Orders (Monthly):

i.	Wiseserve	IT Support	Invoice 28443	£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
iii.	HP Instant Ink	Ink Cartridges/Paper		£17.26 inc VAT

d. Debit Card:

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

a.	SODC	First half of 2025/26 precept	£16,420.50
b.	TSSC	Insurance repayment	£52.36

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

- Consideration of renewal invitation from Gallagher Insurance for the period 1st June 2025 – 31st May 2025 for the amount of £1599.19. This was **agreed** by the council.
- Consideration of invitation to stay with Gallagher/Hiscox for three- year period at fixed annual sum premium rate. This was **agreed** by the council.

30. **Planning**

For consideration:

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. **This was unanimously agreed.**

Awaiting Decision:

- 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.
- 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.)
- 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.
- 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).
- 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 granted/refused:

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.**

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. – **Refused.**

Other planning items received under agenda publication

It was noted that a surface water management report for Manor Farm had been submitted after the agenda publication so this will be added onto the June agenda under planning for consideration.

It was also noted that an appeal notification has been submitted after the agenda publication regarding Claridge Barn. This will be added onto the June agenda under planning for consideration. Response date 11/6/25.

31. **NDP Review.**

John Gilbert provided the council with an update and that the committee will be displaying a stand at the Annual Parish Meeting on 20th May.

Recreation Areas

32. **PATCH.**

- a. **Routine Inspections.** No new issues identified. Cllr Mossop suggested that the fencing needed repairs so requested that screws are ordered. Councillors discussed the legal requirements for the parish council, in particular the frequency of inspections to inspect equipment and defibs. **The clerk was asked to investigate and report back.**

Village Environment

33. **None.**

Highways, Byways & Transport

34. Consideration of email received regarding Community Transport Grants for 2025/26. Cllr Edwards offered to find out more regarding this grant and report back. Clerk to forward email.

35. Notification of 20mph speed limit order for Tetsworth. This was **noted.**

Communications

36. Various emails sent by the clerk since last meeting. This was **noted.**

Items for Next Agenda Not Already Mentioned

37. None.

38. **Meeting dates**

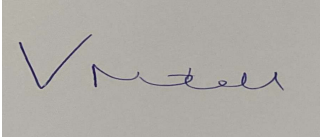
Annual Parish Meeting – 20th May 2025 at 7.30pm.

The next Parish Council meeting will take place on **Monday 9th June 2025 at 1930. Tetsworth Memorial Hall.**

39. **Closure of the Meeting** The meeting closed at 9.16pm.

Open Forum

None.

A rectangular box containing a handwritten signature in blue ink. The signature appears to be 'Victoria Nuthall'.

**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
Sub Total	£9,790.00	£10,315.00
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
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

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