

## TETSWORTH PARISH COUNCIL – MONTHLY ACTION LIST – JUNE 2025

| Ref.        | Item Requiring Action                                                                                        | Resp            | Action/Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------|--------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 355c/21     | Monitor OCC investigation of school extension project progress                                               | IPO<br>(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>Cllr Judith Edwards to investigate and chase for update. Clerk to send across contact details to JE. ONGOING</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. TSSC has received quotation. Clerk to contact TSSC for clarification of scope of work covered by the quote in relation to ditch and report back to council. Grant funding is open and clerk will apply for funding which will be available from Feb 2026. TPC to review clarification of quote and decide next steps in the interim. <b>ONGOING</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 surrounding properties obtained. Clerk to further investigate possibility of applying for land ownership and costs. Clerk to speak to Thames Water. <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. Clerk to chase. OCC confirmed new salt bin to be installed September/October. <b>COMPLETE.</b>                                                                                                                                                                                                                                                                                                                                                                                                |
| 250/24      | Contract Parish Online Support to implement IT transfer to .gov.uk domain                                    | Clerk           | Council agreed to transition to gov.uk domain. It was agreed to notify the parish to contact the council using the new gov.uk addresses. Clerk to put comms out regarding this and to also notify relevant bodies/organisations to use new email address. Clerk to contact wiserserve to request that any clicks on the old website is pointed to the new URL. Council minded to take down old website in next month. Final checks taking place with help of John Gilbert to ensure all data captured from old to new. <b>ONGOING.</b>                           |
| 250/24      | Terminate IT support arrangement with Wiserserve once .gov.uk transfer implemented                           | Clerk           | Agreed to terminate this support once transfer fully implemented. On agenda for Jul meeting with view for termination. <b>ONGOING.</b>                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 367(b)/25   | Recreation Area – The Play Inspection Company review                                                         | Clerk           | Agreed for rope swing to be removed due to potential health and safety risk identified. CM to remove. <b>ONGOING.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 16/25       | Councillor Vacancy                                                                                           | Clerk           | Clerk to advertise vacancy on website and socials for 21 days. Cllrs SM/CT to put up hard copy of vacancy on NB, TSSC and RL. <b>Any applicants to be invited to attend July PC meeting with view to co-option following rules for co-option. ONGOING.</b>                                                                                                                                                                                                                                                                                                       |
| 20/25       | Response from TMH                                                                                            | Clerk           | Clerk to respond to resident providing summary of response received from TMH. <b>COMPLETE.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 21/25       | Banking Signatories.                                                                                         | SM              | Cllr Mossop to review authorised banking signatories online and notify RFO.25/25 – <b>ONGOING.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 25/25       | Tetsworth Fete – request for donation                                                                        | Clerk           | Clerk to notify TSSC of £250 contribution from TPC in respect of Fete/Bouncy Castle hire. <b>COMPLETE.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 26/25       | Request for additional dog waste bin                                                                         | Clerk           | Clerk to obtain quotation for additional dog waste bin, close to Swan Gardens and report back – <b>COMPLETE.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 29(a)(b)/25 | Renewal of insurance premium from Gallaghers Insurance                                                       | Clerk           | Notify insurer of acceptance of quotation and agreement to accept three year term offer. – <b>COMPLETE.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 32(a)/25    | Frequency of routine equipment inspections                                                                   | Clerk           | Clerk to investigate and report back. <b>COMPLETE.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 34/25       | Community Transport Scheme criteria                                                                          | Clerk/JE        | Cllr Edwards to make enquiries regarding the criteria for the community transport scheme communication recently received. <b>COMPLETE.</b>                                                                                                                                                                                                                                                                                                                                                                                                                       |

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| 49/25       | Parish Noticeboard                                                                                                | SM        | SM to review old noticeboard with view to it's disposal. Report back at July meeting. <b>ONGOING.</b>                                                                               |
| 50/25       | Website/Shared drive                                                                                              | Clerk     | Clerk to set up onedrive for working shared drive access. <b>ONGOING.</b>                                                                                                           |
| 51/25       | Consideration of clerk undertaking CiLCA qualification                                                            | Clerk     | Clerk to forward details to council and place as an agenda item for July. <b>ONGOING.</b>                                                                                           |
| 55 a,b,c/25 | Approval of the 24/25 AGAR for Tetsworth Parish Council                                                           | Clerk/RFO | Clerk/RFO to submit approved and signed documentation to the external auditor. Electronic copies on website. <b>COMPLETE.</b>                                                       |
| 55d/25      | Notification of the public rights of inspection                                                                   | Clerk     | The notice of exercise of public rights of inspection to be placed on noticeboard 10 <sup>th</sup> June. Uploaded onto website. <b>COMPLETE.</b>                                    |
| 55f/25      | Acceptance of quotation from Shield Maintenance – new dog bin                                                     | Clerk     | Clerk to confirm to Shield acceptance to proceed and await lead time. <b>ONGOING.</b>                                                                                               |
| 58/25       | PATCH – inspection frequency                                                                                      | Clerk     | Agreed at meeting 9/6/25 to move to bi weekly inspections. Clerk to reissue rotas. <b>ONGOING.</b>                                                                                  |
| 61/25       | Back Street – condition of road                                                                                   | Clerk     | Clerk to carry out land register search to find out ownership of area in question. Update 10/6 – response from OCC Highways – forwarded to council and residents. <b>COMPLETE.</b>  |
| 275/24      | Write to Thames Water, SODC Environmental Health and OCC Highways concerning village drainage and flooding issues | Clerk     | Chair has prepared letter yet to be sent as awaiting key contact details from parishioner. Clerk to follow up. <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> |
| 234/24      | Investigate possible extension of Thame Community Transport Service to Tetsworth                                  | Clerk     | Clerk to contact organiser for update. Clerk emailed again 14/3 - no response to date. Council decided at 9/6/25 to hold. <b>HOLD.</b>                                              |