



Tetsworth Parish Council

Parish Clerk & Responsible Finance Officer

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Minutes of the Meeting of Tetsworth Parish Council Held at Tetsworth Memorial Hall at 7.30pm on Monday 8th September 2025

Present:

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

In Attendance: John Gilbert (sub- committee member)

Members of the Public: 43

102. Apologies for Absence. Cllr Judith Edwards (OCC)

103. To Receive Declarations of Interest. None.

Members are asked to declare any personal interest and the nature of that interest they may have in any of the items under consideration at this meeting.

104. Land south-west on London Road – unauthorised activity

The Chairman announced that he would be bringing item 9 on the agenda forward and would then close the meeting to allow a public session in relation to the matter. The Chairman provided an overview of the timeline of events relating to the unauthorised activity on the land and the work that had been carried out so far by TPC and SODC Planning Enforcement. The chair proposed a motion that Tetsworth Parish Council continue to support the work of SODC Planning Enforcement and OCC. **Agreed.**

Cllr Georgina Heritage then introduced herself and provided a summary of the procedures and actions taken to date by SODC Planning Enforcement. Cllr Heritage notified the meeting that a Temporary Stop Notice had been issued and explained the procedures and timescales relating to this. Cllr Heritage notified the meeting that a planning application had been submitted to SODC to regularise the situation. This is yet to be validated by SODC Planning. If validated, the application will be made available in the public domain for the relevant consultees to review and comment upon following the standard planning application timescales.

Meeting was closed at 7.37pm and opened to the public.

A parishioner raised concern over the lack of progress so far and that SODC were failing to act quickly enough and felt the village had been let down. Cllr Heritage acknowledged their frustration and explained that the planning breach is a civil matter and that the formal procedures are taking place to address the issue and that it is not a police matter. A parishioner asked regarding the procedures regarding submitting the planning application and how it impacts the enforcement which was answered by Cllr Heritage. Another parishioner expressed concerns over environmental health issues. The Chairman, together with Cllr Heritage, confirmed that this had already been raised with SODC and OCC who are currently investigating. A question was asked requesting the difference between a temporary stop notice and an eviction notice. Cllr Heritage explained that it was a temporary stop notice issued and not an eviction notice, served in line with protocol and due to the fact that the land is private. Cllr Heritage also confirmed that there is a lack of permanent sites within Oxfordshire. It was confirmed that the temporary stop notice has been issued with a 56-day timescale to investigate. A parishioner requested the need for increased police patrols. This was noted.

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The Chairman thanked everyone for their attendance and comments and closed the public session. Council meeting re-opened at 8.02pm.

105. **To Approve the Minutes of the Council Meeting held on 14th July and the Extra Ordinary Meeting minutes of 23rd July and 18th August for Signing.** Approved.

106. **Public Questions.** None.

107. **Update of Actions List** - the clerk provided an update on actions taken since the last meeting. These were **noted**.

Councillor Reports

108. **County Councillor's Report.** None.

109. **District Councillor's Report.** Cllr Heritage confirmed that SODC has their community grant fund scheme running until December with £7.5K available to apply for. Haseley Trading Estate planning application will be discussed by the planning committee at their next meeting on 8th October 2025. Cllr Heritage thanked TPC for their comments on the Lewknor Solar Farm application which had been noted and received. The Chairman asked for an update on the multiplot filed issue – no update was available currently and Cllr Heritage noted the complexity of this site due to the plots being individually owned.

110. **Parish Councillors' Reports.** The Chairman announced the sad passing of Majorie Sanders and read out a tribute to Majorie to the meeting. The Chairman also thanked Brian Dixon for his sterling work in tidying-up the war memorial which demonstrated a great voluntary effort.

Parish Council Administration

111. CilCA qualification – this has been deferred due to missing the enrolment date.

112. Policies Review – Internal Controls policy and Risk Assessment 25/26. **Approved.**

113. Cessation of old parish council website (.co.uk) **Agreed and noted.**

Finance

114. **Monthly Financial Report:** To **Approve** the report for August 2025 Approved.

115. **Expenditure:** To **Approve** the following payments (***Note** italics show payments already made* and **Note** those payments paid as previously agreed as standing orders and direct debits Approved

a. Electronic Payments

i. V Nuthall	Wages – July 2025		£1262.72
ii. V Nuthall	Wages- August 2025		£1181.20
iii. Shield Maintenance	Dog waste bin	invoice	£33.16 incl VAT
iv. Bank Service Charges			£4.25
v. RBL Poppy Appeal	Donation		£100
vi. 360 Landscapes	Grass Cutting	invoice no S11068	£396 incl VAT
vii. ICO	Renewal fee	invoice no 2A192885	£52
viii. Quickfix IT	Final invoice	invoice no 000658	£5.20
ix. Moore LLP	2024/25 Audit	invoice no 332685	£535.50

b. Standing Orders (Monthly):

i. Wiseserve	IT Support		£6 inc VAT
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c. Direct Debits (Monthly):

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

d. Debit Card: None.

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

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

- To note the VAT reclaim received for the period 1st January – 30th June for the amount of £2783.62. **Noted.**
- To allocate VAT reclaim monies within the balance sheet. **Transfer to earmarked funds.**

- c. To note the SLCC award notice in respect of clerk salary. **Noted.**
- d. To sign the Harlesford Farm community benefit deed paperwork on behalf of TPC. **Awaiting paperwork – deferred.**
- e. To approve the quotation received from OCC Highways in respect of the replacement Eastern Wicket Gate. **Quotation received and will be on the October agenda for approval.**
- f. To explore and decide the investigation charge options from Thames Water in respect of the pond next to the Red Lion PH. **Agreed to proceed with asset location search at a cost of £60.60 plus VAT.**
- g. To discuss and review the quotations received in respect of skate park repairs. **Concern raised over the use of birch ply. Suggestion to explore composite alternative. Clerk to investigate and report back.**
- h. To acknowledge receipt of the AGAR sign off certificate from Moore for 2024/2025 and external auditors report. **Noted. The RFO was thanked for her work in relation to this.**
- i. Budget vs Actuals summary 25/26. **Noted.**
- j. Budget 2026/27. **The RFO provided the council with the first draft of the 26/27 budget. The budget will be discussed at the October meeting and the RFO requested the council to come along to this discussion with their comments/observations and ideas.**

118. Planning

For consideration:

P25/S1987/FUL – For development work at the following location: **Land bordering either side of the M40 near Postcombe and Lewknor villages.** **Noted.**

P25/S2588/NM - for development work at the following location: **Dodwells Solar Farm Land north of the A40 Thame.** Nonmaterial amendment on application ref P21/S3925/FUL – revised impact plan installation and operation of a solar farm together with associated works, equipment and necessary infrastructure. **Noted.**

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. **For information only.**

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. (As updated by ecology information received 27 June 2025). **For information only.**

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

P25/S1915/HH - 9 The Mount Tetsworth OX9 7AF - Replacement roof & frames to existing conservatory - **Granted**

To Note any Further Planning Considerations/ Received after Agenda Publication

NDP Review.

119. NDP Regulation 14 submission and consultation. John Gilbert provided a summary of the process so far and confirmed the locations within the village where a hard copy can be viewed together with the electronic version available to view via the TPC website and link provided via the Tetsworth community group Facebook page. Consultation runs to 6th October 2025.

Recreation Areas

120. PATCH.

- a. **Routine Inspections.** A quotation had been received from Wilson Tree Care in respect of repairs to the gate and stile for the sum of £130. It was felt in terms of health and safety this should be actioned urgently. **Agreed.**
- b. The clerk reported that the pedals on the exercise bike had stopped working as identified on a recent play inspection. The supplier had provided a quotation but Cllr Hester noted that these repairs should be covered under their guarantee. The clerk has been asked to submit the last two annual play inspections from the supplier which should satisfy their request and hopeful that the cost of the repairs will be covered. **Clerk to report back.**

Village Environment

121. Benches donation. The Chairman reported that the offer was no longer available.

122. New dog bin update. The clerk reported that despite chasing the supplier we are still awaiting an installation date. **Clerk to chase.**

123. Notification of closure of the Old Red Lion Public House and request from parishioner to explore community funded purchase. The Chairman confirmed the sad news of the Red Lion PH closing and notified the meeting that the Chairman, the clerk and Cllr Heritage had been in dialogue with regards to registering the pub as an asset of community value. **Clerk to report back.**

Highways, Byways & Transport

None.

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

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

124. Items for Next Agenda Not Already Mentioned

To Note any such items.

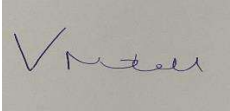
125. **Date of the Next Meeting.** The next meeting will be held on 13th October at 7.30pm.

To Close the Meeting. Meeting closed at 8.39pm.

Open Forum

- A parishioner reported stinging nettles inside of the play area and splinters on the ladder of the children's play equipment.
- Kissing Gate to replace stile on the Oxfordshire Way (Stoke Talmage Road). Parishioner requested an update. Clerk to follow up with the OCC Countryside Access Officer
- Gate to replace stile at top of Parkers Hill - Clerk to follow up with the OCC Countryside Access Officer and TPC to action a memorial plaque in memory of Marjorie Sanders
- Judds Lane – school extension – Clerk to ask Cllr Judith Edwards for an update.
- A suggestion for 20mph stickers to go on wheelie bins. Clerk to investigate.
- Suggestions for further 20mph signs throughout the village
- Suggestion for a zebra crossing and extending the zig-zag lines on hill approach by school.

Clerk to make enquiries.



Victoria Nuthall
Parish Clerk & RFO

<u>TETSWORTH PARISH COUNCIL</u>		<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	£31,187.00		