

# Tetsworth Parish Council

Paul Carr  
Interim Proper Officer (IPO) & RFO  
Tel: 07523 907741  
Email: [clerk@tetsworthparishcouncil.co.uk](mailto:clerk@tetsworthparishcouncil.co.uk)

To all members of Tetsworth Parish Council  
You are summoned to attend the Parish Council meeting detailed below  
**In Tetsworth Memorial Hall**  
**at 7.30pm on Monday 10<sup>th</sup> June 2024**

Members of the Public and Press are welcome to attend.

## AGENDA

1. **To Elect a Chairman** following the resignation of Cllr Carr as Chairman.
2. **To Receive the Chairman's Acceptance of Office**
3. **Apologies for Absence**
4. **To Receive Declarations of Interest** Members are asked to declare any personal interest, and the nature of the interest they may have in any of the items under consideration at the meeting.
5. **To Approve the Minutes of the Council Meeting held on 13<sup>th</sup> May 2024 for Signing**
6. **To Approve the Minutes of the Extraordinary Council Meeting held on 28<sup>th</sup> May 2024 for Signing**
7. **Public Questions**
8. **Update of Actions List**

<u>Ref.</u>	<u>Item Requiring Action</u>	<u>Resp</u>	<u>Action/Progress</u>
355c/21	Monitor OCC investigation of school extension project progress	IPO (OCC:KG)	OCC met developer in Dec 23 to discuss S278 and S106 agreements. Permanent fencing now installed. Land transfer to OCC and S278 agreement still pending registration of unregistered land with Land Registry as at 13 May 24. OCC to meet with school head and governors after land transfer to confirm future plans. Funding subject to bid for OCC CIL money. <b>ONGOING</b>
482c/21	Consider Christmas tree and outdoor decorations purchase / installation on Village Green for 2024	SR/KB	Indicative cost of surface metal frame in range of £300-500+VAT. Dimensions to be forwarded to assisting resident to obtain firm quotation. Commercial tree brochure received. <b>ONGOING</b>
91b/23	Monitor progress of installation of kissing gate to Oxfordshire Way on Stoke Talmage Road and Parkers Hill access points	IPO	OCC has installation of east side and Parkers Hill gates in hand with Chiltern Society Volunteer group. <b>ONGOING</b>
135/23	Seek OCC advice on siting and costs of east-end village entrance gates	IPO	Siting of south verge gate beyond 30mph sign supported by OCC Highways officer. 2023/24 cost estimated by OCC as about £3,000 inc VAT. Implementation with or without road markings to be considered for FY2024/25 expenditure. <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. Indicative costs to be investigated. <b>ONGOING</b>
201a/23	Install replacement Forest School gate	SM	Will be installed once a convenient date is arranged with volunteer helpers. <b>ONGOING</b>
283c/23	Provision of refreshments and disposable cups for Annual Meeting of the Parish on 22 May 24	PGC/SW	Purchase of 6x white wine, 6x red wine, beer, snacks and disposable containers <b>Approved Unanimously</b> , up to a maximum spend of £150. <b>Purchased 20 May 24, cost £107.95 plus 21.59 VAT.</b> Donation of soft drinks by SW. <b>COMPLETE</b>
317b/23	Access roadway/track – A40-Marsh End-TSSC-Spencers Farm and Sewage Disposal Works	IPO	OCC Countryside Access Officer has asked Highways colleague to make site visit. Action prompted by email exchange 9 Apr. <b>ONGOING</b>
392d/23	War Memorial cleaning. Obtain quotations and submit grant request to War Memorial Trust.	SM	Quotations to clean & reinstate lettering £1,250, and 2 for cleaning only £1,950 and £820. War Memorial Trust grant application on hold. Implementation to be considered in FY2024/25. <b>ONGOING</b>

16/24	Invite formal application for Parish Clerk post from 4 potential candidates and advise RPO-only candidate of intention to recruit to full role	IPO	Invitations and acknowledgement issued 14 May. <b>COMPLETE</b>
19d/24	Renew Hiscox insurance policy due 1 June.	IPO	Renewal for 1 year at cost of £1,562.61 confirmed 20 May. Payment on receipt of invoice. <b>COMPLETE</b>
27c/24	Confirm Play Inspection Company order for 2025 inspection of play area.	IPO	<b>COMPLETE</b>
27d/24	Confirm payment schedule and PATCH resurfacing implementation plans with Ecosurface.	IPO	60% payment made and 3 June start date agreed. Final 40% to be paid on receipt of invoice. <b>COMPLETE</b>
27d/24	Seek re-costing of roundabout repair from Creative Play, and coordination of implementation with Ecosurface	IPO	See Item 21b. <b>COMPLETE</b>
29b/24	Advise Little Foxes that copies of Forest School Risk Assessment and Emergency procedures not required by TPC	IPO	Little Foxes advised 14 May. <b>COMPLETE</b>
30e/24	Prepare Emergency Generator publicity feedback for SSEN once installed	IPO	To be prepared after installation completion. <b>ONGOING</b>
30h/24	Review Financial Regulation law NALC new model guidance	IPO	See Agenda item 10b. <b>ONGOING</b>
32a/24	Publicise Stoke Talmage Road closure	IPO	Notice issued 14 May. <b>COMPLETE</b>
33b/24	Respond to Community Governance SurveyMonkey request	IPO	Survey related to Councils that also run businesses, so not applicable to Tetsworth. Nonetheless, survey <b>COMPLETED</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>
592a/21	Seek further advice from OCC Highways on High Street pedestrian crossing design / siting solutions.	Clerk/IPO	OCC advice that proposed 20mph limit might allow the assessment of the crossing's suitability to be reconsidered. <b>ON HOLD</b>

## **Councillor Reports**

### **9. County Councillors' Reports**

### **10. District Councillor's Report**

### **11. Parish Councillor Reports**

### **12. Parish Council Administration**

- a. **Parish Clerk Appointment To Review** progress of recruitment campaign.
- b. **Financial Regulations To Note** the publication of new NALC model regulations and **to Appoint** a councillor to adjust the regulations to fit the Council's situation.
- c. **Civility and Respect Pledge To Approve** the Council's adopting and signing the NALC/SLCC Civility and Respect Pledge.
- d. **Standing Orders To Approve** the revised Council Standing Orders for adoption after the removal of the para on Powers of Wellbeing, which no longer exist.
- e. **Financial Reserves Policy To Approve** the Financial Reserves Policy for adoption.
- f. **Council Domain Address To Consider** adopting a .gov.uk domain. See Item 15a.
- g. **Emergency Generator To Note** the need to devise operating and maintenance arrangements based on contractor's advice.
- h. **Annual Meeting of the Parish To Consider** feedback from 22nd May 2024 meeting.

## **Finance**

### **13. Monthly Financial Report To Approve** the report for May 2024.

### **14. Expenditure To Approve** signing of cheques, making electronic payments, and raising standing orders and direct debits.

#### **a. Electronic Payments:**

i.	Shield Maintenance (Dog Bins)	Invoice 7681	£33.16 inc VAT
ii.	J Olds (Internal Auditor)	Invoice JO272	£250.00
iii.	Community Heartbeat (Defib Maint)	Invoice 21569	£162.00 inc VAT

#### **b. Standing Orders:**

i.	Wiseserve (IT Support)	Invoice 25014	£6.00 inc VAT per month
----	------------------------	---------------	-------------------------

#### **c. Direct Debit:**

i.	O <sup>2</sup> (phone service)	05928908	£20.88 inc VAT per month
ii.	One Drive Storage	Contract	£1.99 inc VAT per month

#### **d. Bank Debit Card:**

**15. To Consider / Discuss / Approve Further Financial Matters**

- a. **To Discuss** the recommendations of the Internal Auditor report.
- b. **To Approve** the Annual Governance Statement 2023/24 for signing.
- c. **To Approve** the Accounting Statements 2023/24 for signing.
- d. **To Note** that the Period of Public Rights for inspection of the unaudited accounts will run from 12 June 24 to 23 July 24 and that the Notice of Public Rights will be posted on 11 June 2024.
- e. **To Approve** the purchase of the 13<sup>th</sup> Edition of the Local Council Administration book from SLCC for £139.00.
- f. **To Note** reimbursement of £50 double payment from ONPA.
- g. **To Consider** repayment arrangements for TSSC annual Insurance renewal cost of £669.09. After current repayments, £628.57 remains outstanding; payments of 11 x £52.36 and 1 x £52.19 would cover this.
- h. **To Note** increase in O<sup>2</sup> monthly payments to £20.88 from 1 May 2024.

**Planning****16. To Note or Consider Planning Applications**

- a. None received

**17. To Note Planning Applications Determined**

- a. **Application Ref: P24/S1018/FUL: Mount Hill Farm, High Street OX9 7AD** Erection of an agricultural building with associated works. **Permission Granted**
- b. **Application Ref: P24/S0933/HH: Emerton House 64 High Street OX9 7AB** Repairs to roof, ceiling and windows at first floor. Replacement of existing modern conservatory with a new single storey extension. **Permission Granted**
- c. **Application Ref: P24/S0934/LB: Emerton House 64 High Street OX9 7AB** Repairs to roof, ceiling and windows at first floor. Replacement of existing modern conservatory with a new single storey extension. **Listed Building Consent Granted.**
- d. **Application Ref: P24/SP24/S1282/LDP: Oxhouse Farm near Tetsworth OX9 7BT** Resurface and repair of existing farm yard hardstanding with concrete. **Certificate of Lawful Development Issued**
- e. **Application Ref: P24/S1465/DIS: Moreton Park Moreton OX9 2HT** Discharge of condition 6 (landscaping (incl hardsurfacing and boundary treatment) on application P24/S0904/S73 (Removal of condition 4 (vision splay dimensions) on application P23/S3835/S73. Variation of condition 8 (landscaping) on application P23/S1179/S73 (Variation of condition 2 (approved plans) on application Ref. P21/S2114/FUL changes to layout, orientation and design of dwelling and decrease in volume (Demolition of the existing agricultural barn and the erection of a single dwelling with associated works and landscaping). **Condition Discharged.**

**18. To Note Planning Applications Awaiting Decision**

- a. **Application Reference: P23/S4191/FUL: Claridge Barn Chiltern View Tetsworth OX9 7AL** Conversion of stables building to three dwellings with gardens and parking.
- b. **Application Ref: P24/S1445/HH: Mounthill Farm 19 High Street Tetsworth OX9 7AD** Demolition of existing unstable outbuilding and replacement with a 2-bay car port with a log store.

**19. Tetsworth NDP Review To Receive Steering Group progress report.****20. To Discuss Any Further Planning Issues**

- a. **ONH Consultancy. To Note** resumption of Neighbourhood Planning support.

**21. To Note any Further Planning Considerations Received after Agenda Publication****Recreation Areas****22. Routine Play Area, Adult Exercise Equipment and Defibrillator Inspection. To Receive report.****23. PATCH**

- a. **Resurfacing Project. To Review** progress of Ecosurface implementation of replacement surface.
- b. **Roundabout Repair. To Approve** revised quotation from Creative Play of £745.00 plus VAT (£894.00 gross).
- c. **Replacement Fencing Project. To Consider** funding and options for metal railings.

**24. Forest School**

- a. **Site Vandalism. To Discuss** options for discouraging future damage.

**Communications**

25.
  - a. **OALC Employee Appraisal Training. To Consider** Councillor training in Sep 2024.
  - b. **Oxfordshire Councils Charter. To Note** publication of new policy document.
  - c. **BT Digital Switchover. To Note** and **Publicise** Age Uk/Carer Oxfordshire information on switchover.

- d. **OCC Community News. To Note** contents and **Publicise** items on summer heat and childcare.
- e. **OCC Draft Flood Risk Management Strategy. To Note** 8 week consultation starting on 21 June.
- f. **Lithium Battery Safety. To Consider** supporting the Parliamentary Bill.
- g. **Rural Crime Partnership. To Note** and **Publicise** launch of Thames Valley Police partnership with Oxfordshire District Councils to tackle rural crime.
- h. **Rural England Prosperity Fund. To Consider** making a funding application for a qualifying project to SODC by 1 July.
- i. **Green Infrastructure & Open Space. To Consider** responding to LUC survey open until 30 June.
- j. **SODC Everyone Active Grant Scheme. To Consider and Publicise** scheme.

### **Village Environment**

- 26. a. **Village Green Drainage. To Consider** way ahead given lack of OCC grant support.
- b. **Thames Valley Police Safe Spaces Scheme. To Consider** application in Tetsworth.
- c. **SODC Charitable Lottery. To Note** and **Publicise** scheme.

### **Highways, Byways & Transport**

- 27. a. **Bus Route 275 Changes. To Note** and **Publicise** change of operator, timetable and reduction of High Wycome service.
- b. **Highway Engagement Team at Oxfordshire County Council. To Note** the formation of the team and **Decide** on how best to engage with it for the benefit of the Parish.
- c. **20mph Village Speed Limit. To Note** and **Publish** OCC consultation arrangements between 23 May and 14 June.

### **Correspondence**

- 28. a. **Safer Roads, Stronger Communities. To Consider** attendance at Ethos Consultants' drop-in presentations on 11 June.
- b. **AFC Didcot Football Training Facility. To Consider** a reply re a home for the organization.
- c. **General Election 2024. To Note** SODC information items and to **Consider** publicity.

### 29. **Items for Next Agenda Not Already Mentioned**

**To Note** any such items.

### 30. **Date of the Next Meeting**

The next meeting will be held on **Monday 8<sup>th</sup> July 2024 at 1930.**

### 31. **To Close the Meeting**

**To Note** time of closure.

### **Open Forum**



Paul Carr  
Interim Proper Officer & RFO