

FREELAND PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF FREELAND PARISH COUNCIL, HELD ON THE 18TH FEBRUARY 2019, IN THE NEWELL ROOM, FREELAND, IN THE COUNTY OF OXFORDSHIRE AT 7.30PM.

PRESENT:	Chairman:	Peter Newell
	Vice-Chairman:	Robert Crocker
	Councillors:	Tim Webster, Peter Foster, Mary Ann Canning, Matthew Ruddie (from 8.30pm),
	District Councillors:	Alaa Al-Yousuf (from 7.30pm – 9.15pm)
	County Councillor:	Liam Walker (from 8.45pm – 9.10pm)
	Clerk:	Lisa Smith

1. PUBLIC PARTICIPATION SESSION

- **Speedwatch – Roger Faulkner to give a brief update about Speedwatch activity in Freeland**

Roger Faulkner, a member of the Freeland Speedwatch team was in attendance to briefly update the Council regarding Speedwatch activity. He started off by giving a brief background to when Speedwatch started back in September 2017 with a group of 5 volunteers with a Bushnell speed gun provided by the Parish Council and then explained how the system worked in practice. Over the 18 months they had been active they had caught lots of speeding vehicles, registration numbers were noted down and passed to Thames Valley Police who would write to the drivers. The system was working very well and the Speedwatch team generally had a lot of support from the village, with only a handful of objections. Ultimately, they were trying to make the village safer by slowing down the speeds at which vehicles were travelling through Freeland.

However, in September 2018, the team were notified that Thames Valley Police no longer supported the use of the Bushnell speed gun and so the team had to stop using it. Since the Speedwatch team have stopped carrying out checks, it had been noted that vehicle speeds had increased again, especially along Wroslyn Road.

Roger had attended a meeting with a member of Thame Valley Police to discuss a way forward and had met with Speedwatch teams in other parishes to share ideas and experiences. One parish in Charlbury were using a police approved radar gun which cost £1,900 + VAT.

2 of the 5 volunteers had recently resigned from the Speedwatch team, so they were now down to just 3 volunteers. There were now 2 options:

- i) Carry on using the Bushnell gun and seek out some additional volunteers, and the reports could still be forwarded to the Police, but no letters would be sent out to the drivers. If the Police had the capacity they could from time to time send out a speed van to monitor particular areas that were found to have more speeding occurring;
- ii) Purchase a radar gun, which would be supported by the Police and would mean letters would continue to be sent to offenders which could eventually lead to fines being issued. However, it was recognised this was an expensive option as the gun would cost £1,900 + VAT.

After a brief discussion, Council agreed to the first option, to continue using the Bushnell gun and to seek out some additional volunteers. Roger agreed with this decision and would seek out some volunteers and try and get a Speedwatch team back up and running as soon as possible. The Chairman agreed to collect the Bushnell gun from the volunteers who had resigned.

Action: Roger to seek out additional volunteers so that Speedwatch activity could be resumed, Chairman to collect Bushnell gun.

Roger was then thanked for attending the meeting and left at 8.10pm.

2. TO RECEIVE APOLOGIES FOR ABSENCE – Bill Phillips – unwell, Vero McCoy – away, Marilyn Davies – family commitments.

3. CODE OF CONDUCT:

3.1 TO RECEIVE ANY AMENDMENTS TO THE REGISTER OF MEMBERS' INTERESTS

There were no amendments to the Register of Members' Interests.

3.2 TO RECEIVE ANY DECLARATIONS OF INTERESTS FROM COUNCILLORS FOR MATTERS TO BE CONSIDERED AT THE MEETING

Tim Webster (personal) as having a local business.

Robert Crocker (personal) as a member of Freeland Charitable Foundation (FCF) and as having a local business.

Matthew Ruddle (personal) as a member of the Freeland Scout's Committee.

Mary Ann Canning (personal) as a member of Freeland Charitable Foundation (FCF).

All of them signed the book accordingly.

4. APPROVAL OF MINUTES

4.1 To approve and sign as a correct record the Minutes of the Ordinary Meeting held on Monday 21st January 2019

The Minutes of the Ordinary Meeting held on 21st January 2019 were approved and signed as a true record of those proceedings.

5. URGENT BUSINESS

There was no urgent business to report.

6. MATTERS ARISING FROM THE MINUTES

6.1 Mobile coverage in Freeland – to receive an update on progress to improve mobile signal

There was nothing further to report. The preferred site for a mast at Whitehouse Farm was still being explored but no formal agreement had been made as yet.

Action: Peter to update Council with any progress as above.

6.2 Freeland Methodist Church: To receive an update on future of Methodist Church

With regards to the planning application for change of use to a dwelling, it was reported that the Planning Officer had advised that they would be recommending the application for refusal. It would not be going to the Uplands Planning Committee, so a formal decision would be made shortly. This was duly noted and the Council would await the formal outcome of the application.

6.3 GDPR – to update on progress

The Clerk had reviewed the regulations and whilst the Council was compliant, a process was required to be followed. This would be drafted for next meeting to be approved and signed off.

Action: Clerk to draft process document for approval next month.

6.4 Little Free Library – to update on progress and to finalise location for new larger Library

As the new library would require planning permission to be sited where it is currently, alternative options were considered. One suggestion was to place the library by the hedge by Graham Lay's house, or another was to locate it by the school wall near the post box which was land owned by the School. It was agreed to follow up on the school location, so Matthew would email the headteacher to request permission to site the new library by the wall. It was also noted that there was a lot of scrub that required cutting back by this wall, so the Clerk would contact the headteacher to check she was happy for the Parish Council to arrange to have it cut back and tidied up.

Action: Matthew and Clerk to email headteacher as above.

6.5 Annual Parish Meeting – to finalize topics for meeting and organize refreshments, to consider a different format for meeting, plus to approve the printing in colour of APM flyers via local printing firm (approx.cost £135)

The APM was booked for Friday 26th April. Councillor approved the printing in colour of the APM flyers via a local printing firm at a rough cost of £135. The topics for discussion were agreed as:

- **Village Hub update** – (to include update on Freeland Methodist Church) – Roger Faulkner or Alaa (as members of the Village Hub Group) would provide an update;
- **A40 Park and Ride Scheme** – Peter Foster agreed to invite someone from OCC to come along and talk about it
- **West Oxfordshire Garden Village** – Mary Ann and Robert would ask someone at WODC to come along and give an update (when they attended the Garden Village Forum)
- **Garden of Remembrance** – sculpture ideas – to ask residents about their preferred options of sculptures (this would be done via a poster board rather than a presentation)

- **Wildlife corridors** – Robert to give a brief presentation about wildlife corridors
- **Christmas lunch update** – Julie Stuart-Thompson to give an update on the Christmas lunch event held in the Village Hall on Christmas Day 2018

A suggestion had been made by a resident regarding changing the format of the meeting, to perhaps having some items with poster boards and to include a question and answer session for residents. This was felt to be a good idea, and so the GOR item would be poster boards rather than a presentation. The Big Lunch event would also be advertised via a poster board. There would also be a question and answer session at the end, with questions to be submitted to the Clerk in advance of the meeting.

The Clerk agreed to buy the refreshments and Peter and Robert offered their help in the kitchen serving refreshments.

7. PLANNING - Applications received & WODC Decisions plus:

7.1 Applications Received:

19/00086/HHD 13 CHURCH VIEW, FREELAND.

Erection of single storey front and rear extensions for Mr Mark Gaul.

19/00254/HHD 185 WROSLYN ROAD, FREELAND.

To extend the existing dropped kerb for vehicular access to front of property for Mr Tedd Pinkney.

After reviewing the above two applications, Council agreed not to make any objections to the proposed changes to the properties.

18/03314/FUL 3 CUCKOO WOOD CARAVAN PARK, EYNHAM ROAD, FREELAND.

Erection of a building for the storage and maintenance of fairground equipment and vehicles for Mr Perry Hatwel.

Whilst Council had no objections to the above application, they did feel that the current screening belt was inadequate and not well maintained, so it would need to be further enhanced to provide proper screening. The Clerk would advise the Planning Officer.

19/00163/HHD WITSEND, 130 WROSLYN ROAD, FREELAND.

Conversion of garage to additional accommodation and erection of new 3 bay garage with home office above. Erection of new stone boundary wall for Mr Wright.

After some discussion, Council agreed to object to the above application due to the over bearing nature of the proposed changes. The garage was felt to be too big, too high and would have a detrimental affect on the street scene.

Action: Clerk to submit planning responses as above.

7.2 Applications Approved:

18/03336/HHD 18 BLENHEIM LANE, FREELAND.

Two storey side extension with insertion of roof lights for Mr And Mrs Blackmore.

19/00066/PN42 115 WROSLYN ROAD, FREELAND.

Erection of single storey rear extension (measuring 5.5m in length x 3.65m in height and 2.35m to eaves height) for Mr Damian Smith.

18/03486/HHD 2 HURST LANE, FREELAND.

Construction of oak framed garden room for Mr & Mrs Rogers.

7.2 Applications Refused: None.

7.3 Applications Withdrawn: None.

8. REPORT OF COUNTY AND DISTRICT COUNCIL BUSINESS

Alaa had nothing further to update but offered his assistance with helping to organise a community roadside litter picking day, with all materials being provided by Ubico. He would also find out how much was spent on litter picking over the District per year.

The County Council update from Liam included information about the OCC annual budget setting that had taken place that week. Key items to note were an additional £8.8m to be spent on adult social care, extra £3m to be allocated to the education budget and an extra £9m for children's social care. This ultimately meant that there would be council tax increases for 2019/20 of 2.99%, and a 1.99% increase from 2020 onwards. Liam also advised that the missing chevron had been chased up and should be installed imminently.

Liam and Alaa were thanked for attending and left the meeting at 9.10pm.

9. FINANCIAL MATTERS

9.1 Presentation of the monthly financial report

The monthly financial report was presented to the Council showing details of the bank balance at 31st January 2019 and the receipts and payments received or paid out in the last month. The bank statement was checked as agreeing with the figures on the finance sheet and signed by Peter Foster (in Bill's absence).

9.2 Approval of invoices for payment

The Council approved invoices for payment as listed on the invoices sheet distributed with the meeting papers. Council therefore **resolved** to approve all of the following invoices for payment, plus one additional cheque for £42.00 to the OPFA, which was the annual subscription renewal that had been received today:

The following invoice was paid between meetings:			
Cheque Number	To whom paid	Details	Amount (£)
102523	DVLA	Tractor registration fee*	£55.00
		Total:	£55.00
* due to the length of time taken to register tractor, the previous cheque number 102485 dated 01.08.18 is now out of date so new one needed reissuing.			
The following invoices are requested to be approved for payment:			
Cheque Number	To whom paid	Details	Amount (£)
102524	Freeland Village Hall Bookings	Hall hire 18.02.19	£12.50
102525	Lisa Smith	Clerk's salary February 2019	£908.75
102526	Morelock Signs Ltd	2 x extra signs for Blenleim Lane nameplate	£114.02
102527	OALC	Annual subscription	£297.48
102528	Starboard Systems Ltd	Scribe Accounts annual licence renewal	£416.40
102529	Lisa Smith	Petty cash refund June2018 - Feb 2019	£120.58
		Total:	£1,869.73

9.3 Pension scheme – to choose a suitable pension scheme to be set up for the Clerk to be enrolled into

Details of the various scheme options were provided to Councillors prior to the meeting together with the various pros and cons of each. After a discussion about the options available, Council resolved to approve setting up the Government's NEST scheme which had no set up or monthly fees and was a popular choice amongst Parish Councils. The Clerk would set up the scheme to be valid from 1st April 2019.

Action: Clerk to set up NEST pension scheme as above.

9.4 To receive an update on the review of the effectiveness of internal audit process (to include review of financial system)

Matthew and Mary Ann had met with the Clerk and a report on their findings had been circulated to the Councillors prior to the meeting. Council approved the report and noted that a new Data Controller was required. Peter F agreed to take on the role and he would arrange to meet with the Clerk to go through what exactly was required.

Action: Peter F to arrange to meet with Clerk re Data Controller role.

9.5 Review of VAT reclaim

The VAT reclaim was reviewed and accepted by the Council.

9.6 Any other financial business – The Clerk advised that a cheque had been received from Ubico for £59.47 which was for an invoice that was paid but that was issued by Ubico in error. This was duly noted.

10. PARISH COUNCIL STANDING ITEMS

10.1 Play areas/Playing Field – to receive any reports:

10.1.1 Play area reports – to update on trampoline tile gluing, weeds coming through safety surface under large wooden climber

Robert had the pink book and there were no problems to report. The book would be passed to the Chairman.

Tim was due to clear the weeds that were coming through the safety surface under the climber shortly, so it was agreed to remove this item from the agenda. Mary Ann was due to order the trampoline glue shortly.

Action: Tim to clear weeds and Mary Ann to order glue as above.

10.1.2 Playing field mowing: to receive an update on tractor registration

A new amended Certificate of Conformity had finally been received from the supplier so all documentation had been sent off again to the DVLA for a fourth time. It was hoped that this would now be sufficient to enable the tractor to be registered.

10.1.3 New storage building on field – to update on progress from working group

Robert agreed to obtain 3 quotes as soon as possible so these could be used for the grant application. It was also agreed that the Clerk would contact WODC to find out when the S106 money for the shed could be received.

Action: Robert to arrange quotes and Clerk to contact WODC as above.

10.1.4 Tree planting by cricket nets – to update on progress

The trees had now all been planted near the cricket nets and an invoice was due to be received shortly for the tree guards that had been placed around them. Councillors passed on their thanks to Robert for planting the trees.

It was also reported that the straps on the memorial trees needed loosening – Robert agreed to take a look.

Action: Robert to loosen straps on memorial trees.

10.1.5 Gate lock – to update on progress on getting a lock attached to gate by Pigeon House Lane entrance, and to note entrance to field by village hall car park is also accessible for vehicles

Robert had the lock, he advised that he would fit it shortly.

Action: Robert to fit the padlock to the gate and get keys cut.

10.1.6 Cleaning of Changing Rooms – to consider request from Sports Club to have the changing rooms cleaned by a local contractor

A request had been received from the Sports Club regarding paying a local contractor to have the changing rooms cleaned on a weekly or monthly basis, with the Sports Club providing a contribution to the cost, and the Parish Council to pay the rest. Details of the costs were circulated to Councillors prior to the meeting. It was reported that this had also been discussed at the Village Hall Management Committee meeting and they had come up with a proposal to hopefully reach a compromise about the cleaning of the changing rooms. As it was felt to be more of a management committee type query, it was agreed that Robert would make contact with the Sports Club to discuss their proposal and hopefully reach a mutual agreement.

Action: Robert to contact Sports Club as above.

10.1.7 Weed Spraying of field – to consider whether weed spraying work is required this year

Council agreed to review this again next month.

Action: Clerk to add to next month's agenda.

10.2 Village Highway Matters – to receive any reports plus:

10.2.1 Highways reports – to receive any reports – to note issues with ordering of a new house number sign in Broadmarsh Lane; light inside bollard and street lamp both not illuminated on Wroslyn Road junction with A4095; fallen tree blocking Pigeon House Lane

The Clerk updated the Council on some issues experienced in replacing a new house number sign in Broadmarsh Lane, a new one was now on order and would hopefully be the correct one. The bollard light and street lamp on the A4095 that were both not working had been reported to Highways and the fallen tree blocking Pigeon House Lane had now been removed.

10.2.2 To update on getting overhanging trees and shrubs cut back on Eynsham Road

This work had still not been done so the Clerk would chase this up yet again.

Action: Clerk to chase up Savills to get trees and shrubs cut back.

10.2.3 VAS Signs - to update on progress in getting two new VAS signs purchased

The power to the two VAS signs had now been connected, and they were both now operational. However, the '0' on the two signs was not very brightly lit, so this had been reported to OCC who would hopefully get this rectified. Caps were also required on the posts, which were due to be installed shortly.

10.2.4 Missing chevron sign on Eynsham Road bend – update on progress

Highways had confirmed that a new sign would be ordered, and as noted in item 8 it was hoped this would be installed imminently.

10.2.5 Playing field signs – to update on progress on ordering 2 new signs to attach to Blenheim Lane nameplate

The invoice for the signs was due to be paid at the meeting so the order could then go ahead.

10.2.6 White line painting by Primary School – to receive an update on the repainting of white lines by the school

The repainting had not yet been done but the Clerk had requested that this could be done at the same time as the white lines in item 10.2.7.

10.2.7 To note response from Highways re request for single white lines to be painted across residents' driveways on Wroslyn Road and to approve associated cost

A response had been received from Highways to advise that they could offer the option of having 2 x white lines painted, one to cover 187 and 189, and the other to cover 183 and 185. This would leave some parking space in between the lines. This would class as 1 application at a cost of £120. Having reviewed the existing lines in the surrounding area they would also look to re line the whole village at the same time. Council approved the £120 for the white lines and agreed to see if the lines by the school and the 30mph repeater signs could all be repainted at the same time.

Action: Clerk to contact Highways to make request as above and to arrange line painting.

10.2.8 Telegraph poles in Freeland – to note any response from SSE re state of telegraph poles and electricity supply in village, especially with regards to mobility scooter use in Freeland

The Clerk had contacted SSE and they had responded to state that they do not put poles in the middle of a pathway, plus due to the age of the poles, it was possible that that pathway had been built around the poles. The Clerk had contacted SSE but they advised there was nothing more they could do and no action would be taken. This was duly noted and it was agreed nothing further could be done.

10.2.9 Speedwatch – to receive an update regarding Speedwatch activity in Freeland

This had already been covered in item 1 – Public Participation session.

10.2.10 Parking near the Church – to discuss any response from Witney Town Charity re suggestion of leasing their field as a temporary car park

No further response had been received from Witney Town Charity or their managing agent so the Clerk would chase this up.

Action: Clerk to chase up a response.

10.2.11 OCC Town & Parish Council Survey – Oxfordshire Together Development – to consider responses to survey

It was agreed not to complete the survey at the current time.

10.2.12 Parking solutions – to note email from resident re parking solutions

An email had been received from a resident to thank the Parish Council for their efforts in trying to get white lines painted on Wroslyn Road. The contents of the email were duly noted.

10.3 Footpath & Bridleway matters/Footpath Book – to receive any reports plus:

The Clerk passed the book to Matthew ready for the rota to start again in March.

10.3.1 Footpath reports: fallen tree on BR2 has been reported to OCC

Confirmation had been received that the fallen tree had been removed and that vegetation had also been cleared on this footpath.

10.3.2 To receive an update on any response received from OCC re footpath signage issues on FP8, FP9, & BR1.

Sarah Aldous from OCC had been in touch to advise that she whilst she was still the correct person to contact she was now in a different role and was only covering the West Oxfordshire Rights of Way Officer post temporarily whilst it was vacant. She advised that a meeting had been held with the Land Agent before Christmas concerning an issue at the other end of the route through Bowles Farm. Unfortunately, he did not have time to look at the bridleway with her at the time. She did have a look while there and agreed that there were a number of issues including waymarking but also the need to provide access that was suitable for horses. She had contacted the Land Agent again suggesting that a meeting is required and it was assumed that the tenant would also be involved in the meeting which was hoped to be arranged in the next few weeks. Sarah agreed to update the Council on the outcome of the meeting.

10.3.3 OCC - Applications to add 31 Routes to the Definitive Map as Byways Open to All Traffic

Details of the above had been emailed around. No comments wished to be made.

10.4 Garden of Remembrance – to receive any reports

No reports had been received.

10.4.1 To receive an update on the progress for the Garden of Remembrance to include update on order and installation of archway

The archway was due to be installed on the 21st February. Once the archway was installed then a local photographer would take some photos which could then be used to produce a brochure with useful information about the GOR.

30 vases had been ordered at a cost of £1 each, and from speaking with a local contractor it was reported that the GOR maintenance would cost around £1,000 per annum. A suggestion was made of having the storage cupboard placed near the allotment path, so it was agreed that Mary Ann would write to the Allotment Association to check they were happy with this.

Prices and details of the sculptures from the local artists that gave a brief presentation at the January meeting were circulated to the Councillors. After a brief discussion, it was agreed to bring the ideas and proposals to the APM for the residents to give their preferred option.

Action: Mary Ann to contact Allotment Association as above and to arrange photos of GOR once archway installed. Mary Ann to collate sculpture ideas for residents to view at APM.

10.5 Freeland Hall Management Committee – to receive any reports

A brief update was given. The new Velux blinds were now operational. The gutters were due to be removed and repaired next month.

10.5.1 To update on whether tarmacking the gravelled area of the village hall car park is possible

The Clerk had received information that the tarmacking would be eligible for S106 funding, so Robert would obtain some quotes for the work for the next meeting.

Action: Robert to obtain quotes for the tarmacking work for next meeting.

10.5.2 To update on whether bike racks in Blenheim Lane are moveable to the Village Hall

Robert thought these could be moved so it was agreed he could go ahead and move them. This would be done shortly.

Action: Robert to move bike racks to the Village Hall.

11. CORRESPONDENCE – To discuss and agree any actions arising from:

(a) Freeland Guides – to consider request for donation from an individual Guide for an overseas trip in 2020. After a brief discussion Council agreed to offer a £100 donation.

Action: Clerk to arrange cheque for above.

(b) OPFA Winter Newsletter – details had been emailed around.

(c) OALC – January update – details had been emailed around.

(d) Community First Oxfordshire Winter Newsletter – details had been emailed around.

(e) WODC – Garden Village Community Forum – to be held on 21st February at 6.30pm at Eynsham Village Hall – Mary Ann and Robert were due to attend.

(f) OPFA Playground Inspection Training – to be held on Sat 2nd March at 9.30- 1.30, Exeter Hall, Kidlington – details had been emailed around.

(g) Volunteer Link-Up – to consider request for charitable donation. Council agreed to donate £100 to the Volunteer Link-Up.

Action: Clerk to arrange cheque for above.

Plus additional items received since agenda sent out:

(h) Register of Electors – request forms – only the Chairman wished to have a copy of the Register of Electors – the Clerk would arrange this.

Action: Clerk to request copy of register as above.

12. COMMUNITY LED PLAN – to consider setting up a working group to assess progress to date and what still needs to be done

A suggestion was made of reviewing the actions from the Community Led Plan that was produced in September 2014. Council agreed to set up a working group to review the plan and report back to the Council.

Action: Vero to set up working group to discuss the CLP.

13. CIRCULATION

February circulation – out at meeting.

January circulation – still out.

No December circulation.

November circulation – still out.

No September or October circulation.

14. TO RECEIVE A MONTHLY UPDATE REGARDING FREELAND PRIMARY SCHOOL

A brief update was given by the Clerk. A couple of school trips had taken place to the Motor Museum and the Shakespeare Globe and National Gallery. Science Dome visit was coming up in March. The School's overall attendance rates were above the national average at 97.45 (96% is the government guidelines).

15. ANY OTHER BUSINESS – FOR PRELIMINARY DISCUSSION ONLY

Street lights on new 41- house development – a query was raised as to whether street lights had been agreed by the Planners for the 41-house development on Witney Road. It was agreed that the Clerk would find out from the WODC Planning Department.

16. DATE OF NEXT MEETING:

Next meeting would be Monday 18th March 2019, 7.30pm in the Newell Room.

There being no other business the meeting closed at 10.25pm.