

## FREELAND PARISH COUNCIL

### MINUTES OF AN ORDINARY MEETING OF FREELAND PARISH COUNCIL, HELD ON THE 18<sup>TH</sup> APRIL 2016, IN THE NEWELL ROOM, FREELAND, IN THE COUNTY OF OXFORDSHIRE AT 7.30PM.

<b>PRESENT:</b>	Chairman:	Peter Newell
	Vice-Chairman:	Robert Crocker
	Councillors:	Janet Dalton, Mary Ann Canning, Jane Linnell, Tim Webster, Matthew Ruddle
	District Councillors:	Not present
	County Councillor:	Not present
	Clerk:	Lisa Smith

#### 1. PUBLIC PARTICIPATION SESSION

No-one was present for this session.

#### 2. TO RECEIVE APOLOGIES FOR ABSENCE – Bill Phillips – away.

#### 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

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

Mary Ann Canning (personal) as member of Freeland Charitable Foundation (FCF) and as having a local business.

Tim Webster (personal) as having a local business.

Matthew Ruddle (personal) as a Freeland School Society Member.

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 21<sup>st</sup> March 2016

The Minutes of the Ordinary Meeting held on 21<sup>st</sup> March 2016 were approved and signed as a true record of those proceedings.

##### 4.2 To approve and sign as a correct record the Minutes of the Annual Parish Meeting held on 4<sup>th</sup> April 2016

The Minutes of the Annual Parish Meeting held on 4<sup>th</sup> April 2016 were approved and signed as a true record of those proceedings.

Before carrying on with the agenda, the Chairman wished to offer his sincere thanks to Janet, who had served on the Parish Council for approximately 35 years and who was not standing for re-election this year. Her years of dedication to the Council were very much appreciated and everyone offered their thanks to Janet and wished her well for the future.

#### 5. MATTERS ARISING FROM THE MINUTES

##### 5.1 Queen's 90<sup>th</sup> Birthday celebrations/The Big Lunch – to update on progress

Matthew was organising "the Big Lunch" and was still promoting the event. He had been invited to lunch at Freeland House Nursing Home who were trying to connect more with the community. An article had been placed in the Grapevine to advertise the event and details were also on the village website.

##### 5.2 Parish Council elections 2016 – to discuss any further actions required for the elections in May

Matthew and the Chairman had organised for a leaflet to be printed on behalf of the whole Parish Council with details of all the candidates who had been nominated for election. The leaflets had been

handed out to the Councillors to be delivered to all homes in Freeland. It was noted that voting needed to be actively encouraged, and so Robert would be putting up posters around the village to try and encourage residents to vote; the Clerk would also put a note on the Facebook page.

**Action:** Robert to place posters and Clerk to put note on Facebook as above.

### **5.3 Adoption of BT phone box outside Village Hall – to note response received from WODC regarding consultation process**

A response had been received from WODC in response to the Parish's request to adopt the BT kiosk.

The first period of public consultation had come to an end and WODC had not received any comments from the public during this initial consultation stage.

As required under Ofcom guidance for such consultations, WODC had taken a draft decision to consent to the removal. The draft decision had been sent to BT and the relevant Government department.

There would now be a further period of consultation to 29 April 2016 on the proposed removal. At the end of this consultation period, WODC would take a final decision on the proposed removal and issue a final notification. This was duly noted.

It was also suggested contacting BT to find out how to disconnect the power from the kiosk should the adoption be successful.

**Action:** Clerk to contact BT re disconnection of power.

### **5.4 WODC Community Activities Grant – to update as to whether an application was submitted**

Some interesting ideas had been put forward but due to the tight timescales it would not be possible to submit an application this time. Matthew would be holding on to the suggestions for when the next round of applications could be submitted.

## **6. PARISH COUNCIL STANDING ITEMS**

### **6.1 Urgent Business**

There was no urgent business to report.

### **6.2 Play areas/Playing Field/Play Equipment Book – to receive any reports**

Jane had the book and passed it to Tim. There were no problems to report.

#### **6.2.1 Play park development – update on progress to develop the park**

Mary Ann gave a brief update. The installation of the new equipment had started and the concreting was being carried out that day. A discussion was held regarding whether to order some additional rubber matting as the rubber mats being installed could sink over time. Options were to order some additional mats, or some rubber mulch or have wetpour safety surfacing installed instead. The rubber mats were 23mm thick. After a brief discussion about the possible options, it was agreed to leave the mats as they were currently and monitor the situation.

The original zip wire length was due to be 20 metres, then it was changed to a 30 metre wire but it was noted the quote had not been changed to reflect the additional length. Council **resolved** unanimously to have the 30 metre wire and pay the additional cost.

A brief discussion was also held about moving the bench in the toddler area to outside of the railings, and concreting the entrance to the toddler area, which would cost approx. £1,800 + VAT. Council **resolved** to approve these costs.

It was also suggested putting all the excess soil that was being dug out to install the equipment into a large pile to create a bund by the Pigeon House Lane entrance gate. It was proposed and approved to have a contractor scrape out the entrance area and bring in the necessary hard core, at a cost of approx. £25 per sqm, (which for 48 sqm would work out as approx. £1,125).

Materials to be used for the new gravel path that would run across the field were discussed, plus a possible path from the Village Hall car park to the Pigeon House Lane entrance gates. New 12ft gates were also required at both ends of the field as the old gate at the Pigeon House Lane entrance was rotten. This would be put on the agenda next month to be discussed further.

**Action:** Robert to move bench, and Clerk to place new path and gates onto next agenda as above.

### **6.2.2 Play park – installation of rubber matting and sand & removal of barbed wire – update on progress**

The installation of the rubber matting and sand had been superseded by the agreement to install concrete instead. The barbed wire had not yet been removed but would be done shortly.

**Action:** Robert to remove barbed wire.

### **6.2.3 Shed on the playing field – to receive an update on progress of the demolition of the old shed**

The shed had not yet been removed; a skip would need to be hired to dispose of the rubbish. Robert would arrange this. The roller was back from the repair centre and was now operational. A query was raised as to whether the roller was included in the list of fixed assets – the Clerk would check.

**Action:** Robert to arrange hiring of skip and removal of shed, Clerk to check fixed assets register.

### **6.3 Village Highway Matters – to receive any reports**

No reports were received.

#### **6.3.1 Minor pothole repairs - to receive an update on response received from OCC**

A rather disappointing response had been received from OCC, which gave three options for getting minor road repairs done:

1 - OCC ask the Parish to make a contribution to OCC and they arrange the work through Skanska. This would be the easiest in terms of the process as it would be handled like any other job OCC were doing, therefore repairs would be registered, they would carry the liability etc. There would also be the benefit of them having the right access to techniques such as patch repair, dragon patcher etc, so depending on the situation they can apply the right solution. The Parish however, would have to accept the price they calculated for the work.

2 – OCC allow the Parish to do work (only that which they otherwise would not have done) using their own contractors (or Skanska) as long as the PC can show their contractor to be competent, carry the right qualifications, insurances and that they follow the right procedures to make sure the work is noticed for streetworks coordination etc. In addition OCC would expect the work to carry a guarantee and the Parish would have to make sure they were indemnified etc. To do this OCC would use a S278 type agreement that they were currently creating for new build work. Unfortunately this agreement document was not likely to be ready until about June this year.

3 –The Parish Council do a direct deal with Skanska on getting the work done. This should technically be the cheapest option for the Parish as OCC are covering Skanska's overheads etc and therefore costs could be kept to a minimum. However, OCC would need to record the work is done, notices need to be put on the system etc so there would have to be agreement on how the Parish did this via Skanska.

After a brief discussion, Council **resolved** to go with option 1 and to ask OCC for a quote for the work to be carried out. It was also agreed that the Clerk would write an apologetic letter to Churchill Surfacing Contractors explaining the situation.

**Action:** Clerk to write to Churchill as above and arrange quote for pothole repair work.

#### **6.3.2 Broken signpost by Barnard Gate junction – to update on any response received from Highways**

OCC had agreed that the Parish Council could arrange their own sign that said "Witney" as well as "Barnard Gate". It had been suggested installing the new signpost on the opposite side of the road to its previous position to make it more visible. The Clerk would check with Highways that this was agreeable and arrange a quote for the sign.

**Action:** Clerk to contact Highways as above.

#### **6.3.3 Tree on Church View triangle – concerns raised that the tree may be rotten inside the trunk**

It had been reported that when some recent tree work had been carried out in Church View, it had been mentioned that the trunk of the tree on the triangle in Church View may be rotten. Council agreed to ask Boward to assess the tree and have a quote for any work required.

**Action:** Clerk to contact Boward as above.

**6.3.4 Bus shelter seat – concerns raised that the seat is too high – to receive an update as to whether seat can be lowered**

This had not yet been done, Robert would take a look.

**Action:** Robert to see if seat can be lowered.

**6.3.5 Dog's mess found on resident's motor home – concerns raised that bag of dog's mess was found on windscreen of resident's motor home**

Concerns had been raised this month that a bag of dog's mess was found on the windscreen of a resident's motor home. The resident lives on the corner of Broadmarsh Lane and Wroslyn Road and had found a bag of dog's mess on the windscreen of their motor home on Sunday 20<sup>th</sup> March. The only way it could have got there was if it was thrown over their fence. The Council duly noted this and were appalled that such a thing had occurred. The Clerk had placed a note in the Grapevine about it.

**6.3.6 Purchase of large plastic signs for the 2017 APM**

Following the Parish Council borrowing the plastic APM signs that Hanborough Parish Council use, Council agreed to purchase a new sign that reads "Parish Meeting Tonight – Village Hall".

The Clerk would arrange this with a local supplier that Hanborough PC had recommended.

**Action:** Clerk to get quote for signs.

**6.4 Footpath & Bridleway Matters/Footpath Book – to receive any reports**

The Chairman had the book and there were no problems to report. The book was passed to Mary Ann. It was reported that the stile by the sewage works in Pigeon House Lane needed replacing, as the slats were rotten – Robert agreed to take the rotten slats away, and the Clerk would report the stile to the Footpath Officer at OCC.

**Action:** Robert to remove rotten slats, Clerk to report broken stile.

**6.4.1 Kissing gate by Little Blenheim – update on repairing the fence post**

This was not yet done. The fence post on the kissing gate by Little Blenheim was leaning and needed attention. Robert agreed to take a look.

**Action:** Robert to review and repair fence post.

**6.5 Garden of Remembrance – to receive any reports**

No reports were received.

**6.5.1 To receive an update on the initial plans for the design of the Garden of Remembrance**

Mary Ann was now working on getting the detailed pricing up of the work required. The Allotment Association had requested to have a small path from the car park to the gate, which would be included in the plans. It was agreed that Mary Ann would come back with the detailed final plans at the next meeting so that it was ready to go out to tender.

**Action:** Mary Ann to have finalised plan ready for next meeting.

**6.6 Freeland Hall Management Committee – to receive any reports**

A brief report was given. It was hoped to have a job share of the maintenance person role for someone to carry out small maintenance checks and repairs. A checklist of what needed to be checked each week had been prepared.

A query was raised as to whether the Parish Council wished to have the lawn at the front of the village hall treated again this coming year, as it did last year. Two treatments were applied last year by Lawnsience Oxford at a cost of £35.50 per treatment – Council **resolved** to approve this expenditure and to have the lawn treated twice this year.

**Action:** Clerk to contact lawn treatment contractor as above.

**7. PLANNING - Applications received & WODC Decisions:**

**7.1 Applications Received:**

**16/00788/HHD**

**HERITAGE COTTAGE, EYNSHAM ROAD, FREELAND**

Erection of detached replacement garage for Mr Lee Buckingham.

After a brief discussion, Council agreed not to make any comments or objections to the above application.

## 7.2 Applications Approved:

- 16/00548/HHD**            **23 BROADMARSH LANE, FREELAND**  
Erection of single storey front extension to 23 with pitched roof to extend over garage of 25 Broadmarsh Lane for Mr David Hobley.
- 16/00412/FUL**            **23 BROADMARSH LANE, FREELAND**  
Erection of attached dwelling (amendments to approved application 15/02842/FUL) for Mr David Hobley.
- 16/00556/HHD**            **87 WROSLYN ROAD, FREELAND**  
Alterations and erection of extensions for Mr Ian Henry.
- 16/00750/HHD**            **20 NASH LANE, FREELAND**  
Rear, side and front extension to provide annexe, including internal alterations. Construction of single detached garage for Mrs & Mrs C Onslow.
- 16/00361/HHD**            **63 BROADMARSH LANE, FREELAND**  
Erection of single storey rear extension, conversion of existing garage to create utility room and store. Erection of front entrance porch and insertion of dormer window to front roof slope for Mr Lee Harris (*re-submission of 15/04033/HHD*)

7.3    **Applications Refused:** None.

7.4    **Applications Withdrawn:** None.

## 7.5    **16/00679/FUL Land East of Willoughby Fields, Wroslyn Road, Freeland – to note response received from WODC Planning Dept re concerns raised last month**

Following the concerns raised last month about the above planning application, a response from WODC Planning Dept had been received. The response stated that whilst the concerns were noted, the principle of development relating to the erection of a detached dwelling had already been established in the approval of the previous application 15/02722/FUL and there are therefore insufficient grounds on which to object to this present application on the basis of non-compliance with Policy H6. The application specifically relates to amendments to the previous scheme which the Planning Officer was likely to approve under delegated powers. The response was duly noted.

## 8.      **FINANCIAL MATTERS**

### 8.1      **Presentation of the monthly financial report**

The monthly financial report was presented to the Council showing details of the bank balance at 31<sup>st</sup> March 2016 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 Robert (in Bill's absence). A request was made to move the village bench donations from S137 cost code to Village Maintenance cost code in Scribe. It was also suggested having a new cost centre for donations received. Councillors agreed to these suggestions and the Clerk would make the necessary changes in the system.

**Action:** Clerk to make changes in Scribe as above.

### 8.2      **Approval of invoices for payment**

The Council approved invoices for payment as listed on the invoices sheet distributed with the meeting papers.

Council **resolved** to approve all of the following invoices for payment:

Cheque Number	To whom paid	Details	Amount (£)
102272	Lisa Smith	Clerk's salary April 2016	£600.42
102273	Freeland Village Hall Bookings	Hall hire 04.04.16 (APM) & 18.04.16	£37.50
102274	Bill Phillips	Litter picking Jan/Feb/Mar	£250.00
102275	Russell Play	New items of play equipment	£51,589.20
102276	Freeland Parochial Church Council	Annual donation for churchyard upkeep	£500.00
102277	Freeland Grapevine	Annual donation	£100.00
102278	Hanborough Day Centre	Annual donation	£80.00
102279	Freeland Methodist Church	Annual donation	£80.00
102280	Came & Company	Additional premium for new play park items	£117.61
102281	Janet Dalton	Refreshments for APM	£6.03
		<b>Total:</b>	<b>£53,360.76</b>

### 8.3 Draft Statement of Receipts and Payments 01.04.15 – 31.03.15 for approval

A draft receipts and payments statement for the period 1<sup>st</sup> April 2015 to 31<sup>st</sup> March 2016 had been prepared and circulated to the Councillors prior to the meeting and the statement was accepted.

### 8.4 Review of VAT reclaim

The VAT claim was not available for inspection as it had not been brought to the meeting.

### 8.5 Approval of additional insurance premium to add on additional play equipment items to insurance policy

Council **resolved** to approve the expenditure of £117.61 for the additional insurance premium to add on the new additional play equipment items to the insurance policy – the items added were a zip wire, a Terrano climber, a sunken trampoline, a basket swing and a wooden climber, plus the new safety surfacing under these items.

### 8.6 Any other financial business:

Clerk's Printer: To consider request to purchase a new laser printer as the much-needed double sided printing feature on the current 7 year old printer has failed

A report about the Clerk's printer that needed to be replaced had been circulated to Councillors prior to the meeting. After a very brief discussion, Council **resolved** to approve the purchasing of a new black and white laser printer at a cost of £86.99 (exc VAT).

**Action:** Clerk to order new printer.

## 9. BEST KEPT GARDEN COMPETITION – CONSIDERATION AS TO WHETHER COUNCIL WISH TO RUN THIS COMPETITION AGAIN THIS YEAR

Council agreed to run this competition again this year. The Clerk would contact Witney Horticultural Society to arrange the judging.

**Action:** Clerk to contact Witney Horticultural Society as above.

## 10. CORRESPONDENCE

The following were received, noted and/or considered:

- (a) OALC – members update March – details had been emailed round.
- (b) OCC – subsidised bus services info – details had been emailed round.
- (c) OCC – Public Service Reorganisation for Oxfordshire – details had been emailed round.
- (d) WODC – Unitary Government in Oxfordshire – details had been emailed round.

Plus additional items received since agenda sent out:

- (e) Complaint re bad language from footballers – response received from football club – details had been emailed round
- (f) OCC – Subsidised buses update April 2016 – details had been emailed round.
- (g) Complete Weed Control – enquiry to see if playing field requires spraying this year – Council agreed not to spray the field at the current time, but it did need seeding. It was agreed to write to the Football Club to see if they could assist with this as in previous years.

**Action:** Clerk to write to Football Club as above.

(h) Football club – concerns raised re proximity of new play equipment to edge of pitch – concerns had been raised from the Football Club about the proximity of the new play equipment to the edge of the pitch and difficulties in getting the rope around the pitch with the temporary fencing around the

play equipment. They also enquired about when the field was next due to be cut and why they had not been consulted about the play park plans. During a brief discussion it was mentioned that the temporary fencing was due to be taken down in the next 2 weeks. Great care had been taken in planning the play park so that the equipment would not encroach on the football pitch, and the new equipment would not be any closer than the kick wall was currently which was nearly 6 metres away from the edge of the pitch. The new play park plans had been well publicised at meetings and the APM, but the Club had not directly been contacted as it was felt the plans would not adversely affect the pitch. The Clerk would chase up the field cutting with WODC. It was also suggested that when the post installation inspection of the equipment was carried out, enquiries should be made to see if the Councillors could meet the inspector to go through what needed to be checked on a regular basis.  
**Action:** Clerk to respond to Football Club as above, to chase up WODC re field cutting and to contact Play Inspection Company re post installation inspection.

#### **11. CIRCULATION**

April circulation – out at meeting.

March circulation – still out.

No February circulation.

January circulation – still out.

#### **12. REPORT OF COUNTY AND DISTRICT COUNCIL BUSINESS**

As no District or County Councillors were present there was nothing to report.

#### **13. TO RECEIVE A MONTHLY UPDATE REGARDING FREELAND PRIMARY SCHOOL**

A brief update about the school was given by the Clerk. The school now had a new and improved reception area. The new permanent headteacher Mrs Sarah Nickelson had started in post. Two teachers would be leaving – Mrs Hardaker at the end of the school year and Mrs Maeder on 12<sup>th</sup> May. A new celebration assembly had been introduced including a new certificate for “star writer”. A “community day” was being planned for Thursday 26<sup>th</sup> May where children would take part in a variety of activities within the community. Open day was being held on the afternoon of Friday 24<sup>th</sup> June for the Queen’s 90<sup>th</sup> birthday, including a Headteacher’s tea party in school hall.

#### **14. ANY OTHER BUSINESS – FOR PRELIMINARY DISCUSSION ONLY**

Lavender Café – Freeland House Nursing Home now had a new café, so everyone was encouraged to support it.

Junior Slide – A query was raised whether it was still the Council’s intention to paint the junior slide. This was confirmed so Tim agreed to obtain a quote - the Clerk would place this on the next agenda.

Defibrillator – Following the defibrillator training, it was suggested ordering additional stock of razors and mouth filters – this was agreed. The Clerk would arrange this.

A note of thanks – The Vice Chairman passed on his sincere thanks and appreciation to the Chairman for being so diligent, dedicated and for the great teamwork between the Chairman and the Clerk which ensured the Council ran smoothly. He also passed on his thanks to all the Councillors for doing their bit, the four years had gone quickly and everyone had worked well together. Thanks were also passed again to Janet, for all her efforts over the years and everyone wished her well.

#### **15. DATE OF NEXT MEETING:**

**Monday 16<sup>th</sup> May 2016, 7.30pm in the Newell Room (to include Annual Meeting of the Council).**

There being no other business the meeting closed at 9.30pm.