

FREELAND PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF FREELAND PARISH COUNCIL, HELD ON THE 17TH OCTOBER 2016, IN THE NEWELL ROOM, FREELAND, IN THE COUNTY OF OXFORDSHIRE AT 7.40PM.

| | | |
|-----------------|-----------------------|---|
| PRESENT: | Chairman: | Peter Newell |
| | Vice-Chairman: | Not present |
| | Councillors: | Jane Linnell, Tim Webster, Mary Ann Canning |
| | District Councillors: | Colin Dingwall |
| | County Councillor: | Not present |
| | Clerk: | Lisa Smith |

Councillors also welcomed Liam Walker to the meeting. Liam had been successfully nominated to be the Conservative Party County Council Candidate for the Minster and Hanborough Division in next year's elections to replace current County Councillor, Louise Chapman, who would not be standing for re-election.

1. PUBLIC PARTICIPATION SESSION

There were no members of the public present for this session.

2. TO RECEIVE APOLOGIES FOR ABSENCE – Robert Crocker, Bill Phillips, Peter Foster, Matthew Ruddie.

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

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.

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 19th September 2016;

The Minutes of the Ordinary Meeting held on 19th September 2016 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

A brief update had been emailed by Peter Foster prior to the meeting. Peter had attended a meeting with a representative from CTIL who were representing Vodafone and O2. It was confirmed that CTIL were looking at the possibility of a new site in North Leigh due to concerns about the structural capability of the existing site at Eynsham Hall. No decision has yet been made, but if they decided to replace the existing site with a new site it could potentially improve coverage in Freeland. It was unlikely to be a quick process but Peter would report back any progress each month.

6.2 Dog signs for playing field – update on progress

The Clerk had been unable to find any suitable signs online, so it was agreed that she would produce her own signs and have them laminated.

Action: Clerk to do dog signs as above and put on playing field.

6.3 Cuts to number 11 bus service – to note any response received from Stagecoach

The Clerk had written to Stagecoach last month but no response had yet been received. Stagecoach had been chased for a response and would be chased again if nothing was received. Liam and Colin suggested they meet with representatives from Stagecoach to discuss further and see if any other options can be put forward. It was also agreed to put a note in the Grapevine giving details of the new OCC Comet service and to ask residents who were still having difficulties accessing public transport to contact the Clerk.

Action: Clerk to chase Stagecoach again for response, and place note in Grapevine as above. Liam and Colin to set up meeting with Stagecoach.

6.4 The Big Lunch 2017 – to confirm date and Hall booking

The Hall had been booked for Sunday 4th June 2017 from 9am to 5pm to include time to set up and pack away.

6.5 NALC Star Councils awards – update on results

The nomination for Matthew Ruddle as Councillor of the Year had made the long list but unfortunately had not made the finals. This was duly noted.

7. PLANNING - Applications received & WODC Decisions plus:

7.1 Applications Received: None.

7.2 Applications Approved:

16/02552/S73

PLOT 2, WITNEY ROAD, FREELAND

Non-compliance with condition 4 of planning permission 15/03011/FUL to allow use of natural stone regarding planning application 15/03011/FUL for pair of semi-detached dwellings (Re-submission of 14/01447/FUL) for Mr Stewart Ainsley.

7.3 Applications Refused: None.

7.4 Applications Withdrawn: None.

8. REPORT OF COUNTY AND DISTRICT COUNCIL BUSINESS

It was currently the pre-election period known as purdah, so limited information could be discussed. A brief update was given regarding the Draft Local Plan that was due to go for approval that week. Nothing extra in terms of housing had been added for Freeland. It was also reported that the designation of Long Hanborough as a service centre was due to be withdrawn, as the Tilgarsley area would now become the new service centre. The appeal for the 150 houses by the station at Long Hanborough was due to be decided in December. Louise Chapman would remain the County Councillor for the Division until 4th May, and she would not be standing for re-election. Liam offered his assistance with any County or Highways issues.

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 30th September 2016 and the receipts and payments received or paid out in the last two months. The bank statement was checked as agreeing with the figures on the finance sheet and signed by Mary Ann (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 **resolved** to approve all of the following invoices for payment:

| Cheque Number | To whom paid | Details | Amount (£) |
|---------------|-----------------------------------|---|------------------|
| 102317 | Lisa Smith | Clerk's salary October | £606.32 |
| 102318 | Freeland Village Hall Bookings | Hall hire 17.10.16 | £12.50 |
| 102319 | Barlows | Materials for new fence at Blenheim Lane field entrance | £187.78 |
| 102320 | WODC | Weekly dog bin emptying 01.04.16-30.09.16 | £91.42 |
| 102321 | BDO | Audit fee | £360.00 |
| 102322 | Lawnsience (Oxford) Ltd | Autumn lawn treatment at Village Hall | £36.50 |
| 102323 | WODC | Grass cutting July 2016 | £247.43 |
| 102324 | Prysebros Ltd | Weed spraying of playing field 20.09.16 | £342.00 |
| 102325 | WODC | Grass cutting August 2016 | £164.95 |
| 102326 | Freeland Parochial Church Council | Donation to war memorial project | £100.00 |
| 102327 | Oxford Memorial Benches | Memorial benches x 2 | £1,971.50 |
| 102328 | Bill Phillips | Litter picking July/Aug/Sept | £250.00 |
| | | Total: | £4,370.40 |

9.3 Conclusion of audit – to consider any actions from Issues Arising Report

The Clerk gave a brief update about the audit. The audited annual return had now been received and had been signed off and approved. The auditors had raised a query regarding the allocation of fixed assets and how they were being recorded. The Clerk explained about the grant funds for the bus shelter on the annual return – this was duly noted and needed to be rectified next year. The notice of conclusion of audit had been displayed on the village notice boards and Council thanked the Clerk for her work on the audit.

9.4 Review of the effectiveness of internal audit process (to include review of financial system)

Tim and Peter Foster were due to carry out the review this year, which needed to be done by the end of January 2017. They would arrange a date to meet with the Clerk.

Action: Tim and Peter to arrange to meet Clerk to carry out review.

9.5 To consider future expenses/projects over the coming year ahead of the precept meeting in November

The Clerk asked everyone to think about possible projects and any large expenses for the coming year and to let her know, in readiness for the Precept meeting in November.

9.6 Any other financial business

VAT Reclaim Quarters 1 & 2 – details of the VAT reclaim that had been produced from Scribe was reviewed and accepted by the Council.

Minutes of Meetings training course – the Clerk asked if Council were happy for her to attend the course to brush up on her knowledge and procedures at a cost of £35 + VAT. Council **resolved** to approve this expenditure.

10. PARISH COUNCIL STANDING ITEMS

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

Following a resident's concerns last month and the subsequent quotes received, the trees on the playing field at the back of 11 Pigeon House Lane had been removed.

A resident had also contacted the Clerk about the large hedge at the back of 7 Pigeon House Lane that was becoming very overgrown and needed trimming back. The hedge was part of the Planning Conditions for the changing rooms, but Robert had agreed to speak to the hedge cutting contractor before the annual cutting to see what could be done.

A resident had asked that if the gate posts could be removed on the new post and rail that had been installed at Blenheim Lane entrance and to reinstate the hedge. However, there were no plans to install a gate and the cricket screens were due to be removed so the area would eventually be tidied up to give a pleasant view across the field. Mary Ann would advise the resident accordingly.

10.1.1 Play equipment book – to receive any reports

The Chairman had the book and passed it on to Mary Ann. There were no major problems to report.

10.1.2 Junior slide & Multiplay – to update on progress on de-rusting/painting the slide and the red handles on Junior Multiplay equipment

The de-rusting and painting of the slide had been done by Tim and the red handles on the Multiplay equipment would be done the following week. Council passed on their thanks to Tim for carrying out this work on behalf of the Council.

10.1.3 New path across field - to receive an update on the installing the new path across field from Village Hall to play park

The path had been excavated, the soil had been worked down, daffodils had been planted, and grass and wild-flower seed had been sown. The outstanding work to complete the rest of the path would be carried out shortly. Council passed on their thanks to Robert for carrying out this work on behalf of the Council.

10.1.4 Repairs and maintenance at Play Park – to approve quote for repair and maintenance work as identified in annual inspection report

Details of the quote received to carry out the repair and maintenance work as identified in the annual inspection were discussed at the meeting. Council **resolved** to approve the quote from Sawscapes to carry out all of the repairs identified in the report. Mary Ann would arrange the work. It was also agreed to write a letter to Russell Play to seek a refund for the safety surface that failed the inspection and resulted in additional expenditure.

Action: Mary Ann to contact Sawscapes to get repair work completed, Clerk to write to Russell Play.

10.2 Village Highway Matters – to receive any reports:

Reports had been received about the ongoing problems a resident was having in getting Highways to cut back a large laurel hedge opposite the terraced houses in Broadmarsh Lane that had become very overgrown and was overhanging the road quite considerably. This had been reported to Highways by a resident and was being chased up. The Clerk would forward the details to Liam to see if there was anything he could do to assist.

Broken signpost - A resident had also been in touch last month about a broken signpost on Cuckoo Lane by the junction with Barnard Gate. The Clerk had chased up Highways as this had originally been reported to them over 5 months ago, and the new sign would be ordered imminently, and the Give Way sign was due to be moved shortly.

Road sign cleaning – Another report was that the road signs in the village were dirty and needed cleaning to ensure they were visible. It was agreed to ask the Councillors to meet at the village hall on Friday 4th November at 10.15am with a bucket/sponge etc to clean the signs. The Clerk would advise the Councillors of the date.

Pavement in Parklands – A resident had reported that the pavement in Parklands was in need of repair. The Clerk would take a look and report to Highways, although from memory she didn't recall it was bad enough that they would come and repair it.

10.3 Footpath & Bridleway Matters/Footpath Book – to receive any reports

Tim had the book and there were no problems to report.

10.4 Garden of Remembrance – to receive any reports – none.

10.4.1 To receive an update on the plans for the design of the Garden of Remembrance

A brief update about the plans was given. Minor amendments had been made to the designs and the updated plans would be emailed round. Two quotes had been received for the landscaping work.

10.4.2 To confirm location of memorial bench in Garden of Remembrance

The new bench would be sited on either of the two paved areas included in the plan. Council agreed that Mary Ann would forward the updated plans for the Garden of Remembrance to Ria Lay from Oxford Memorial Benches and would discuss and confirm the location of the bench and details of the concrete base.

Action: Mary Ann to contact Ria Lay as above.

10.4.3 To consider and approve quotes received for Garden of Remembrance work

Two quotes for the landscaping work had been received, one from Nicholsons and one from White Horse Contractors. Nicholsons was the cheaper of the two quotes, and after a brief discussion, Council **resolved** to accept Nicholsons quote of £25,812.30 for the hard landscaping work. Due to budget constraints, it was agreed that the soft landscaping work would have to wait until further funds were available so the work would be done in two phases. The Teddy Girls had been in touch with the Chairman about any future projects that they could fundraise towards, so it was agreed to ask them to fundraise for the soft landscaping work (plants etc).

10.5 Freeland Hall Management Committee – to receive any reports

As Robert was not present no update was available.

11. CRF USAGE REPORT - TO NOTE THE LATEST CRF USAGE REPORT SUBMITTED TO SPORT ENGLAND

The Chairman had recently submitted the 6th report to Sport England using data supplied by Simon Brown from the Cricket Club. Sport England had since advised that no further reports were required. The Chairman offered his thanks to Simon Brown for providing the necessary information.

12. CORRESPONDENCE

(a) OALC – members update September – details had been emailed round.

(b) OCC Stakeholder update – update on ongoing work to reform local government in Oxfordshire – details had been emailed round.

(c) OALC – Precept referendum – details had been emailed round.

(d) Community First Oxfordshire – invite to AGM on Thursday 27 October at 2.00pm at Yarnton Village Hall – details had been emailed round.

(e) WODC – update on ongoing work to reform local government in Oxfordshire – details had been emailed round.

(f) War memorial Rededication - Email from John Hewitt asking whether the Parish Council will be represented at the Rededication Service of the newly-cleaned War Memorial to be conducted on Sunday 13 November by Rev David Tyler and whether a wreath will be laid on behalf of the Council. Council resolved to provide a wreath and the Chairman would attend the service.

Action: Clerk to order wreath from British Legion.

Plus additional items received since agenda sent out:

(g) Scarecrows in village – a number of residents had commented that they were now looking a bit worn and a bit creepy, with some children becoming scared of them in the darker evenings – after a brief discussion Council agreed to ask if they can be removed.

Action: Clerk to write to resident to ask for scarecrows to be removed.

(h) WODC – consultation on removal of BT payphones – details had been emailed round. No comments were to be submitted.

13. CIRCULATION

No October circulation.

September circulation – still out.

No May, June or July circulation.

April circulation – still out.

March circulation – still out.

14. TO RECEIVE A MONTHLY UPDATE REGARDING FREELAND PRIMARY SCHOOL

A brief update about the school was given by the Clerk. A new school development plan had been published recently. 48 children took part in the Oxford Half Marathon and did really well, some children were also due to take part in the District Cross Country event at Carterton that week. The end of year data for the last academic school year (2015-16) showed that the school was above national average in all areas. New parent school governors were currently being sought, and the school harvest festival was due to be held on Thursday 20th October at 10am in the church.

15. ANY OTHER BUSINESS – FOR PRELIMINARY DISCUSSION ONLY

Little Free Library – an article had been sent off to the Clerks and Councils Direct publication for inclusion in the next edition to promote the library.

Grants for generator – Robert had asked if the grants for generators were still available – the Clerk would dig out the details and send on to him.

16. DATE OF NEXT MEETING:
Monday 21st November, 7.30pm in the Newell Room (Precept meeting)

There being no other business the meeting closed at 9.35pm.