

FREELAND PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF FREELAND PARISH COUNCIL, HELD ON THE 17TH JULY 2017, IN THE NEWELL ROOM, FREELAND, IN THE COUNTY OF OXFORDSHIRE AT 7.30PM.

PRESENT:	Chairman:	Robert Crocker (in Peter Newell's absence)
	Vice-Chairman:	None
	Councillors:	Tim Webster, Matthew Ruddle, Peter Foster, Mary Ann Canning, Bill Phillips, Jane Linnell
	District Councillors:	Colin Dingwall, Carol Reynolds (both till 8.40pm)
	County Councillor:	Not present
	Clerk:	Lisa Smith

1. PUBLIC PARTICIPATION SESSION

9 residents were present for this session.

Reverend David Tyler, Chair of Freeland Parochial Church Council (PCC) was present for this session to give a brief update about his views on the Oxford Dioceses' proposal to add their 100+ acres of Glebe Land in Freeland to the existing WODC Garden Village scheme. The land owned by Oxford Diocese... Glebe Land, starts at the Green and heads South East towards Eynsham. The PCC had been consulted by the Dioceses as to their views on such a proposal.

The Head of Glebe Land was David Mason (not to be confused with David Mason of Eynsham Park Estate!). The Freeland PCC had been consulted about some plans to develop Glebe Land as part of the WODC Garden Village scheme, and Rev Tyler explained that they had raised a number of concerns regarding lack of infrastructure, with an overall objection being raised by the Freeland PCC to the Garden Village Scheme. However, despite the PCC expressing their reservations, the Dioceses, represented by West Waddy, were to proceed.

It was also noted that the Oxford Diocese owned a lot more land across the Diocese, and the Freeland patch was not the only area likely to be considered for development.

A few questions were put to Reverend Tyler and he was then thanked for attending. It was suggested asking David Mason (Head of Glebe Land) to attend a future meeting to discuss this further. Reverend Tyler and the residents then left the meeting at 7.55pm.

2. TO RECEIVE APOLOGIES FOR ABSENCE – Peter Newell – away and County Councillor Liam Walker.

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.

Matthew Ruddle (personal) as a member of Freeland School Society.

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

Robert Crocker (personal) as a member of Freeland Charitable Foundation (FCF) and 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 June 2017

The Minutes of the Ordinary Meeting held on 19th June 2017 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 from the last meeting. It was unlikely that any review of the possible sites in the local area would take place until the end of August. No response so far had been received regarding any other landowners that may be interested in having a mobile mast on their land. If anyone knew of anyone who may be interested Peter asked them to make contact with him.

6.2 Community Speedwatch Scheme – to update on progress

The Speedwatch Scheme was now up and running with 5 residents trained to participate in the scheme. Reports were being provided to the local Police of any vehicles caught speeding, and a copy of the report was being given to the Clerk. At each assessment, approximately 100 vehicles are checked, and on average about 10% of vehicles are caught speeding, sometimes in excess of 40mph. These volunteers would be carrying out regular speed checks at various times of the day to try and help prevent speeding through the village.

6.3 Freeland Methodist Chapel – to receive an update on future of Chapel and to discuss and approve nominating the Chapel as an Asset of Community Value

A brief update was given. A local resident interested in trying to retain the Chapel for community use had met with the Village Hall Management Committee to discuss nominating the Chapel as an Asset of Community Value. The necessary forms had been completed and although it was unclear at this stage as to its future use, Council **resolved** for the Parish Council to sign off the forms and submit them to WODC for consideration.

Action: Clerk to sign nomination form and submit to WODC.

6.4 Village Pond – to discuss ways in which the pond can be highlighted more/made more accessible to residents

A suggestion had been made by a visitor about making the pond more accessible/community friendly. Council felt that the pond was already accessible and well used for those wishing to sit by the pond and reflect. However, it was agreed to ask the local mowing contractor to keep the steps leading down the pond mown so that it was more accessible.

Action: Clerk to ask local contractor re mowing steps.

6.5 Allotments – update on response from Allotment Association following letter sent last month, plus update on membership of Allotment Association and to note a number of resignations from the Association

Various emails had been received over the past month regarding the allotments, all of which had been circulated to Councillors for information. Following the last meeting, and prior to the letter from the Parish Council to the Allotment Association had been sent, three resignations from the Allotment Committee had been received – these were the Chair, the Secretary, and the Treasurer. This left two remaining Committee Members, one of whom resigned the following day. Discussions had been taking place amongst Allotment Association members who were willing to form a new Committee, on the proviso that there was no carry over of existing Committee members so that a fresh start could be made and a line drawn under past events. Council agreed this seemed to be the best way forward and a meeting of the Association was due to take place later that week.

7. PLANNING - Applications received & WODC Decisions plus:

7.1 Applications Received:

17/02195/HHD

52 BROADMARSH LANE, FREELAND.

Conversion of garage and erection of single storey front extension for Mr Aurelio Beleno.

17/01805/HHD

49 BROADMARSH LANE, FREELAND.

Part conversion of garage to enlarge kitchen (retrospective) for Mr Andrew Jones.

After a brief discussion, Council **resolved** not to make any comments or objections to the above two applications.

7.2 Applications Approved:

17/01570/HHD 176 WROSLYN ROAD, FREELAND.

Erection of single and two storey extensions for Mr James Eaton.

17/01040/FUL TAUNTON HOUSE, WROSLYN ROAD, FREELAND.

Conversion of an existing annexe to provide accommodation for elderly persons to allow independent living. Small extension to rear and formation of an entrance to the front for Mr & Mrs David Lindgren.

17/00807/HHD THE HAVEN, 61 WROSLYN ROAD, FREELAND.

Erection of two storey extension for Mr Stephen Ebbs.

17/00578/RES LAND SOUTH OF WITNEY ROAD, LONG HANBOROUGH.

Application for the approval of appearance, landscaping, layout and scale for 169 dwellings, open space and associated works for planning permission 14/1234/P/OP for Mr Graham Flint.

(Application no: 14/1234/P/OP Erection of up to 169 dwellings, with new Doctors Surgery, to be up to 740 sq metres in size, with around 27 car parking spaces, with access from the Witney Road, plus open space, and associated works).

7.3 Applications Refused: None.

7.4 Applications Withdrawn:

17/01373/FUL 11 NASH LANE, FREELAND.

Erection of detached dwelling for Mr J Dalton.

7.5 West Oxfordshire Local Plan Examination Update — to discuss any feedback received from the hearing updates

Mary Ann and Robert were both due to attend the next hearing that was due to be held on Tuesday 18th July.

7.6 50- year plan for Freeland – to discuss proposal to set up a Parish Council working party to look at a potential future plan for Freeland in terms of planning/development needs (as an alternative to a Neighbourhood Plan)

The Chairman moved this item to be taken together with item 7.7 at item 10.

7.7 Conservation area – to discuss whether and how it is possible to have part of Freeland allocated as a Conservation Area

This item was also moved to be taken at item 10.

7.8 Cherwell District Council – forthcoming Planning Policy Consultation – details emailed around

After a brief discussion, Council agreed to write a letter of support to this consultation, as the houses in Cherwell District would be much more affordable and there was better infrastructure to support development in their area.

Action: Clerk to write letter of support as above.

8. REPORT OF COUNTY AND DISTRICT COUNCIL BUSINESS

A very brief update was given regarding Broadband provision and the new household waste recycling scheme. Carol had also emailed her new contact details and these would be updated on the village website.

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 June 2017 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 Bill.

9.2 Guideposts charity – to discuss request for donation received

A request had been received from a local charity called Guideposts, whose details had been sent round to Councillors. After a brief discussion, Council **resolved** not to be able to assist on this occasion, but to advise them to contact Witney Town Charities who may be able to assist.

Action: Clerk to respond to charity as above.

9.3 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 (£)
102390	Lisa Smith	Clerk's salary July 2017	£612.38
102391	Freeland Village Hall Bookings	Hall hire 17.07.17	£12.50
102392	WODC	Grass cutting 20.05.17	£85.12
102393	Arthur Treherne	Repair work to multiplay ladder (inc materials)	£74.06
102394	Nigel Green	Grass cutting etc	£930.00
102395	Lisa Smith	Petty cash refund	£40.89
102396	Bill Phillips	Litter collection April/May/June 2017	£250.00
102397	Lisa Smith	Clerk's salary August 2017	£612.38
		Total:	£2,617.33

9.4 Annual audit – update on progress

It was reported that the work for the annual audit was pretty much complete and everything would be submitted to the auditors that week for approval.

Action: Clerk to submit audit papers for approval.

9.5 Approval of invoices during August - to discuss the approval of invoices during August and decisions on any planning matters

It was noted that there was no anticipated urgent expenditure for the coming month. However, Council **resolved** to approve the signing of the cheque for approximately £400 + VAT for the topsoil for the Garden of Remembrance, and for the gate painting work plus any other items deemed urgent for the coming month. For any planning matters, the Planning Group would firstly take a look and discuss a response, and where necessary an Extraordinary Parish Council meeting would have to be called for any planning matters felt to require urgent attention.

9.6 Possible donation from Quiz Night (to be held in October) – to discuss options of what the donation from the quiz night could be spent on

A letter had been received from a resident asking for possible options for spending a potential donation from the Quiz Night to be held in the coming months. A suggestion had been made about putting the funds towards a television (which could be used as a computer monitor and linked to the internet) for the Newell Room, and Council **resolved** to approve this suggestion. However, it was noted that the funds would have to be paid to the Village Hall Management Committee rather than the Parish Council.

9.7 Any other financial business – None.

10. PARISH COUNCIL STANDING ITEMS

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

No reports had been received.

10.1.1 Play equipment book – to receive any reports

Robert had the book and would pass it on to Matthew. There were no problems to report.

10.1.2 Broken rung on Multiplay – to approve quote for repair work

The local maintenance contractor for the Village Hall had repaired the broken rung and the invoice was due to be paid this month.

10.1.3 Area around shed on field - to update on tidying up the area of the playing field next to the shed

This had been done and Councillors passed on their thanks to Tim for carrying out this work.

10.1.4 New path on field - to update on strimming work of Spring Walkway

This had now been done and Councillors passed on their thanks to Robert for carrying out this work. It was noted that this would need mowing again and Robert would speak to the local grass cutting contractor about getting this done.

Action: Robert to speak to grass cutting contractor.

10.1.4 Tree planting by cricket nets – to discuss a suggestion of planting a tree near the cricket nets to provide some much-needed shade for spectators

A suggestion was made of planting a non-climbable tree near the cricket nets so that some shade could be provided for the players, especially children. After a brief discussion, it was agreed that Robert, Mary Ann and Jane would take a look on the field together and discuss a suitable position and if feasible, to agree an appropriate species of tree. Jane would also speak to the Chair of the Cricket Club to see if they would like to contribute to the cost of the tree.

Action: Robert, Mary Ann and Jane to meet as above and Jane to talk to Cricket Club Chair.

10.2 Village Highway Matters – to receive any reports:

Overhanging willow tree opposite 47 Broadmarsh Lane,

Overhanging willow tree on bend opposite 47 Broadmarsh Lane – this tree was overhanging the road but was not felt to be in need of urgent attention. As it was situated in the boundary of a resident's property, it was agreed that the Clerk would speak to the resident to see if they would be willing to have it trimmed back.

Action: Clerk to speak to resident as above.

10.2.1 Witney-Eynsham shuttle bus idea – to note any response received from Stagecoach regarding this proposal

No response had been received from Stagecoach and as Liam was not present there was nothing further to report.

10.2.2 Cuckoo Lane – to discuss making a request to have some minor alterations made to Cuckoo Lane before Garden Village is established – plan to be circulated

Some plans were shown at the meeting about changing the junction of Cuckoo Lane with Eynsham Road so that any traffic travelling North from the A40 would automatically be directed to go around the bend and up the hill towards the Barnard Gate junction. A new right turn would be created to turn into Freeland village, hopefully ensuring that most traffic going to Witney or Hanborough would be diverted via Cuckoo Lane rather than going through the village. Some minor alterations were also suggested for the junction of Cuckoo Lane with the A4095, where a mini roundabout was hoped to be installed. Councillors approved these suggested changes and Mary Ann would forward the map detailing the alterations to the Clerk so that a formal request could be made to Highways.

Action: Mary Ann to forward map to Clerk who will make request to Highways.

10.2.3 Double Yellow Lines Double Yellow Lines – update on responses received from residents following letters sent out to all affected properties and to decide on way forward

A report about the results received from the consultation had been emailed around to the Councillors prior to the meeting. Councillors wished to study these results in more detail so this item would be carried forward to the September meeting for further discussion.

Action: Clerk to place item on September agenda.

10.2.4 Zebra Crossing – to note any response received from Highways re request for zebra crossing on Wroslyn Road

A request had been made to Highways and a response was still awaited. The Clerk would chase this up.

Action: Clerk to chase response from Highways.

10.2.5 50- year plan for Freeland – to discuss proposal to set up a Parish Council working party to look at a potential future plan for Freeland in terms of planning/development needs (as an alternative to a Neighbourhood Plan) (previously item 7.6)

And

10.2.6 Conservation area – to discuss whether and how it is possible to have part of Freeland allocated as a Conservation Area (previously item 7.7)

The above two items were taken together. It was noted that with all the recent proposed development, a concept for Freeland was needed to follow on from the Community Led Plan as the next phase. The concept would try to establish a working party of residents from each area of the village to sit and discuss with a map how exactly they would like to see Freeland develop over the next 50 years. It was also suggested making the central area of the village from Blenheim Lane up to The Green as a conservation area as this area contained a number of listed buildings. Councillors were asked to consider this further ready to discuss again at the September meeting.

Action: Clerk to place this item on the September agenda.

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

Bill had the book and would pass it on to Robert. There was a footpath sign missing by BR1 and FP9 opposite Bowles Farm. The Clerk would report this to the Footpath Officer at OCC.

Action: Clerk to report missing sign as above.

10.3.1 Overhanging trees – to discuss resident's request to have leylandii trees on footpath in Broadmarsh Lane cut back and reduced in height

A resident had contacted the Clerk to enquire about cutting back some Leylandii trees that were overhanging their garden. After some initial enquiries, it transpired that the trees were in fact owned by a resident (whose property was currently for sale). The Clerk had spoken to the Estate Agents who had been in contact with the owner to try and arrange the cutting back of the trees. No further action was necessary.

10.4 Garden of Remembrance – to receive any reports

No reports were received.

10.4.1 To receive an update on the progress for the Garden of Remembrance

A brief update was given. It was still too hot to plant the trees and plants, so these were being cared for at Tim's nursery. Some additional soil was being delivered to level up the ground, and this would be done imminently. It was hoped to carry out the seeding in August.

10.4.2 Maintenance - to consider approving schedule of work for gardener's role

The schedule had been circulated just prior to the last meeting so this would be carried forward to next month, once Councillors had had a chance to look at it in detail.

Action: Clerk to place this item on the September agenda.

10.4.3 Wooden entrance gates – update on gate painting work

The painting work had been completed and an invoice for the work was awaited.

10.4.4 To approve the purchase of approx. 20 tons of topsoil for Garden of Remembrance

It was reported that an additional 20 tons of topsoil was required to level off the Garden of Remembrance. Council **resolved** to approve this expenditure and that the invoice could be paid between meetings if necessary.

Action: Mary Ann/Robert to order topsoil.

10.4.5 Allotment track – to discuss some concerns raised about the current state of the track and whether any action is required

A plot holder from the allotments had contacted the Clerk this month to raise some concerns about the current state of the allotment track. The main concerns were

- It was not wide enough to take the full width of a tractor along its entire length, a necessary requirement to enable delivery of manure etc;
- The turning radius was too tight and narrow;
- The current surface was not suitable for pedestrian use, far too uneven and rough. The surface needed compacting and finishing with a smoother material. The current colour of the surface was also not in keeping with its surroundings.
- The driveway needed to be widened to the full width of the allotment gates, not just the double gate.

Robert had met with the plot holder to discuss getting this work completed and it was reported that the track needed realigning and also a further load of finer gravel added. This was agreed and Robert would arrange the work and the ordering of the gravel.

Action: Robert to arrange work and order gravel.

10.5 Freeland Hall Management Committee – to receive any reports

A very brief report was given. Work had been carried out to the fire safety equipment, and it was being investigated about getting a television for the Newell Room.

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

(a) OALC – members update June – details had been emailed around.

(b) Thank you letters for donations – received from Freeland Preschool, Grapevine, Freeland PCC – details had been placed in the circulation.

(c) OPFA Summer newsletter – details had been emailed around.

12. RISK ASSESSMENT STATEMENT – ANNUAL REVIEW

The current version of the risk assessment document had been circulated to Councillors prior to the meeting. Council **resolved** to not to make any amendments to the document which would be reprinted and re-signed by the Chairman.

13. CIRCULATION

July circulation – out at meeting.

No June circulation.

May circulation – still out.

No April circulation.

March circulation – returned.

14. TO RECEIVE A MONTHLY UPDATE REGARDING FREELAND PRIMARY SCHOOL

A brief update about the school was given by the Clerk. Freeland School's first festival was held on Saturday 8th July from 12.00 – 10.00pm. There were live bands, various stalls, open mic, BBQ, hog roast, bar and lots of activities for the children. The event was hugely successful, with approximately £1,200 being raised for the school.

15. ANY OTHER BUSINESS – FOR PRELIMINARY DISCUSSION ONLY

None.

16. DATE OF NEXT MEETING:

Monday 18th September, 7.30pm in the Newell Room.

There being no other business the meeting closed at 10.05pm.