

FREELAND PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF FREELAND PARISH COUNCIL, HELD ON THE 15TH JUNE 2015, IN THE NEWELL ROOM, FREELAND, IN THE COUNTY OF OXFORDSHIRE AT 7.30PM.

PRESENT:	Chairman:	Peter Newell
	Vice-Chairman:	Robert Crocker
	Councillors:	Tim Webster, Jane Linnell, Matthew Ruddle, Mary Ann Canning, Bill Phillips, Janet Dalton
	District Councillors:	Colin Dingwall (from 7.55pm)
	County Councillor:	Not present
	Clerk:	Lisa Smith

1. PUBLIC PARTICIPATION SESSION

No members of the public were present for this session.

2. TO RECEIVE APOLOGIES FOR ABSENCE – Janet had given apologies in case she was late, but she arrived in time for the meeting.

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

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

Janet Dalton (personal) for item 8 – Planning.

All of them signed the book accordingly.

4. APPROVAL OF MINUTES

4.1 MINUTES OF THE ANNUAL MEETING HELD ON 18TH MAY 2015

The Minutes of the Annual Meeting held on 18th May 2015 were approved and signed as a true record of those proceedings.

4.2 MINUTES OF THE ORDINARY MEETING HELD ON 18TH MAY 2015

The Minutes of the Ordinary Meeting held on 18th May 2015 were approved and signed as a true record of those proceedings.

5. MATTERS ARISING FROM THE MINUTES

5.1 Memorial trees – to update on order of brass plaques

The brass plaques had been received and Councillors were very happy with the result. Unfortunately it was noted that stakes were not included with the plaques and these would be required. Council **resolved** for the Clerk to check the website to see if they were meant to come with the plaques, and if not to obtain a quote for 15 stakes.

Action: Clerk to follow up re stakes and obtain quote.

5.2 Mobile phone coverage in Freeland – update on response received from Vodafone Rural Open Sure Signal

There was nothing further to report as the Clerk had not yet written to Vodafone – this would be done shortly.

Action: Clerk to write to Vodafone as above.

5.3 Memorial Bench by Busby Close – to discuss any action required to request for bench

No further sponsorship requests had been received. A suggestion was made to wait a little longer and to place a note in the Grapevine asking for sponsorship requests again. This was agreed.

Action: Clerk to place note in Grapevine as above.

5.4 WODC Community Activities Grant application – update on progress with grant application for Little Free Library Box

The grant application had been successful and a cheque for £376 was passed to the Clerk to be banked. This should be sufficient to pay for the library box. Councillor passed on their thanks to Matthew in obtaining the grant. Matthew also reported that he was currently researching the different styles of boxes.

5.5 Pond – to consider any further quotes for bulrush removal at pond –

The Clerk had contacted the pond contractor but had received no response to date. She would contact him again and follow this up as it was possible he could be away.

Action: Clerk to contact pond contractor again.

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

Robert had the book and there were no problems to report. A message had been received earlier in the month from a resident regarding a loose slat with a screw sticking up on the wobbly bridge. The Chairman had sorted this out by replacing the screw and inserting a new Rawlplug. The book would be passed to the Chairman. It was agreed to monitor the wobbly bridge for any further loose slats.

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

Mary Ann gave a brief update. An offer of support with fundraising had been received from a parent in the village. Mary Ann would also be arranging to meet with the new headteacher at the school to get the children involved. The outcome of the WREN grant would be known in July, if it was unsuccessful it was possible that we could apply again as applications were being taken for a further year.

6.2.2 Quotation for field spraying – to consider if field spraying is required this year

Councillors felt that the field did not need spraying at the current time, but agreed to review it again next month.

Action: Clerk to keep this item on the agenda for next few months so condition of field can be monitored.

6.2.3 Edge of playing field - update on tidying area (and removing items such as rubble, dead tree, fencing etc) on playing field at rear of resident's house

Robert had reviewed the area but had not had chance to do any work on it as yet. He agreed to do the work by the end of the summer.

Action: Robert to help tidy up the area on the field by resident's house.

6.2.4 RoSPA Inspection – inspection confirmed to be taking place in July

RoSPA have advised that the annual inspection of our play area will be taking place as requested during July 2015. An exact date had not been given. If we wished to meet or accompany the Inspector during the Inspection then there was an additional fee of £35.00 + VAT for an appointment. Council agreed they did not wish to meet with the Inspector.

6.3 Village Highway Matters – to receive any reports

6.3.1 New Bus Shelter outside village hall – update on progress with order

The Clerk and Robert had been liaising with Littlethorpe regarding the concrete base for the shelter and to arrange a delivery date. Robert advised that he hoped to have the base installed by the end of the month. He would also arrange for the old notice boards to be removed.

Action: Robert to prepare concrete base for shelter and remove notice boards.

6.3.2 Pothole repairs - to update further on response from approved contractor re carrying out minor road repairs (just small potholes)

It was disappointing to note that unfortunately the contractor was not keen to pursue the offer of carrying out minor road repairs in Freeland. Colin suggested a name of another contractor who may be able to assist and he agreed to pass their contact details to the Clerk.

Action: Colin to pass contact details of contractor to Clerk.

6.3.3 Speed activated signs – update on progress in application for VAS sign near school

Unfortunately there had been a few delays but Highways had confirmed that the plan was still to extend the existing flashing amber lights post by fitting a 1 metre extension on top to enable the VASign to be attached to this post. Unfortunately the post diameter is not standard 76mm, so the man couldn't immediately carry out the work and a further complicating factor was that there is a small aerial on top of the post which receives the signal from the school crossing handheld switch on/off controllers. An installation date was now awaited but realistically it was likely to be after school term ends, but the '30' 'slow down' VASign will still operate 24/7, 365 days a year.

6.3.4 Potholes at end of Blenheim Lane – to note response received from Highways and to see if approved contractor can assist

As Highways were not able to assist in repairing these potholes and the contractor was also unable to assist, it was agreed to remove this item from the agenda for the current time. If a new contractor was sought, then this would be highlighted to them as requiring repair.

6.3.5 Signage request on Pigeon House Lane – to update on order of new signs

The new signs had been ordered and the Clerk was awaiting receipt. It was queried if both signs had to be in place on the post, or whether the one stating "single track road" could be removed. The Clerk would check with Highways and report back.

Action: Clerk to ask Highways re signs and report back.

6.3.6 Speeding on A4095 – update on response from PCSO Phil Workman

The Clerk had forwarded the resident's concerns to PCSO Phil Workman re cars speeding on the A4095, and he had responded to advise that he took the SID (Speed Indicator Device) out onto the A4095 on the morning of Weds 27th May opposite The Dawes. There were 14 vehicles, including one motorbike that he managed to catch speeding between 0728hrs and 0758hrs. Unfortunately he was called away but would return.

He would also be contacting the Roads Policing regarding a speed camera/traffic survey and will let us know more when he had received a response.

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

Bill had the book and there was nothing to report. The book would be passed on to Robert.

6.5 Cemetery – 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

Some plans for the initial design of the new Garden of Remembrance were circulated and discussed. Favourable comments were fed back to Mary Ann who would continue with the designs.

6.6 Allotments – to receive any reports

No reports were received.

6.6.1 Allotment Association Agreement - *for discussion only*

The Chairman circulated a draft Allotment Association Agreement for comment that had been drawn up by himself and Martin Shann. As this had not been included on the agenda and not yet been seen by the Allotment Association it could not be approved, however Councillors seemed happy with its contents and a suggestion of £1 for the peppercorn rent was made. It was agreed to bring this back next month for formal approval.

6.7 Freeland Hall Management Committee – to receive any reports

A very brief report was given. The Wifi problem for the Newell Room had been solved and this should now be available although it hadn't yet been tested. There was a good operating surplus in the

accounts, although a large gas bill was anticipated. Bookings were now extremely busy with bookings also being taken for 2016. The gutters by the entrance required some attention as the silicon seals had broken down and needed replacing. The door handles and locks needed to be upgraded in the Hall. The Hall Management Committee was also seeking someone to be a liaison officer between the sports clubs and the Management Committee and a note was being placed in the Grapevine this month.

7. To approve the insurance renewal notice and premium for Freeland Hall

Details of the insurance renewal documentation for Freeland Hall had been circulated to Councillors prior to the meeting. Council **resolved** to approve the insurance renewal notice and premium for Freeland Hall and the CRF totalling £1,096.21 (a slight increase from £1,064.71 last year). This would be invoiced to the Freeland Hall Management Committee for reimbursement.

Action: Clerk to arrange reimbursement as above.

8. PLANNING - Applications received & WODC Decisions

The application below was shown on the projector and Councillors discussed the details of the proposed changes. Janet had declared an interest (as a neighbouring resident) in the application below and had signed the book accordingly.

8.1 Applications Received:

15/01708/HHD 2 CHURCH VIEW, FREELAND.

Erection of single storey rear extension for Mr Welford.

After a brief discussion, Council **resolved** that there were no comments or objections that they wished to make on the proposed changes to the property. It was also noted that the application at 35 Pigeon House Lane had been refused.

8.2 Applications Approved: None.

8.3 Applications Refused:

15/00908/FUL

35 PIGEON HOUSE LANE, FREELAND.

Erection of a dwelling for Miss Jennifer Cherry.

8.4 Applications Withdrawn: None.

8.5 To discuss and approve a draft Freeland Planning Policy Statement (statement already circulated via email)

Following the approaches made in the past 6 months by developers, it was felt that it would be useful to have a Freeland Planning Policy Statement that could be passed to developers when approaches were made to the Parish Council. After some discussion, Council **resolved** unanimously to approve the following wording:

"It is the policy of Freeland Parish Council to oppose multi-dwelling developments on green field sites unless an overwhelming benefit to the whole community can be demonstrated."

8.6 To discuss how responses are to be made to planning applications received during August

After some discussion, Council agreed that the Planning Team (consisting of the Chairman, Mary Ann and Jane) would review each application as they came in and would email round their comments to the full Council. If they felt an application was particularly controversial they would suggest calling an extraordinary meeting.

8.7 To note resident's correspondence regarding the Parish Council's process in relation to the Daniel Family Homes development proposals

A resident had contacted the Clerk to express their dissatisfaction at the process followed in relation to the Daniel Homes development proposals and the fact that the meeting venue and time were changed to those publicised in the Grapevine. Details of the resident's concerns and the Clerk's responses had been circulated to Councillors via email. Council duly noted the comments and concerns raised but felt there was nothing further to add.

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 29th May 2015 and the receipts and payments received or paid out in the last month. It was noted that the negative balances had been adjusted following last month's resolution and balances brought forward from the previous financial year had also been inputted into Scribe. This had resulted in the monthly financial report much more accurately reflecting the Council's current financial position. The bank statement was checked as agreeing with the figures on the finance sheet and signed by Bill.

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 the following invoices for payment:

Cheque Number	To whom paid	Details	Amount (£)
102204	Lisa Smith	Clerk's salary June 2015	£600.42
102205	Freeland Village Hall Bookings	Hall hire 15.06.15	£12.50
102206	Allied Westminster	Village Hall & CRF insurance renewal premium	£1,096.21
		Total:	£1,709.13

9.3 To discuss authorisation of payment of invoices during August

After a brief discussion, Council **resolved** that any urgent invoices flagged up by the Clerk that really couldn't wait until the September meeting, could be authorised for payment by the Chairman and Vice Chairman and the cheque payment could be signed by any two of the Council's authorised signatories.

9.4 Any other financial business

Change of signatories for bank account – the change of signatory forms had been returned to the Clerk with the necessary identity checks having been carried out and the forms had been posted off to the bank for them to action. A response was awaited.

10. CORRESPONDENCE

The following were received, noted and/or considered:

- (a) Parish Council elections – notification from WODC of Town/Parish Council elections 2016 – WODC had sent a very early reminder that Freeland Parish Council had its ordinary elections scheduled for Thursday 5th May 2016. This means that the annual meeting of our council in 2016 will have to be scheduled to take place between 9th and 23rd May 2016 *inclusive*. WODC also advised that should a vacancy on our council occur after 9th November 2015 (i.e. in the six months leading to the date when the councillor would have retired anyway) there is no opportunity for the electorate to request that it is filled by way of an election. However, the council *may* choose to fill such a vacancy by co-option (but is not obligated to do so). In these circumstances, should a resignation seem likely from the late summer onwards then the Council may wish to suggest that the councillor "hangs on" until 9th November or later, but that would have to be agreed by the Council as a whole.
- (b) OALC – members update May – details had been emailed round for information.
- (c) Thank you letters – thank you letters had been received from Freeland Grapevine, Freeland PCC and Freeland Methodist Chapel for annual donations. This was duly noted.
- (d) St Mary's Church Flower Festival – to discuss a request for floral display for church flower festival on 27th & 28th June – Janet kindly agreed to do this on the Council's behalf again this year.
- (e) Cassington Food Waste Tour – being held on Friday 19th June at 10.30am – residents and Councillors welcome to attend – book place via Clerk. Unfortunately this tour was now full but further tours would hopefully be made available and the Clerk would circulate details as soon as she received them.

Plus additional items received since agenda papers circulated:

- (f) Thank you letter – received from Hanborough Day Centre for annual donation. This was duly noted.
- (g) Freeland Cemetery – resident requests that the Parish Council continues discussions to try and find a suitable solution to having burials in Freeland Cemetery. This was duly noted although an alternative solution could not be found at the current time.

11. CIRCULATION

No June circulation.

April and May circulation – still out.

March circulation – returned.

No February or April circulation.

January– still out.

12. REPORT OF COUNTY AND DISTRICT COUNCIL BUSINESS

Colin gave a brief report including an update on WODC's new advertising campaign about recycling, an update on the Local Plan and information on the recycling contract that was due for renewal shortly where Colin advised he would be putting forward a suggestion of having one wheelie bin for recycling rather than lots of plastic boxes. He also advised that WODC were among the top 10 in the country for their food waste recycling rates.

13. TO RECEIVE A MONTHLY UPDATE REGARDING FREELAND PRIMARY SCHOOL

A brief update about the school was given including sports day and a summary of actions the new headteacher and governing body had provided to parents.

14. ANY OTHER BUSINESS – FOR PRELIMINARY DISCUSSION ONLY

Dogwood – a dogwood with metal netting around it situated on the grass verge on Wroslyn Road near the Village Hall required the metal netting removing and some weeding to be done as it was getting out of hand. Tim agreed to take a look and remove the netting.

Car parking by Hanborough Station – Colin asked briefly about Councillors thoughts regarding the parking situation at Hanborough Station and whether Freeland Councillors would wish to see more parking at the station. After some discussion, the general feeling was that from the information provided Councillors probably would wish to see more parking at the station but some wanted further information on any plans to extend before a more formal response could be given.

Dumped Bicycle – a bicycle had been dumped in Bumpy Lane and had been there for a number of weeks. The Clerk had reported it to the local PCSO but it had not yet been removed. The Clerk would chase this up.

15. DATE OF NEXT MEETING: Monday 20th July 2015, 7.30pm in the Newell Room.

There being no other business the meeting closed at 10.02pm.