

FREELAND PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF FREELAND PARISH COUNCIL, HELD ON THE 18TH JANUARY 2016, IN THE VILLAGE HALL, FREELAND, IN THE COUNTY OF OXFORDSHIRE AT 8.00PM.

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

1. PUBLIC PARTICIPATION SESSION

8 members of the public were present for this session.

2. TO RECEIVE APOLOGIES FOR ABSENCE – None.

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, plus item 7 - Planning.

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

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

All of them signed the book accordingly.

4. APPROVAL OF MINUTES

4.1 MINUTES OF THE ORDINARY MEETING HELD ON 21ST DECEMBER 2015

The Minutes of the Ordinary Meeting held on 21st December 2015 were approved and signed as a true record of those proceedings

As the members of the public were present to mainly listen to the items about the Garden of Remembrance and Affordable Housing, it was agreed to bring these items forward to be discussed first.

6. PARISH COUNCIL STANDING ITEMS

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

Two alternative schemes had been prepared by Mary Ann for the proposed Garden of Remembrance, and the plans for both were on display in the Hall. Residents were invited to view the plans together with the Councillors and offer their feedback, either verbally or in written form. The Garden of Remembrance is to be situated on the strip of land between the allotments and Wroslyn Road. The two designs were similar in layout and the elements used, but with slightly different styles. The first (Option 1) was informal in style, and was envisaged as an orchard within a meadow. The trees formed a regular grid but the layout under them was curved, with areas of mown grass through the meadow. Lavender edged gardens were situated at 3 points within the garden - a central larger area with 2 subsidiary areas at the extremities.

In the second version (Option 2), the layout was more formal, and the gardens square in outline.

An entrance arch would form a gateway into the garden and both layouts allowed for some form of shelter or gazebo to provide a more secluded area for contemplation. The paved areas within these sitting areas could allow for memorial stones and possibly more elaborate monuments if requested.

In Option 1, flat memorial stones could be laid along the edges of the surfaced paths through the meadow, which could be mown over for ease of maintenance. Ashes could also be scattered in the meadow areas.

The areas designated for memorial stones in the formal gardens of Option 2 could be planted with ground covering thymes until the spaces were required.

Some ideas for shelters and arches and various planting were also on display, together with some information illustrating the various ways of commemorating people, for example, the adoption of the trees, seats or shrubs as an alternative to memorial stones.

Mary Ann explained that the idea was to create a garden that would be a welcoming place to visit, regardless of whether people had relatives laid to rest there. The Parish Council would be responsible for its maintenance and had funds set by for the work, which could start later that year.

Residents were invited to offer their feedback on the plans, and various positive comments were received as well as some queries about having a gardener, headstones, planting options and the timescale for the work. It was also noted that Reverend David Tyler sent his apologies as he was unable to attend. Mary Ann concluded in stating that she hoped to have a refined scheme ready for presenting at the Annual Parish Meeting in April, and that the eventual design could be a combination of both Options. A query was raised as to whether planning permission would be required, Colin agreed to check.

Action: Colin to check with WODC Planners if planning permission required.

7. PLANNING

7.6 Housing Development in Freeland – to discuss a paper from a working party in Freeland regarding future housing development in Freeland.

A small number of residents had got together and formed a working party. They had produced a paper regarding affordable housing that had been circulated to Councillors prior to the meeting. The group very much believed that there is a need for affordable housing in Freeland and that the diversity and viability of Freeland cannot be maintained and improved without a range of obtainable housing for those - especially younger people - wishing to live in Freeland.

As a group they had identified a number of objectives:

- To ensure that Freeland remains economically viable and diverse e.g. protecting the long-term viability of Freeland Primary School;
- To see future development as positive and an opportunity to achieve desirable outcomes for the village;
- To achieve more 1 – 3 bedroomed flats and/or houses in Freeland;
- To ensure these homes are available for “affordable” purchase or rent;
- To evolve the Parish Council’s current stated position on development;
- To find constructive opportunities to address the infrastructure challenges that development poses;
- To develop a clear policy on affordable homes within development proposals for Freeland.

To achieve these objectives they believe an approach may include:

- Establishing a wider group of supporters for appropriate development in Freeland
- Considering the suitability of conducting a housing needs survey in the parish
- Exploring the possible benefits of developing a Neighbourhood Plan

Councillors passed on their thanks to the group for producing the paper and were given the opportunity to ask questions of the group and for the group to feedback any comments to the Council. Councillors felt it was good to have some positive comments about housing to counterbalance a lot of negative feedback that the Parish Council often received whenever an approach was made to develop some houses in Freeland. The Parish Council had tried unsuccessfully for the past 12 years to find a suitable site in Freeland for affordable housing (10 sites had been investigated) and asked for the group’s support in finding a suitable site. It was also recognised that the Housing Needs Assessment Survey that was carried out a number of years ago needed re-doing so that it was more

up to date – **Colin agreed to try and arrange for this to be done.** The group wished to continue conversations with the Parish Council about affordable housing and to investigate the possibility of producing a Neighbourhood Plan – this was agreed.

Residents were thanked for coming along to the meeting and giving their views and 7 out of the 8 residents then left the meeting at 9.15pm.

5. MATTERS ARISING FROM THE MINUTES

5.1 Mobile phone coverage in Freeland – update on response received from Vodafone Rural Open Sure Signal/David Cameron

No response had been received from Vodafone and the Clerk had asked David Cameron's office if they had received a response and was awaiting a reply. The Clerk would chase this up.

Action: Clerk to chase again.

5.2 Old shop site – to receive an update on what is happening with the old shop site

There was nothing further to report at the current time. The Clerk would chase up the property agents again for information.

Action: Clerk to chase property agents again for information.

5. Defibrillator training – update on training sessions

The Clerk had contacted Dick Tracy but had received no response. She would chase again. An alternative lady from Long Hanborough was also suggested as someone who may be able to run the training – Jane would pass the details to the Clerk.

Action: Clerk to contact Dick Tracy again and Jane to forward contact details to Clerk as above.

5.4 Queen's 90th Birthday celebrations – to update on any response received from Grapevine advert

At the time of the meeting the advert in the Grapevine had not yet gone to press so a response from residents was awaited. It was suggested that a grant may be available from WODC – Colin would enquire. Matthew was organising "the Big Lunch" on the weekend before the Queen's 90th birthday but suggested moving the date to coincide with the birthday celebrations. Matthew would check to see if he could move the Hall booking to the following weekend.

Action: Matthew to see if Hall booking could be changed, Colin to enquire about possible WODC grants.

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

An advert had been placed in the Grapevine to try and generate some interest and this would be appear in the publication at the end of the month. Robert had the booklet about the candidates that he would email to the Clerk.

Action: Robert to email candidate document to the Clerk.

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

Tim had the book and passed it to Bill. There were no problems to report. Tim also agreed to obtain a quote from a local contractor in village for repairing the rust on the junior slide.

Action: Tim to obtain quote for slide.

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

Mary Ann gave a brief update. The contract had not yet been received from WREN but they had stated it would be received by the end of the week. The new equipment had been ordered and Mary Ann had been to the school and an opening event would be arranged upon completion of the project.

6.2.2 Design of the new shed on the playing field – to receive an update on the initial designs for the new shed

Robert read out details of a costing he had calculated for the removal of the old shed plus the costs to build a new one, including labour and materials. To remove the old shed would cost approximately

£1,950, and the building of a new shed would cost around £5,500 + VAT. The equipment and the roller would need to be relocated before the shed could be removed, and it was suggested doing the work in phases as it was going to cost considerably more than originally anticipated. After a brief discussion, Council **resolved** to spend as little as needed (up to £2,000) to remove the old shed. Robert agreed to arrange this.

Action: Robert to arrange removal of shed and relocation of equipment.

6.2.3 Play area inspections – to receive an update on the transfer of inspections companies from RoSPA to The Play Inspection Company

The transfer from RoSPA to The Play Inspection Company had been actioned. Once the play park project work was completed the Clerk would contact the company to arrange a post installation inspection.

6.3 Village Highway Matters – to receive any reports

No reports were received.

6.3.1 Minor pothole repairs - to update on whether a different contractor is able to assist and to consider quote obtained from local contractor in Kingham

Robert had also met with a local contractor who had carried out some work for Kingham Parish Council. A quote had been obtained from Churchill Surfacing Contractors in Kingham to:

Patch and hot over-band the service trench in Wroslyn Road between the Parklands junction and the 30mph sign (opposite the school).

To cut all Pot Holes and remove all unwanted debris.

To supply and lay a 10mm DWC Tarmac to the prepared Pot Hole. (min depth of Tarmac 25mm)

To seal all the sawn edges of the trench with a Hot Bitumen over-banding.

The price for this had been quoted as **£1,480 + VAT**. Council **resolved** to approve this quote and the Clerk would contact the contractor to arrange the work.

Action: Clerk to contact contractor to arrange work.

6.3.2 Notice boards by Village Hall – update on producing new board

The local carpenter has asked the Clerk to double check with the Council regarding the size of the notice board. He advised that the current board requested measuring 1060mm high x 2000mm wide will mean that the bottom of the board will be just above the back of the seat where people will be sitting inside the shelter. The carpenter would advise having the board maybe 800-850mm high rather than 1060mm. After some discussion, it was agreed to leave the measurements as per the original request and to install the board as high as possible in the shelter. Council also approved the additional cost of £20 for the toughened glass rather than polycarbonate for the doors. The Clerk would contact the carpenter to advise of the above.

Action: Clerk to contact carpenter as above.

6.3.3 Dog waste bin – update on installing an additional dog waste bin at the end of Parklands by entrance to woods

A new dog waste bin had now been installed by the entrance to the woods in Broadmarsh Lane. A new bin by the entrance to the woods in Parklands had been ordered and would hopefully be installed shortly.

Action: Clerk to chase up additional bin for Parklands.

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

The footpath rota was now complete for this year and the book was returned to the Clerk. The Clerk had done a new rota ready for the Spring.

6.6 Allotments – to receive any reports

No reports had been received.

6.7 Freeland Hall Management Committee – to receive any reports

A brief report was given. It had become clear recently that controls needed to be tightened around Hall bookings for those in the village and those out of the village and this was being looked at. A new water heater was due to be installed shortly and a cycle rack would also be ordered soon. Two

additional lights for the car park would be installed shortly on the corner of the Hall. Unfortunately, one of the main doors had been damaged, this had now been repaired and just needed repainting.

6.7.1 To discuss a proposal to consider adopting the BT telephone box outside of the Village Hall in Freeland.

It was reported that Freeland Hall Management Committee had enquired previously with BT to have an emergency only phone installed next to the defibrillator and to remove the phone box outside of the Hall, however BT had refused as the Committee were not allowed to request removal of the phone box. It was agreed that the Clerk would write to BT about adopting the phone box outside of the Hall and to ask again about having an emergency only phone next to the defibrillator and to see that if the Parish Council did adopt the phone box whether it had to be retained or if in time it could be taken down.

Action: Clerk to write letter to BT as above.

6.7.2 SSE Funds for Resilience – to discuss whether to apply for funds from this grant source and for what purpose the funds would be used

After a brief discussion, Council agreed to apply for funds on behalf of the Parish Council for a generator for the Village Hall. The Chairman agreed to assist in completing the necessary forms, and Robert would provide the details.

Action: Chairman and Robert to complete application form.

7. PLANNING - Applications received & WODC Decisions:

7.1 Applications Received: None.

7.2 Applications Approved:

15/03786/FUL 6 WROSLYN ROAD INDUSTRIAL ESTATE, FREELAND.

Change of use from B1 to B2 (microbrewery) for Mr Ian Hemingway.

15/04033/HHD 63 BROADMARSH LANE, FREELAND.

Erection of single storey rear extension, conversion of existing garage to create utility for Mr Lee Harris.

7.3 Applications Refused: None.

7.4 Applications Withdrawn: None.

7.5 Landscaping by footpath at Cuckoo Wood Farm – to discuss any response from WODC Planners re the landscaping planting/screening at CWF

The Clerk had written to WODC last month about the lack of landscaping by Cuckoo Wood Farm and a response had been received to advise that it had been passed to the Planning Enforcement Department to investigate.

8. ANNUAL PARISH MEETING – TO CONSIDER DATE AND TOPICS FOR DISCUSSION

Possible dates for the Annual Parish Meeting (APM) were suggested as either Monday 4th April (if Zumba wasn't running) or Friday 15th April. The Clerk would check the availability of the Hall.

Possible topics for discussion were suggested as:

- Plans for the Garden of Remembrance
- Play Park Development Project update
- Parish Council Elections
- The Big Lunch/Queen's 90th Birthday Celebrations
- Discussion on Affordable Housing from Working Party in Freeland.

The topics above would be considered and a final decision made next month.

Action: All Councillors to consider topics for discussion at APM.

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 December 2015 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 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 (£)
102251	Lisa Smith	Clerk's salary Jan 2016	£600.42
102252	Freeland Village Hall Bookings	Hall hire 18.01.16	£25.00
102253	Bill Phillips	Litter picking - Oct, Nov, Dec	£250.00
102254	Freeland Guides	Donation towards international trip	£100.00
102255	Lisa Smith	Petty cash refund	£66.73
		Total:	£1,042.15

9.3 Update on review of the effectiveness of internal audit process (to include review of financial system)

It was agreed that Matthew and Bill would carry out this review this year which needed to be completed by the end of January. They were due to meet with the Clerk the following day to go through the necessary process.

Action: Matthew and Bill to meet Clerk to carry out review.

9.4 To note sponsorship money received for Memorial Tree Plaque from Freeland Football Club

£41.60 had been transferred this month by BACS from Freeland Football Club into the Parish Council's bank account for the sponsorship of a memorial tree plaque. The Clerk has written to the Club to thank them for their generosity.

9.5 Request for donation from Volunteer Link-up

A request had been received from Volunteer Link-Up, a local charity for a donation. After a brief discussion, Council **resolved** to give a £150 donation to them (£50 from the remaining funds held in donations budget, and £100 from S137 funds).

Action: Clerk to write to charity to advise of donation and to prepare cheque for next meeting.

9.6 Any other financial business: None.

10. CORRESPONDENCE

The following were received, noted and/or considered:

- (a) OALC – members update December – details emailed round.
- (b) OCC Supported Transport – meeting between commercial bus operators and Parish Councils – details emailed round.
- (c) WODC Tourism Newsletter – details emailed round.

Plus additional items received since agenda papers circulated:

(d) Rubble bags outside property in Broadmarsh Lane – concern had been raised from a resident regarding some bags of rubbish/rubble that have been left outside of a house on Broadmarsh Lane by the pavement for approx. 3 months. The bags were located on the resident's driveway so were not causing an obstruction. After a brief discussion, Council agreed not to get involved but to mention that Street Scene could possibly remove them if required. The Clerk would offer the Street Scene contact details to the resident when she next saw them.

11. CIRCULATION

January circulation – out at meeting.

December circulation – still out.

November circulation – still out.

No October circulation.
September circulation – returned.

12. REPORT OF COUNTY AND DISTRICT COUNCIL BUSINESS

Colin gave a brief update about the Local Plan following the Inspector's findings. WODC would continue to fight to get the lowest figures for the housing required in the District and it would take approximately 12 months to finalise the Plan.

13. TO RECEIVE A MONTHLY UPDATE REGARDING FREELAND PRIMARY SCHOOL

A brief update about the school was given by the Clerk. A new floor in the School Hall would be installed over the February Half Term to replace the existing floor which was becoming worn. An EPA swimming gala had recently been held and 11 children represented Freeland, who came 2nd overall.

14. ANY OTHER BUSINESS – FOR PRELIMINARY DISCUSSION ONLY

None.

15. DATE OF NEXT MEETING: Monday 15th February 2016, 7.30pm in the Newell Room.

There being no other business the meeting closed at 10.42pm.