

## **FREELAND PARISH COUNCIL**

### **MINUTES OF AN ORDINARY MEETING OF FREELAND PARISH COUNCIL, HELD ON THE 21<sup>ST</sup> MAY 2018, IN THE NEWELL ROOM, FREELAND, IN THE COUNTY OF OXFORDSHIRE AT 7.41PM.**

<b>PRESENT:</b>	Chairman:	Peter Newell
	Vice-Chairman:	Robert Crocker
	Councillors:	Tim Webster, Bill Phillips, Jane Linnell, Mary Ann Canning, Matthew Ruddell, Peter Foster
	District Councillors:	Alaa Al-Yousuf (till 9.40pm) Merilyn Davies (till 9.10pm)
	County Councillor:	Liam Walker (from 9.10 till 9.40pm)
	Clerk:	Lisa Smith

#### **1. PUBLIC PARTICIPATION SESSION**

No residents were present for this session. The two new District Councillors, Merilyn Davies and Alaa Al-Yousuf were both welcomed to the meeting and congratulated on their appointments.

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

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

Matthew Ruddell (personal) as a member of the Freeland Scout's Committee.

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 16<sup>th</sup> April 2018**

The Minutes of the Ordinary Meeting held on 16<sup>th</sup> April 2018 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 Friday 20<sup>th</sup> April 2018**

The Minutes of the Annual Parish Meeting held on 20<sup>th</sup> April 2018 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 and to note any response from WODC Planning Officers**

The Clerk had written to WODC Planning Dept last month to express concerns about the process that had been followed and they had offered to liaise with Waldon to try and see if the mast could be relocated. The Clerk had chased this up and had been notified that the person dealing with this had now left WODC, and it had been passed over to another member of the team.

Peter Foster had also chased up a response from CTIL who were very reluctant to consider moving the mast as they already had consent for the current location. The shortfall in procedure was felt to be a procedural thing, not a legal thing and to challenge the decision would risk the whole process collapsing and Freeland not getting a new mast at all. However, Waldon agreed they would consider tree planting schemes so Peter would write to Waldon to register the Parish Council's interest in such

schemes. After some discussion, Councillors agreed no further action as they did not want to risk not getting a new mast.

**Action:** Peter F to write to Waldon to register interest in tree planting schemes.

## **6.2 Freeland Methodist Church: To receive an update on future of Methodist Church**

A brief update was given. The Village Hub Group were currently working on various items like the Business Plan. The grant application that had been submitted to WODC to apply for a Community Facilities Grant of up to £50K had unfortunately been unsuccessful, due to insufficient supporting information. It was likely the Group would reapply later in the year. There was still no further news yet on the sale of the Church.

## **6.3 GDPR – to update on progress and to update on amending Councillor email addresses, plus to review quotes from GDPR advisory companies**

A brief update was given. Five Parish Councillors had now set up a Parish Council email address, the details of which had been circulated to all members. The other three Councillors were urged to do the same. The templates received from NALC had been updated and agreed last month and placed on the village website. However, a Data Protection policy was still required. Information from WODC via Publica had still not been despatched, which was very disappointing. Marilyn offered to send information and asked the Clerk to email her with exactly which documents were still required as she had access to a wealth of GDPR information. The Chairman had reviewed the village website supplied via HugoFox, which it would appear was not currently fully GDPR compliant, although it did now have information about the use of cookies.

**Action:** Clerk to email Marilyn with a list of information still required.

## **6.4 THE BIG LUNCH - update on progress**

The Big Lunch would be held on Sunday 10<sup>th</sup> June from 12-3pm in the Village Hall. It had been widely advertised in the Grapevine and members were asked to encourage people to attend. If anyone was available to assist with setting up they were asked to contact Matthew and be at the Hall on the day at 11.30am.

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

### **7.1 Applications Received:**

**18/00904/HHD**

**14 WALKERS CLOSE, FREELAND.**

Erection of first floor front extension and construction of front entrance porch for Mr And Mrs Manning.

After a brief discussion, Council agreed there were no objections or comments that they wished to make on the above application.

**18/01272/FUL**

**OAKLANDS, 3A CUCKOO WOOD CARAVAN PARK, EYNSHAM ROAD, FREELAND.**

Erection of workshed for Mrs Charmaine Llewellyn.

After reviewing the above application, Council had some concerns regarding the size of the workshed that was felt to be disproportionate to the size of the plot and would further urbanise the site. There did not appear to be any justification for the size of such a workshed, and Councillors felt that such a large shed should be on an industrial location, not a site that was originally agreed for storage over winter for fairground equipment. Marilyn agreed to speak to Phil Shaw at WODC Planning Dept to express these concerns, and the Clerk would forward her a copy of the application. Council agreed to write to WODC to express these concerns.

**Action:** Clerk to write to WODC as above and to send copy of application to Marilyn. Marilyn to speak to Phil Shaw re concerns.

### **7.2 Applications Approved:**

**18/00778/HHD**

**126 WROSLYN ROAD, FREELAND.**

Replacement of an existing garage with a single storey side extension for Mr Steve Baker.

**18/00386/FUL**

**59 WROSLYN ROAD, FREELAND.**

Demolition of existing single garage and erection of three-bedroom two storey dwelling for Mr & Mrs Langford.

**18/00604/HHD**

**5 WROSLYN ROAD, FREELAND.**

Proposed alterations and conversion of part of roof space to enlarge bedroom to include two dormer windows for Mr & Mrs Keylock.

### **7.3 Applications Refused:**

**APP/D3125/W/17/3184056 LAND WEST OF CHURCH ROAD, LONG HANBOROUGH.**

Residential development comprising 94 dwellings, including starter homes for Cantay Estates Ltd (original application number 16/03948/OUT) (appeal dismissed)

### **7.4 Applications Withdrawn: None.**

### **7.5 S106 Funds – to discuss and agree a S106 wish list that can be provided to WODC and OCC for applications to any future new developments, and to consider suggestions from residents re how to spend the S106 funds that have been agreed for Witney Road Scheme**

The Chairman and Clerk had produced a first draft of a S106 wish list that had been circulated to Councillors prior to the meeting. The suggestions received from residents at the APM were read out at the meeting, and these included an astro turf pitch, tennis courts, adult keep fit equipment, indoor soft play area, a second little free library for children, a wicker or wooden screen for photos in the village hall garden and a proper bench by the library. After a brief discussion, it was agreed to remove the resurfacing work on Eynsham Road as it was felt this was not appropriate use of S106 funds. It was also agreed to change the wording on the field drainage item to verti-draining with an associated cost of £1,000. It was reported that many local councils that had installed adult keep fit equipment were now removing the equipment due to lack of usage. Council therefore agreed to remove the keep fit equipment and the mowing equipment from the list, and to add in tennis courts and a new multi-purpose astro-turf pitch, plus a gazebo for the village hall garden. It was also agreed to change the cost of the new playing field to £10K per acre, not £2K.

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

### **7.6 Self-build plots - To discuss ways to encourage self-build plots in Freeland through the Planning System**

A suggestion was put forward of trying to encourage WODC to have some local self-build plots in Freeland and the surrounding area that can encourage creativity and bring people together in a community and enable residents to build their own homes. These plots could be very simple and affordable, and it was noted that Cherwell District Council were already pioneering self-build plots. Marilyn agreed to speak to WODC Planners about this suggestion.

**Action:** Marilyn to speak to WODC Planners re the above.

### **7.7 Village Car Park - To discuss possible solutions to the ongoing village parking problem and to discuss possible locations for a new village car park**

A suggestion was put forward that the Parish Council produces an indicative plan for the land opposite the Methodist Church that, if approved by Councillors, could then be used to apply for planning permission for items such as a village car park, football pitch, village green etc as it was felt this area would make a fantastic village centre. An approach to Witney Town Charities could also be made, either simultaneous or, retrospective.

It was agreed this needed further discussion and Robert agreed to produce a proper plan and report to bring back to the next meeting.

**Action:** Robert to produce report and plan to bring to next meeting.

### **7.8 Old Shop Site – to note it will be auctioned on 11<sup>th</sup> June 2018**

The Chairman had been informed that the old shop site in Parklands was due to be auctioned on 11<sup>th</sup> June 2018 at Chelmsford. This was duly noted.

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

A report was given which included an update on the 20mph Quiet Lanes scheme that Alaa was looking into with Liam. A similar scheme had been introduced in Shilton Park, and both Woodstock

and Eynsham also had 20mph zones. A traffic survey would be needed to provide much needed data, and this was something Liam was working on. The requested pelican crossing was also something Liam was following up.

Merilyn reported that she had met with both headteachers from Freeland and Long Hanborough schools. The Freeland school were having some issues with establishing ownership status of some trees that were located outside of the school wall, and Merilyn would be meeting with the Chair of Governors to discuss this further. She had also offered talks with School Council reps in both schools.

Liam reported that the missing chevron on Eynsham Road had been ordered and so would be done in due course. The dragon patcher had repaired one side of the road in Cuckoo Lane (the North Leigh end) and was due to repair the other side in due course. He had emailed the school headteacher re the problems with the trees to see if he could offer any assistance, and zig zag lines were going to be painted outside Freeland school further along where the cones were currently situated over the summer holidays. Liam would be requesting an "unsuitable for HGVs" sign for the Church Hanborough end of Pigeon House Lane and he also reported that OCC were currently reviewing their traffic policy on the idea of having 20mph zones and whether the cost for having these put in place should be funded by Parish/Town Councils rather than OCC. He agreed to keep the parish council updated with the policy changes once he knew what they would be.

## **9. FINANCIAL MATTERS**

### **9.1 Presentation of the monthly financial report & annual accounts notes**

The monthly financial report was presented to the Council showing details of the bank balance at 30<sup>th</sup> April 2018 and the receipts and payments received or paid out in the last month. The bank statement was checked and signed by Bill.

### **9.2 To approve a proposal to increase the Clerk's salary by the nationally agreed rate of 2%**

Details of the national pay award have now been received from OALC. New pay scales for 2018-2019 were to be implemented from 1<sup>st</sup> April 2018 which equates to 2%. Council approved the increase in the Clerk's salary by 2% with effect from 1<sup>st</sup> April 2018.

The Clerk was currently on SCP25, so her hourly rate would increase to £12.012 from 1<sup>st</sup> April 2018, giving a monthly salary of £936.94. In April 2018 she also increased her hours to 18 per week, but was paid on the old hourly rate, so there was £18.41 back pay due, which had been added onto the new monthly salary, giving a total of £955.35 for May's salary payment. In June the payment would revert back to the new monthly salary of £936.94.

### **9.3 To approve annual donations to village clubs and groups as per the ones listed on the Correspondence Sheet**

Annual donations were normally given to the following village groups each year:

Freeland Parochial Church Council - £500 towards the upkeep of the St Mary's Churchyard;

Freeland Grapevine - £100 donation towards the printing of the Grapevine;

Long Hanborough Day Centre £80 donation towards their work providing a day centre to help the elderly with social interaction/lunch etc.

Council approved donations to the clubs as listed above and cheques had been prepared for signing.

### **9.4 To note internal audit report 2017/18, and to then approve Section 1 then Section 2 of the Annual Governance and Accountability Return (AGAR) 2017/18**

The internal audit report for 2017/18 had been received and circulated to Councillors prior to the meeting. This report was duly noted and accepted with no issues arising or causing concern. The completed AGAR had also been circulated to Councillors prior to the meeting. Council **resolved** to approve Section 1 and then Section 2 of the Annual Governance and Accountability Return 2017/18.

### **9.5 Approval of invoices for payment**

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

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

Cheque Number	To whom paid	Details	Amount (£)
102455	Lisa Smith	Clerk's salary May 2018*	£955.35
102456	Freeland Village Hall Bookings	Hall hire 21.05.18 & 20.04.18 (APM)	£37.50
102457	Matthew Ruddle	Refund for refreshments for APM	£21.52
102458	Mary Ann Canning	Refund for hedging plants for GOR	£30.00
102459	Freeland Grapevine	Annual Donation	£100.00
102460	Freeland Parochial Church Council	Annual Donation	£500.00
102461	Long Hanborough Day Centre	Annual Donation	£80.00
		<b>Total:</b>	<b>£1,724.37</b>
		*includes national pay award of 2%, plus back pay for April salary of £18.41 as pay award valid from 1st April 2018.	

#### 9.6 Any other financial business – None.

### 10. PARISH COUNCIL STANDING ITEMS

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

No reports were received.

##### 10.1.1 Play equipment book – to receive any reports

Tim had the book and would pass it to Bill. The broken gate latch reported last month still needed replacing, Robert agreed to do this.

**Action:** Robert to replace gate latch.

##### 10.1.2 Playing field mowing – to consider recommendations in field mowing report including quotes for new tractor and mower, plus to approve quotes for trade in of old tractor, and to discuss how to proceed going forward including training of Club members to use equipment and whether storage building is required and how to proceed

A field mowing report had been circulated to Councillors prior to the meeting. The report detailed the findings following a demonstration of a new Trimax Striker 190 Rotary Mower and a Kubota 40HP Tractor. Present at the demo were a couple of members of the Football Club as well as the Parish Council Chairman and Vice Chairman.

The cutting performance looked excellent, with an even cut and good distribution of the cut grass from the rear of the machine and all parties were satisfied with the performance of the mower.

On the basis of this demonstration, the report recommended the purchase of the Trimax demonstration unit at a cost of £3,895 + VAT. Council **resolved** to approve this recommendation.

Although it was technically possible to couple this mower through the 3-point linkage and power take off of the existing Massey Ferguson 35 tractor, this was not recommended. The Massey Ferguson was not equipped with modern safety devices, and this made it potentially hazardous for use by relatively unskilled operators.

Instead the report recommended the purchase of a Kubota L1361 Tractor (similar but slightly cheaper than the one demonstrated) at a cost of £12,395.00 + VAT. This was a mid-range machine which had modern safety systems built in for the hydraulics and power take off but also had a "hydrostatic drive" (an automatic drive system without gears) which made driving simpler.

(Note: two other quotations were obtained for a similar tractor plus mower but these were either more expensive or unsatisfactory in the capabilities of the machines proposed).

The trade-in price quoted for the old Massey Ferguson 35 tractor was £1,500 which also seemed reasonable.

The total recommended costs were as follows:

Mower: £3,895+VAT

Tractor: £12,395+VAT

**Total= £16,290+VAT**

Less Trade in on old tractor: £1,500

Final total = **£14,790+VAT**

The Playing field budget currently showed a balance of £8,616 which would allow an expenditure (after grass cutting costs by WODC) of about £7,500. This would leave £7,290 to be taken from reserves until the playing field S106 money of £44,608 was received from the 41 houses on Witney Road.

It was agreed that a storage shed on the playing field for the tractor and mower would also be needed and S106 funds would have to be used for this if the current Playing Field budget was used on the tractor and mower. Tim very kindly offered to store the tractor and mower whilst the shed was being built. It was agreed that the Chairman, Robert, and Peter Foster would set up a Working Group to look at options for the shed and would invite members of the cricket and football clubs to give their input. The Clerk would arrange an initial meeting on the field with these members.

Council **resolved** to approve the purchase of the Trimax Rotary Mower, the Kubota L1361 tractor and the trade in of the old Massey 35 tractor and agreed that Robert could carry out the negotiations to try and see if he could get some maintenance added in as part of the deal. Once a final price had been agreed, Council resolved for the Clerk to place the order for the new equipment.

**Action:** Robert to negotiate deal for mower and tractor, Clerk to order equipment and to arrange site meeting re new shed.

#### **10.1.3 Weed spraying of field – to consider whether weed spraying work is required this year and to approve quotes for weed spraying**

Two quotes had been obtained for weed spraying. The company normally used is Complete Weed Control who had provided a quote of £320 + VAT.

The Clerk had obtained an additional quote from a fairly new company called Paddock & Pitch whose details were passed on by Freeland Cricket Club, who have provided a quote of £280 including VAT.

Council **resolved** to approve the quote of £280 from Paddock & Pitch and the Clerk would arrange the spraying.

**Action:** Clerk to arrange weed spraying of field.

#### **10.1.4 Soil and grass seed for field – to consider request from Football Club to purchase some soil and grass seed for the goal mouths on the playing field**

After a brief discussion Council approved the purchase of some soil and grass seed up to a maximum cost of £100. The Clerk would advise the Football Club to go ahead and purchase the seed and soil and to send the receipt to her for reimbursement.

**Action:** Clerk to advise Club re above.

### **10.2 Village Highway Matters – to receive any reports:**

#### **10.2.1 Highways reports: damaged name plate on Broadmarsh Lane; stolen pots on Wroslyn Road**

A resident had contacted the Clerk this month to report a damaged nameplate on Broadmarsh Lane. This was reported a couple of years ago and a request made to have it replaced, but at the time it was not classed as an urgent matter. The Clerk had requested a replacement and was awaiting a response. A report was also recently received from a resident who had had a number of garden pots and statues stolen from their front garden. The police had been informed so the Clerk would place a note in the Grapevine to alert residents to be vigilant and report anything suspicious.

**Action:** Clerk to chase up if no response received and to place note in Grapevine as above.

#### **10.2.2 To update on tidying up Broadmarsh Lane amenity area**

This had been partially done and would be finished in the coming weeks. It was agreed this could be removed from the agenda and the Council passed on their thanks to Tim for carrying out this work.

**Action:** Tim to finish tidying up area.

#### **10.2.3 To update on getting overhanging trees and shrubs cut back on Eynsham Road**

The Clerk had written to Eynsham Park Estate and Highways and a response from Highways had been received to advise that the property owner would be asked to cut back the vegetation in this location. The Clerk would chase this up if needed with Eynsham Park Estate.

**Action:** Clerk to chase up if necessary.

#### **10.2.4 To consider traffic calming suggestions raised in letter from resident (chicanes and traffic lights at each end of Wroslyn Road)**

A resident had written in to suggest having chicanes and traffic lights at each end of Wroslyn Road, with heavy traffic being diverted onto Cuckoo Lane. Councillors were not at all keen on having chicanes or traffic lights on Wroslyn Road and did not feel this would work, so agreed not to take this forward.

#### **10.2.5 VAS Signs - to update on progress in getting existing VAS moved and two new VAS signs purchased**

The existing VAS sign had been moved to the South Flashing Amber Light. An email had been received from Alan Cockbill regarding the ordering of the 2 new signs. If "Stop/Go" signs were required during the installation, this would add an additional £500 to the cost. There were 2 levels of one-off payments if OCC were to be involved in energy payment and maintenance management of the VAS. The minimum, which would cover the cost of energy and emergency attendance plus minimal 6 yearly electro/mechanical inspection but no repair or replacement of damage/failed items outside of the manufacturer's 6-year warranty, would add £857.04 +VAT per unit... or alternatively the full complete OCC 'responsible for all' would add £3167.04 +VAT per unit.

A site visit was recommended to approve the new locations to ensure no overhanging trees or shrubs would obscure the sign, and to ensure it was not too near to the kerbside. The Chairman would attend the site visit, and the Clerk would contact Alan Cockbill to arrange. Council **resolved** to approve the minimum energy and maintenance sum of £857.04 + VAT per unit.

**Action:** Clerk to arrange site visit as above.

#### **10.2.6 To note any response received from Highways re missing chevron sign on Eynsham Road bend**

As already reported, Liam confirmed that the missing chevron had been added to the programme of works list so would be done in due course, although this would not be a high priority.

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

Jane had the book and would pass it to the Chairman. There were no problems to report (apart from the broken latch on the gate by Pigeon House Lane as reported in item 10.1.1). The Clerk had also received a report about some rubbish being dumped on the footpath in Broadmarsh Woods behind the houses in Parklands/Nash Lane. A note would be placed in the Grapevine.

**Action:** Robert to replace latch.

#### **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 to include update on order of signs**

It was reported that the signs had been ordered but the archway had been delayed.

##### **10.4.2 To discuss the possible use of water from the Allotment Association for the GOR**

Robert and Tim had been watering the trees and plants at the GOR and Tim had spoken to the Allotment Association Treasurer to ask if he could connect a hose to the tap at the allotments to water the plants. Council agreed to write formally to the Treasurer to ask permission to use the water at the allotments and to offer to come to some arrangement re paying the water bill. A suggestion was made of paying the standing charge – the Clerk would find out how much this would be and request the details of the last water bill.

**Action:** Clerk to write to Allotment Association as above re use of water.

#### **10.5 Freeland Hall Management Committee – to receive any reports**

A very brief report was given. The gutters were still an ongoing problem, and research was being carried out into purchasing some garden furniture.

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

- (a) OALC April update – details had been emailed around.
- (b) OALC – new salary scales – details had been emailed around.
- (c) Community First Oxfordshire (CFO) – Community Led Housing Conference – details had been emailed around.
- (d) CFO Newsletter Spring 2018 – details had been emailed around.
- (e) OPFA Newsletter Spring 2018 – details had been emailed around.

Plus additional items received since agenda sent out:

(f) Community Speedwatch – info received from local Police re stopping use of Bushnell Radar Guns with immediate effect – details had been emailed around. It had been disappointing to note that an email had been received from the local Police advising that the use of Bushnell Radar Speed Guns was no longer permitted with immediate effect due to a number of reasons. The Speedwatch Team had been informed and an alternative option was being explored by the Police and a response was awaited. Liam agreed to see if there was anything he could do to assist as it was not clear if this was a national agreement or just a county wide one.

**12. PARISH COUNCIL ELECTIONS – TO START TO THINK ABOUT WAYS TO ATTRACT MORE CANDIDATES TO STAND FOR ELECTION**

With the parish council elections in a couple of years' time, it was suggested trying to encourage more residents to apply to become a Councillor by promoting the role of a Councillor and putting together some profiles of the current Council. This was considered a good idea and would be done in due course, as the next elections were not due until 2020.

**13. LINKS WITH NEIGHBOURING PARISHES – TO CONSIDER HOW TO ESTABLISH CLOSER LINKS WITH NEIGHBOURING PARISHES**

It was suggested trying to build closer relationships with the neighbouring parishes and seeking out opportunities for parishes to work together. It was felt that the District Councillors were in an ideal position to help with this as they attended the Parish Council meetings across the County and they were encouraged to advise and suggest ways of collaborative working as and when they felt it appropriate. This was duly noted.

**14. CIRCULATION**

May circulation – out at meeting.  
No April circulation.  
March circulation – returned.

**15. TO RECEIVE A MONTHLY UPDATE REGARDING FREELAND PRIMARY SCHOOL**

A brief update was given by the Clerk. The year 6 pupils had had their SAT's last week, and this week was Year 2's SAT's week. Mr Jefferies, Deputy Head would be leaving in September to take up a headship position at St Peter's School in Cassington.

**16. ANY OTHER BUSINESS – FOR PRELIMINARY DISCUSSION ONLY**

Spring Walkway – it was reported that whilst the daffodils had not been a huge success in the Spring Walkway, the wildflower bulbs were looking particularly lovely at the present time. However, it was noted some strimming work was required down the lower end of the Spring Walkway towards Pigeon House Lane gate. The Clerk would contact Nigel Green and ask him to liaise with Robert re the strimming work that was required.

**17. DATE OF NEXT MEETING:**

**Monday 18<sup>th</sup> June 2018, 7.30pm in the Newell Room.**

There being no other business the meeting closed at 10.30pm.