

## **FREELAND PARISH COUNCIL**

### **MINUTES OF AN ORDINARY MEETING OF FREELAND PARISH COUNCIL, HELD ON THE 16<sup>TH</sup> APRIL 2018, IN THE NEWELL ROOM, FREELAND, IN THE COUNTY OF OXFORDSHIRE AT 7.30PM.**

**PRESENT:** Chairman: Peter Newell  
Vice-Chairman: Robert Crocker  
Councillors: Tim Webster, Bill Phillips, Jane Linnell, Mary Ann Canning, Matthew Ruddle  
District Councillors: Colin Dingwall  
County Councillor: Liam Walker (from 8.25pm)  
Clerk: Lisa Smith

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

One resident was present for this session:

Alaa Al-Yousuf (on behalf of Freeland Village Hub) – until 9.58pm.

Alaa did not wish to speak for this session.

#### **2. TO RECEIVE APOLOGIES FOR ABSENCE – Peter Foster– away.**

#### **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). As Mary Ann had now retired she no longer had a local business so this part was removed.

Matthew Ruddle (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 19<sup>th</sup> March 2018**

The Minutes of the Ordinary Meeting held on 19<sup>th</sup> March 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 Michael Kemp at WODC Planning Dept last month to express concerns about the process that had been followed with regards to the siting of the mast and to ask if WODC could assist with the re-siting of the mast. A response had been received to advise that a procedural error in terms of the way the prior approval application was advertised had occurred and that a site notice should have been posted advertising the proposed development, for which an apology was offered. Mr Kemp offered to liaise with Waldon to try and see if the mast could be relocated, although it was noted he could not enforce this. The Clerk would chase this up if no response received.

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

A brief update was given. Members of the Village Hub group had held a fundraising event on 8<sup>th</sup> April which was a piano and violin concert in St Mary's Church. This had proved very successful and £600 had been raised. A grant application had also been submitted to WODC to apply for a Community

Facilities Grant, and the outcome of this was awaited. There was 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. Four Parish Councillors confirmed they had set up a Parish Council email address, the details of which had been circulated to all members. A suggestion was made of all Councillors having the same domain for their email address, however this was not something the Clerk could carry out. Colin agreed to enquire with WODC as to how this could work.

The Chairman had received several quotes from various companies who could provide services to support compliance with GDPR. However, Council agreed to wait a bit longer to see what information could be provided by Tony Oladejo via Publica (the company appointed by WODC to assist Parish Councils). Colin had also spoken to Tony and assured the Council that information and templates would be received well before the May implementation deadline. In the meantime, the Clerk had circulated 2 x privacy notices, a consent form and a role of the Data Protection Officer document, all of which were approved by the Council. The Chairman would place these on the village website.

**Action:** Colin to make enquiries re email addresses via WODC; Chairman to place GDPR documents on website.

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

**7.1 Applications Received: None.**

**7.2 Applications Approved: None.**

**7.3 Applications Refused: None.**

**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 think about 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 wishlist that had been circulated to Councillors prior to the meeting. After a brief discussion, the following items were added, together with some costings: Change of speed limit on Pigeon House Lane from number 35 onwards (currently national speed limit, change to 30mph); 20mph scheme/lights by school; new playing field; tennis courts. Some costings were also added in, and it was agreed to contact Highways to obtain other costings. Colin suggested investigating the Quiet Roads Scheme whereby parishes can have designated areas as a 20mph zone – he agreed to make some enquiries. It was also agreed to check if some kind of community facility could be added under the Public Art item. A suggestion was also made to write to Witney Town Charities regarding the Chapel Field to see if there was a possibility of purchasing part of the land for an additional playing field - this needed further discussion.

**Action:** Clerk to obtain costings as above, Colin to investigate Quiet Roads Scheme.

### **7.6 Pye's Field Wroslyn Road – to update Council on informal meeting held with Chairman and Vice-Chairman and Graham Flint from Pye Homes re field on Wroslyn Road**

The Chairman gave a brief update on a meeting held with Graham Flint of Pye Homes. The meeting was held at the request of Pyes, who had approached the Parish Council requesting a meeting, and the Chairman, Vice Chairman and Colin Dingwall had all been present at the meeting. Mr Flint had advised that at some point in the future, Pyes intended to develop the field between 71 and 83 Wroslyn Road and the area behind Wroslyn Road down to Woodlands, although it was not known when this would be. Pyes did not intend to make the access to this development via a road through the wood behind Woodlands, and there may even be the possibility to extend the wooded area. Instead, access was likely to be via the gap between 71 and 83 Wroslyn Road. No plans had been prepared as yet, so it was not yet known how many houses there would be. It was noted that as this site had not been included in the Local Plan, it was likely to need local support to enable it to be passed at WODC, so there would have to be some considerable benefit to the village. Some very preliminary thoughts suggested by Mr Flint might be to move the existing Preschool to the Pye site, so that the school could have more space to expand, and perhaps to provide car parking for a school drop off point. He would talk to the Parish Council again once he was clearer about plans for this site.

## 8. REPORT OF COUNTY AND DISTRICT COUNCIL BUSINESS

A report was given which included an update on affordable housing and to advise that applications for grant funding via Community Facilities Grants were now open, where parishes could apply for up to £50K.

Liam offered his apologies for being late as he had been attending two other Parish Council meetings at Minster Lovell and Ramsden that evening. He reported that the missing chevron on Eynsham Road had been added to the list of works so would be done in due course. He had also attended a meeting with Highways to discuss various complaints he had received regarding potholes and road surfacing, and they were currently investigating carrying out structural patching on Cuckoo Lane, which was similar to that carried out on Lower Road in Long Hanborough. It was also reported that OCC had now purchased a dragon patcher to fix potholes, which seals the hole and meant that potholes can be repaired from the vehicle cab so would be much quicker to repair. Liam was also hoping to support the resident who was speaking at the APM about the Christmas Lunch idea with some of his Councillor Priority Fund allocation.

## 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 29<sup>th</sup> March 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 Draft Statement of Receipts and Payments 01.04.16 – 31.03.17 for approval

A draft receipts and payments statement for the period 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018 had been prepared and circulated to the Councillors prior to the meeting and the statement was accepted.

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

Cheque Number	To whom paid	Details	Amount (£)
102448	Lisa Smith	Clerk's salary April 2018	£612.38
102449	Freeland Village Hall Bookings	Hall hire 16.04.18	£12.50
102450	Bill Phillips	Litter picking Jan/Feb/Mar 2018	£250.00
102451	Lisa Smith	Refund for new printer/scanner	£169.96
102452	The Flying Press Ltd	Printing costs for A4 flyers for APM	£133.25
102453	Lisa Smith	Additional salary following increase in hours*	£306.15
		<b>Total:</b>	<b>£1,484.24</b>
		* Increase in hours approved from 12 to 18 per week	
		with effect from 01.04.18	

### 9.4 Review of VAT Reclaim

Details of the VAT reclaim for Quarter 4 that had been produced from Scribe were reviewed and accepted by the Council.

### 9.5 To approve adoption of the NALC Model Financial Regulations updated January 2016 to replace the Parish Council's existing Financial Regulations dated 1<sup>st</sup> October 2012

Council **resolved** to approve the updated Model Financial Regulations dated January 2016 and these would be placed on the website.

**Action:** Chairman to place details on website.

### 9.6 To approve adoption of the NALC Model Standing Orders dated April 2018 to replace the Parish Council's existing Standing Orders dated 1<sup>st</sup> October 2012

Council **resolved** to approve the updated Model Standing Orders dated April 2018 and these would be placed on the website.

**Action:** Chairman to place details on website.

### 9.7 To approve adoption of the new ICO Model Publication Scheme for FOI to replace the Parish Council's existing Publication Scheme dated April 2014

Council **resolved** to approve the updated amended ICO Model Publication Scheme and this would be placed on the website.

**Action:** Chairman to place details on website.

## **9.8 Any other financial business**

**Review of Clerk's hours** – The Clerk left the room for this item. Last month the Clerk reported that she was regularly working above and beyond her weekly contracted 12 hours per week, and a report regarding how the workload had increased over the past 10 years had been circulated to Councillors prior to the meeting. In the report the Clerk had made a request to increase her contracted hours from 12 per week to 18 per week, and the financial implications of this had also been provided. After a brief discussion, Council **resolved** to approve the request and to increase the Clerk's contracted hours from 12 to 18 per week with effect from 1<sup>st</sup> April 2018. A cheque for the increase in salary for April was also approved, and this was added onto the list of invoices for payment and is shown above. The Clerk then returned and thanked the Council for approving the request.

## **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**

Jane had the book and would pass it to Tim. It was noted that bird excrement was starting to build up on the top of the monkey bars on the wooden equipment, but it was not bad enough yet to warrant any action. The zip wire also needed tightening, Robert agreed to do this.

**Action:** Robert to tighten zip wire.

#### **10.1.2 Playing field mowing – to consider any quotes for mowing services and equipment/repairs, and to discuss how to proceed going forward, noting request from Football & Cricket Club for their members to use equipment to mow field unsupervised**

Some quotes for grounds maintenance services had been obtained, plus a quote for a new and ex demonstration Trimax rotary mower which was compatible with the current tractor. Robert advised he had not yet had chance to get the tractor serviced but would do so as soon as possible. After some discussion, it was agreed to try out the Trimax equipment as per the recommendation by Steve Brown from George Browns Machinery (the company recommended by the Football Club). Should this prove successful and all parties were happy with the equipment and its compatibility with the tractor, Council **resolved** to go ahead and purchase the ex-demo unit costing £4K approx. The Clerk would ask for members of the Sports Clubs to be present at the demo so they could confirm they were happy with the equipment. It was also agreed that Robert could get the current tractor serviced to see if any repairs or work is required, up to a cost of £500.

It was also agreed to ask the Football/Cricket Clubs to provide 3 named members of the Club who were willing to be trained up to use the equipment to mow the field. It was also agreed to ask Simon Hole if he was still happy to provide the necessary training and supervision, and to provide the Council with copies of certificates of qualification as a Head Groundsman or any certificates to operate machinery etc. The Clerk would also ask if he could provide some certificates that the 3 members could sign to say they had received training and were competent to use the Trimax equipment, should this all go ahead after the demo.

If the purchase of the new equipment went ahead, then it was noted that a storage facility would be required so the provision of a new storage shed would be placed back on the agenda for the May meeting.

Until final decisions were made and things were finalised, it was agreed to provide WODC with the list of cricket fixtures and to find out when the first cut of the field was due and whether the cuts could be fitted in around the fixtures.

**Action:** Clerk to contact Sports Clubs and WODC, and to arrange date for demo as above. Robert to arrange tractor service.

#### **10.1.3 Weed spraying of field – to consider whether weed spraying work is required this year and to approve quote for weed spraying (£320 + VAT)**

It was agreed to carry this item forward to next month for review.

**Action:** Clerk to place this item on next month's agenda.

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

### **10.2.1 Highways reports: concerns from resident re van driver urinating outside of their house;**

A resident had contacted the Clerk this month regarding an incident that occurred outside of their house. At about 4.30pm on 21<sup>st</sup> March, a man in a white van was parked outside of 127 Broadmarsh Lane. The man was seen getting out of the driver's door, going into the side door of the van, sliding the door almost shut, leaving a few inches gap, and then urinating from the van through the gap in the door outside of the resident's house. The resident was outraged, called out to him, their daughter had caught him on film doing this, and the man just shrugged his shoulders at them. The man was approx. 28 years old, of Asian origin and he was wearing a yellow hi-vis jacket with the letters ATAC on the back.

The resident reported this to the Clerk, who advised them there was very little the Parish Council could do (which they appreciated), but as an illegal act it could be reported to the Police which has now been done. The resident didn't unfortunately get the van's registration but said they had seen this particular van around the village a number of times. This was duly noted by the Councillors and no further action was required.

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

This had not yet been done but would hopefully be done in the coming week.

**Action:** Tim to tidy 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 was awaiting a response.

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

A resident had contacted Alan Cockbill to chase up the VAS signs, but no further response had been received. The Clerk would chase this up.

**Action:** Clerk to chase up Highways re VAS signs.

### **10.2.5 To note any response received from Highways re missing chevron sign on Eynsham Road bend and request for section of Cuckoo Lane to be resurfaced.**

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. A response had also been received from Highways re the Cuckoo Lane resurfacing request, and they confirmed that Simon Marsden (Technical Officer) had added this site to this year's programme of works. However, it would require a road closure due to the width and speed limit on the road. Simon had also advised that there was no funding for a total resurfacing scheme, but there may be large areas that require to be machine laid. No timescale for completion had been given, and so the advice was that until such time as the above work is carried out, potholes that meet the OCC Policy for Highway Safety Inspections will be repaired using the sweep and fill method which was the primary method used for all non-A&B routes at present. This was duly noted.

It was also reported that the new road nameplate on Wroslyn Road had finally been installed, and a new nameplate on The Green had also been installed.

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

Jane had the book. It was reported that the latch on the gate by Pigeon House Lane needed replacing as the top had completely shorn off – Robert agreed to do this. The replaced sign on FP9/BR1 just needed checking that it was in place and visible - Mary Ann agreed to check this.

**Action:** Robert to replace latch, Mary Ann to check signage on FP9/BR1.

## **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**

The update on the GOR was included in item 10.4.2.

### **10.4.2 To receive a report from the GOR Working Group**

Most of the planting had now been done apart from behind the seats. Council passed on their thanks to Mary Ann and Tim who had carried out the planting, sometimes in the pouring rain. Weeding was required and this would be done in due course.

Mary Ann had obtained some quotes for signs and an archway and the details had been circulated to Councillors prior to the meeting in a report.

Council **resolved** to approve the signage quotes from The Grain, costing £320 for the main sign, plus 2 x road signs costing £360 each. Council also **resolved** to approve the quote from Eynsham Saw Mill for the archway, costing £1,380.83. It was agreed to ask a local contractor (Pete Bunting) to install the signs and archway, and to provide a quote for a concrete ramp to provide disabled access. The ongoing maintenance needed to be finalised and to agree who would carry this out. Nigel Green had confirmed he was happy to continue keeping the area tidy until decisions had been made, and he would continue to mow around the edge of the car park. A presentation would be made regarding the GOR at the Annual Parish Meeting to update residents on the progress of the project and the timetable for completion.

**Action:** Mary Ann to contact Pete Bunting re ramp and installation of signs/archway, and to order signs/arch.

#### **10.4.3 To discuss the appointment of a Registrar for the GOR**

Following agreement from the Clerk, Council **resolved** to appoint the Clerk as Registrar for the GOR, on her current rate of pay, to be paid on an hourly basis.

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

A very brief report was given. The gutters were still an ongoing problem, and consideration was being given to claiming on the Hall insurance policy.

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

- (a) OALC March update – details had been emailed around.
- (b) BBC Radio Oxford Community Appeals - details had been emailed around.
- (c) OCC Oxfordshire Matters Newsletter – details had been emailed around.

Plus additional items received since agenda sent out: None.

#### **12. THE BIG LUNCH – to receive an update on arrangements and a request for help**

A brief update was given on The Big Lunch arrangements, which was planned for Sunday 10<sup>th</sup> June, from around 12-3pm. Matthew already had 3 volunteers from the village but would require additional help in setting up and clearing away, plus help on the day. Anyone who could provide assistance was to contact Matthew.

#### **13. CIRCULATION**

No April circulation.

March circulation – still out.

No February circulation.

January circulation – returned.

#### **14. TO RECEIVE A MONTHLY UPDATE REGARDING FREELAND PRIMARY SCHOOL**

A brief update was given about an ongoing issue with the trees on Wroslyn Road and whether they were the School's responsibility.

#### **15. ANY OTHER BUSINESS – FOR PRELIMINARY DISCUSSION ONLY**

Tree on field – a request was made to place the item back on the agenda about having a new tree on the field by the cricket nets to provide some shade.

Garage at property in Church View – A number of Councillors had been approached by residents who had some concerns regarding a new garage that had been erected at 9 Church View. It was agreed to ask WODC to clarify whether this required planning permission.

APM Flyers – the Clerk confirmed with Councillors that the APM flyers had all been delivered and that arrangements were in hand for the refreshments. All Councillors were asked to be at the Hall for 6.30pm to help set up. Robert/Tim agreed to put up the APM banner on Friday morning.

**16. DATE OF NEXT MEETING (TO INCLUDE ANNUAL MEETING OF COUNCIL):  
Monday 21<sup>st</sup> May 2018, 7.30pm in the Newell Room**

There being no other business the meeting closed at 9.58pm.