

FREELAND PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF FREELAND PARISH COUNCIL, HELD ON THE 15TH MAY 2017, IN THE NEWELL ROOM, FREELAND, IN THE COUNTY OF OXFORDSHIRE AT 7.36PM.

PRESENT:	Chairman:	Peter Newell
	Vice-Chairman:	Not present
	Councillors:	Tim Webster, Matthew Ruddle, Bill Phillips, Peter Foster, Jane Linnell (from 7.55pm)
	District Councillors:	Colin Dingwall & Carol Reynolds (Carol until 9.00pm)
	County Councillor:	Liam Walker (from 8.40pm)
	Clerk:	Lisa Smith

1. PUBLIC PARTICIPATION SESSION

No-one was present for this session.

2. TO RECEIVE APOLOGIES FOR ABSENCE – Mary Ann Canning – away, Robert Crocker, - at another meeting, Jane Linnell would be late.

3. CODE OF CONDUCT:

3.1 TO RECEIVE ANY AMENDMENTS TO THE REGISTER OF MEMBERS' INTERESTS

There were no amendments to the Register of Members' Interests.

3.2 TO RECEIVE ANY DECLARATIONS OF INTERESTS FROM COUNCILLORS FOR MATTERS TO BE CONSIDERED AT THE MEETING

Tim Webster (personal) as having a local business.

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

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 Tuesday 18th April 2017

The Minutes of the Ordinary Meeting held on 18th April 2017 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 Thursday 20th April 2017

The Minutes of the Annual Parish Meeting held on 20th April 2017 were approved and signed as a true record of those proceedings.

5. URGENT BUSINESS

There was no urgent business to report.

6. MATTERS ARISING FROM THE MINUTES

6.1 Mobile coverage in Freeland – to receive an update on progress to improve mobile signal

A brief update was given. Unfortunately, the landowner had emailed CTIL to put the scheme on hold for the current time until it was understood what effect the recent planning application submitted by Pye Homes for 170 houses on the adjacent land would have on the value of the landowner's estate.

6.2 Community Speedwatch Scheme – to update on progress

A meeting with the residents had been arranged for Friday 26th May at 7.00pm with PCSO Phil Workman to provide training and support.

6.3 The Big Lunch – update on progress

Everything was under control and there had been a number of people come forward to offer help with the organising of this event. The date for the Big Lunch was Sunday 4th June.

6.4 Freeland Methodist Chapel – to receive an update on future of Chapel

A brief update was given. A meeting had been arranged for the following evening to discuss the future of the Chapel and finalise a decision. It had been suggested that the likely outcome of this meeting would be a sale of the Chapel, but a final decision was awaited and would be reported next month.

7. PLANNING - Applications received & WODC Decisions plus:

7.1 Applications Received:

17/01040/FUL

TAUNTON HOUSE, WROSLYN ROAD, FREELAND.

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

After looking at the above application, Council **resolved** not to make any comments or objections to it.

17/01082/OUT

LAND NORTH OF WITNEY ROAD, LONG HANBOROUGH.

Erection of up to 170 dwellings with access from Witney Road, open space and associated works for Pye Homes.

After some discussions about the above application, Council **resolved** to object to the application on the same grounds as before, especially the impact on local services and traffic on the A4095 that was already congested at peak times. It was noted to highlight the point that the original application submitted was for one site for 362 houses, which was later split into two (it was thought) to limit the impact on the highways to less than the 5% limit. Colin confirmed he had written to Highways to ask them to relook at the impact again for this application. It was also suggested writing to David Tole (Traffic Safety Area Steward Manager at OCC) and to copy in Ian Hudspeth, Robert Courts and Liam Walker.

Action: Clerk to write objection letter as above.

Plus one further application that had just arrived that day:

17/01373/FUL

11 NASH LANE, FREELAND.

Erection of detached dwelling for Mr J Dalton.

As the Nash Lane application had only just arrived that day, the Planning Team had not had sufficient time to look at the application in detail. This would be done in due course and the Clerk would advise the WODC Planning Officer that it would be discussed at the June Parish Council meeting.

Action: Clerk to contact WODC Planning Officer as above.

7.2 Applications Approved:

17/01123/HHD

165 WROSLYN ROAD, FREELAND.

Erection of detached outbuilding for Mrs Joan Hudson.

17/00473/HHD

53 WROSLYN ROAD, FREELAND

Construction of detached garage with loft room above for Mr Gary Findlay.

7.3 Applications Refused: None.

7.4 Applications Withdrawn: None.

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

Mary Ann and Robert had both attended the hearings but as neither of them were present at the meeting no update could be given. The next hearing was due to be held in July.

8. REPORT OF COUNTY AND DISTRICT COUNCIL BUSINESS

A very brief update was given about the Local Plan. Carol had followed up about the quote for double yellow lines which would be discussed at item 10.2.3. A resident had also enquired with her about the shuttle bus and if any response had been received from Stagecoach. This was also due to be discussed at item 10.2.1.

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 28th April 2017 and the receipts and payments received or paid out in the last month. A new section showing the General Reserve Funds had been added and the VAT refunds would be allocated into this fund. The bank statement was checked as agreeing with the figures on the finance sheet and signed by Bill.

9.2 Final Statement of Receipts and Payments 01.04.16 – 31.03.17 for approval

A final receipts and payments statement for the period 1st April 2016 to 31st March 2017 had been prepared and circulated to the Councillors prior to the meeting and the statement was accepted. It was suggested moving the expenditure on the APM banners from Stationer to Other S137 funds to prevent the Stationery budget becoming overspent -this was agreed and the Clerk would make this change in Scribe.

Action: Clerk to move expenditure for APM banners to Other S137 as above.

9.3 Approval of invoices for payment

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

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

Cheque Number	To whom paid	Details	Amount (£)
102370	Lisa Smith	Clerk's salary May 2017	£612.38
102371	Freeland Village Hall Bookings	Hall hire 15.05.17	£12.50
102372	WODC	Election expenses	£877.63
102373	Jane Linnell	Refund APM refreshment expenses	£11.58
102374	Nigel Green	Mowing Dec- March	£440.00
102375	Robert Crocker	Refund allotment track	£389.12
102376	Peter Newell	Refund website hosting expenses	£30.00
102377	WODC	Field mowing 22.03.17	£85.12
102378	Robert Crocker	Spring Walkway trees & shrubs	£240.00
		Total:	£2,698.33

9.4 Annual Return - approval of sections 1 and 2 of annual return – to be circulated at meeting

Unfortunately, the Clerk had been unable to get this finalised in time for the meeting so this would need to be carried forward to the next meeting.

9.5 Any other financial business – None.

10. PARISH COUNCIL STANDING ITEMS

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

No reports had been received.

10.1.1 Play equipment book – to receive any reports

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

10.1.2 Broken rung on Multiplay – to consider any action required

A rung on the Multiplay was missing where it had broken off. Upon further inspection, it was recommended to leave the upright posts in place (as they were embedded in the ground and safety surface) and add some additional vertical posts to enable the addition of new horizontal dowels.

Robert would ask a local carpenter to provide a quote for the work.

Action: Robert to obtain quote as above.

10.1.3 Cycle racks on Blenheim Lane – to update on removal of overgrown bushes

This had not yet been done but would be completed on Thursday or Friday that week.

Action: Tim to clear remaining brambles/cut back bushes.

10.1.4 Purchase of shrubs for Spring Walkway – to approve this expenditure

An invoice for £200 + VAT from RA Crocker Ltd had been received as a contribution towards the plants and shrubs for the Spring Walkway. Council **resolved** to approve this expenditure and a cheque would be included on the invoices for payment.

10.2 Village Highway Matters – to receive any reports:

Vandalism: – to note report received about resident's car being vandalised during early hours of Sun 7th May.

A resident who lives on the corner of Broadmarsh Lane and Wroslyn Road had reported that their car, whilst parked in the driveway, had been damaged at some point in the early hours of Sunday morning (7th May). A large plant pot containing a bay tree was thrown at the car, smashing the pot and badly scratching the paintwork on the bonnet. It had been reported to the local police who had put the incident on file. It was agreed to also place an item in the Grapevine about this to alert residents.

Action: Clerk to place note in Grapevine as above.

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

No response had been received from Stagecoach, so it was agreed to chase this up. Carol and Liam both agreed to help chase this up, so the Clerk would copy them in when she emailed Martin Sutton.

Action: Clerk to chase up a response with Liam and Carol also helping to follow this up.

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

No plan had yet been circulated and as Robert was not present there was nothing further to update. Robert would hopefully circulate the plan next month.

Action: Robert to circulate plan for minor alterations to Cuckoo Lane for discussion at the next meeting.

10.2.3 Double Yellow Lines – update on progress on getting a quotation from OCC Highways

Two quotes had been received from Highways for the installation of double yellow lines along Wroslyn Road, details of which were as follows:

Quote 1:

The first quote was for three main parts of Wroslyn Road (namely from number 41 to 63 (both sides of the road); near the School/Parklands (both sides of the road); and between Broadmarsh Lane (south) and Blenheim Lane (both sides of the road)

Total = 840metres, £1,255.80 + VAT

Quote 2:

The second quote was for work additional to that in Quote 1 (and done at the same time), for various entrances onto Wroslyn Road, namely Hurst Lane, Busby Close, Broadmarsh Lane (both entrances), and the Village Hall.

Total = 180 metres, £421.12 + VAT.

It was noted that this could be a very contentious issue with the residents whose houses were going to have double yellow lines painted outside, so a suggestion was made of asking Highways to conduct a site assessment of Wroslyn Road and to then make a recommendation of which areas were deemed to be most hazardous and would benefit from double yellow lines. Liam agreed to assist with this, so Carol would forward the information she had to Liam to get a site assessment booked.

Action: Carol to forward details of quote to Liam to arrange site assessment.

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

The Chairman had the book and would pass it on to Mary Ann. There were no problems to report.

10.2 Garden of Remembrance – to receive any reports

No reports were received.

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

As Mary Ann was not present there was nothing to report.

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

No schedule had yet been circulated so this would be carried forward to next month.

10.3.3 Wooden entrance gates – update on progress in getting them painted

The local gardener suggested at the April meeting had been approached but was too busy to take on any additional work. It was suggested asking a local builder who had already painted the gates previously to provide a quote and if this was unsuccessful then to find a local contractor to provide a quote.

Action: Clerk to contact local builder or find an alternative contractor to obtain quote.

10.3.4 To approve quote for 2 additional benches to be placed in Garden of Remembrance

The quotes had not been circulated so could not be approved.

10.3.5 To note £400 donation from Freeland WI towards trees and plants for Garden of Remembrance

A donation of £400 had been received this month from the Freeland WI from funds raised at their Easter Market. This was to be put towards the 5 trees and some plants and shrubs in the Garden of Remembrance. The Councillors were very appreciative of this donation and a letter of thanks would be sent to the WI.

Action: Clerk to write letter of thanks as above.

10.4 Freeland Hall Management Committee – to receive any reports

All was going well and there was very little to report. Consideration was being given to installing blinds on the Velux windows.

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

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

(b) CFO – Community Transport Network Meeting – Monday 22nd May, 1.00 – 3.30pm at Yarnton Village Hall – details had been emailed around.

(c) Hanborough Parish Council – The Great Get Together event – to be held on 18th June, 1.00 – 6.30pm at Hanborough Pavilion – details had been emailed around.

Plus additional items received since agenda sent out:

(d) Thames Valley Police – Have your say event – details had been emailed around.

12. AGREEMENT BETWEEN THE PARISH COUNCIL AND THE ALLOTMENT ASSOCIATION – TO CONSIDER APPROVING REQUEST FOR THIS TO BE SLIGHTLY UPDATED

It had been reported to the Parish Council that there was a lack of information to guide the Allotment Association Committee over the number of allotment tenancies/plots allowed per household. A suggestion was made to add an extra proviso to the Parish Council Allotment agreement, namely that households would be entitled to one tenancy agreement per household.

After a brief discussion, Council **resolved** to add the following to the Freeland Allotment Agreement *“One allotment tenancy per household would be the agreed entitlement, but the Allotment Association could allocate more than one plot under this single tenancy if it felt that this was justified and reasonable.”*

The Clerk would inform the Allotment Association.

Action: Clerk to advise Allotment Association of above.

13. CIRCULATION

May circulation – out at meeting.

No April circulation.

March circulation – still out.

14. TO RECEIVE A MONTHLY UPDATE REGARDING FREELAND PRIMARY SCHOOL

A brief update about the school was given by the Clerk. Eggs had arrived at school at the start of term for children to watch hatch into chicks – this experience was thoroughly enjoyed by all of the children, but sadly the eggs had now been sent back. An Ofsted inspection had also taken place

during the first week which went well, although the final outcome would not be known for approx. 4 weeks. Health & Safety audit also took place last week, all went well and inspector had been impressed with the site and how seriously the school took H&S of the children, staff and parents. SATS had also taken place last week, the children had worked extremely hard.

15. ANY OTHER BUSINESS – FOR PRELIMINARY DISCUSSION ONLY

Pre-school Lighting Fundraising Campaign – Freeland Pre-school were trying to raise funds for a new lighting system. It was suggested they could write to the Parish Council to request a donation, so the Clerk would speak to the Pre-school Chair.

16. DATE OF NEXT MEETING:

Monday 19th June, 7.30pm in the Newell Room.

There being no other business the meeting closed at 9.25pm.