

FREELAND PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF FREELAND PARISH COUNCIL, HELD ON THE 20TH FEBRUARY 2017, IN THE NEWELL ROOM, FREELAND, IN THE COUNTY OF OXFORDSHIRE AT 7.30PM.

PRESENT:	Chairman:	Peter Newell
	Vice-Chairman:	Robert Crocker
	Councillors:	Tim Webster, Mary Ann Canning, Matthew Ruddle, Bill Phillips, Peter Foster, Jane Linnell
	District Councillors:	Carol Reynolds (until 9.20pm), Colin Dingwall
	County Councillor:	Not present (Liam Walker, the Conservative Party County Council nominated candidate was also present)
	Clerk:	Lisa Smith

1. PUBLIC PARTICIPATION SESSION

Martin Sutton, the Managing Director, and Trevor Bayliss, the Operations Manager, of Stagecoach Oxfordshire were present for this session. An apology was offered and accepted regarding the lack of response to the Parish Council's letter and numerous emails to chase up a response.

The number 11 service was supported by OCC until a few years ago, and up until July 2016 it had been run commercially, being dependent on fares. However, the service was running at a loss due to a decline in passenger numbers, and was losing approximately £1,000 per week, so Stagecoach had been forced to take some action. The previous timetable required 2 buses to run, so the demand and usage was reviewed and there was little alternative but to reduce the timetable to only 1 bus. Some minor adjustments were likely to be made to the current timetable going forward but the service could not have been sustained running 2 buses. Various usage figures were given out at the meeting, and the new timetable introduced from 1st September 2016 showed that they were carrying a slightly higher number of passengers per day. Various suggestions were then put forward by the Parish Council to try and improve the situation.

Redirecting the number 233 service through Freeland was not deemed to be possible as it was already running to an extremely tight timetable and there were not sufficient numbers of passengers in Freeland to make this a viable option.

Having an evening bus service was also not deemed possible due to insufficient passenger numbers to cover the additional costs

Sub-contracting a route to a private contractor was also not deemed possible due to complications with fares.

Another option put forward was to have a shuttle bus going between Witney and Eynsham which stopped at all of the local villages. Although there were still concerns about the financial viability Mr Sutton confirmed he would be willing to investigate this further and it was agreed that he would look at this option in detail and report back in 3-4 weeks' time.

After further discussions Mr Sutton and Mr Bayliss were thanked for attending the meeting and left at 8.05pm.

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

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

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

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 Monday 16th January 2017

The Minutes of the Ordinary Meeting held on 16th January 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. A GDPO (General Permitted Development Order) had been issued to WODC Planning on 8th February and a decision had to be made within a month. It was agreed to send a copy of the letter of support to WODC Planners – the Clerk would do this. The site at North Leigh Football Club was still being pursued although this was less likely to be upgraded to 4G due to the extra height needed. An alternative site at Oxford Applied Research Centre at the back of North Leigh was currently being explored. The mast at Kardos Cars on Eynsham Road was operational for 4G so was unlikely to be upgraded.

Action: Clerk to write to letter as above.

6.2 Dog signs for playing field – update on progress

The new signs had been received and were ready to be erected. The Chairman and Peter would arrange to meet the Clerk to help put up the signs.

Action: Meeting to be arranged as above.

6.3 Cuts to number 11 bus service – to note response received from Stagecoach

This had already been dealt with under item 1 – Public Participation Session.

6.4 Community Speedwatch Scheme – to note any response to Grapevine advert re volunteers for participation in scheme

Four residents had volunteered to participate in the scheme and their details had been passed to the local PCSO. A query had been raised about the Parish Council having to purchase a radar gun, which cost approximately £100, plus the residents being covered on the Parish Council's insurance policy. It was suggested contacting North Leigh PC as they had recently purchased a radar gun and see if it would be possible to share the gun.

Action: Clerk to contact North Leigh PC as above.

6.5 Annual Parish Meeting – to confirm date and topics for discussion

The date had been rearranged to Thursday 20th April at 7.45pm. Topics for discussion were agreed as:

- Garden Village – Eynsham vs Barnard Gate – Robert would give a presentation
- A40 Park and Ride Development proposals – Liam would bring some display boards
- Freeland Primary School – 5 year site plan – School Headteacher to give a presentation
- Progress on plans to develop the Garden of Remembrance – Mary Ann

In the Internal Audit report it was suggested marking the receipt of donations from village groups/residents for village projects in a bigger way at the APM and possibly providing a gift as a gesture of thanks. This was agreed.

7. PLANNING - Applications received & WODC Decisions plus:

7.1 Applications Received:

16/04188/FUL CUCKOO WOOD FARM, EYNSHAM ROAD, FREELAND.

Change of use of land from agriculture to use as a site to accommodate Travelling Show people for Mr John Treble-Parker.

Council **resolved** to object to the above application for the following reasons:

- Local landscaping/hedging from initial application had not been adhered to;
- Current site does not blend in with the local area, but is a visible eyesore that is detrimental to the surrounding area;

- Extending the site would cause visual harm to the local conservation area – a suggestion was made of requesting that a visual impact survey on the site was carried out before planning permission was considered – this would be suggested to WODC;
- A site of this size should be situated where there was local amenities – there was no local GP surgery close to the site, no bus service, no shops, not even a pavement to access other areas from the site;
- Access to the site was deemed too dangerous to have this big an increase in numbers of heavy vehicles entering and leaving the site.

Council agreed to also request that if the site did obtain planning permission, that the number of non-static caravans permitted on site at any one time would be limited and that the landscaping work would be completed before the site was occupied.

It was also reported that school buses were still being parked on site, despite permission being declined – this would be reported to WODC Planning Enforcement Team.

Action: Clerk to forward comments to WODC Planning Officers.

17/00133/S73 FREELAND HOUSE, WROSLYN ROAD, FREELAND.

Non compliance with condition 2 of planning permission 13/1159/P/FP to allow the building to be moved 1.5m for Mrs Alka Patel.

Council **resolved** to make no objections to the above application.

7.2 Applications Approved:

16/04006/HHD 82 BROADMARSH LANE, FREELAND

Proposed single storey front extension and conversion of garage for Mr & Mrs Petrova.

16/04096/OUT BROAD OAK, BROADMARSH LANE, FREELAND.

Erection of dwelling for Mr Jason Hopkins.

7.3 Applications Refused: None.

7.4 Applications Withdrawn: None.

7.5 Amenity Area Broadmarsh Lane – to receive an update on how long this land has been maintained by the Parish Council and to consider any further action

The Clerk had checked the records and this land had been maintained for a number of years, the exact timescale would be clarified at the next meeting.

Action: Clerk to check dates when land had been maintained.

7.6 WODC Eynsham Garden Village – consultation on what to name the new Garden Village – details emailed around

The suggested names for the Garden Village were:

- Cuckoo Village
- Vortex
- Great WODCOC
- Hudspeth in the Bog
- Tilgarsley
- WODCOC Mills
- This Used To Be Fields

The Clerk would put these names forward to WODC.

Action: Clerk to submit name suggestions to WODC.

8. REPORT OF COUNTY AND DISTRICT COUNCIL BUSINESS

A very brief update was given. Updates and reports were received regarding changes to garden waste collections that were chargeable from 1st April 2017, funding that had been put forward for solar farms and an update on the broadband roll-out project.

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 January 2017 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 To discuss any response received re the use of Open Gardens Funds from 2015-16 currently held in accounts

The Open Gardens Committee had confirmed that they were happy for the funds to be used to pay for the new Spring Walkway across the playing field. This was duly noted and very much appreciated.

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 (£)
102350	Lisa Smith	Clerk's salary February 2017	£606.32
102351	Freeland Village Hall Bookings	Hall hire 20.02.17	£12.50
102352	Freeland Guides International	Donation	£100.00
102353	Lisa Smith	Petty cash refund	£78.40
102354	Ubico Ltd	Litter bin emptying on field Sept- March	£231.86
102355	Scribe 2000	Accounts software subscription renewal	£416.40
		Total:	£1,445.48

9.4 Review of VAT reclaim

The VAT reclaim for Quarter 3 was reviewed and accepted by the Council.

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

Tim and Peter had met with the Clerk on Friday 23rd January to carry out this review. A report of their findings had been circulated to Councillors prior to the meeting. The report concluded that no actions or changes to the financial system were deemed necessary. However, a suggestion was made of making more of a feature of the fund raising efforts by the village at the APM. Council noted and accepted the report's findings and agreed that no actions were required at the current time, but that the village's fund raising would be highlighted more at the APM.

9.6 Any other financial business –

Banners for APM – The Clerk had tried to order some banners for the APM last year but was having trouble getting a response from the company concerned. Council resolved that the Clerk could obtain banners elsewhere at a price deemed reasonable to the Clerk.

Action: Clerk to order banners from alternative supplier if necessary.

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

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

10.1.2 Worn signs on Church View – update on request to replace signs

Confirmation had been received that 2 new signs had been ordered and would be installed in due course.

10.1.3 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 deemed necessary to replace the wooden framework with heavier dowling. Robert agreed to take a look and would report back at the next meeting.

Action: Robert to review wooden frame and report back.

10.1 Village Highway Matters – to receive any reports plus:

10.2.1 Signpost on Cuckoo Lane – update on progress

Confirmation had been received that the new sign had been ordered and would be installed in due course. The existing sign was also due to be lowered – this had not yet been done.

10.2.2 WOT meeting – to receive an update after initial meeting on 24th January

A brief update was given about the initial meeting held to share views, which Mary Ann had chaired; Long Hanborough, Cassington and Eynsham parishes were all represented. The group had agreed that an Oxford City wide system of transport was needed – Mary Ann would circulate the notes from the meeting to the Councillors for their information.

Action: Mary Ann to circulate notes from meeting.

10.2.3 Grass cutting of verges – to update on meeting held to consider joining with other local Parishes to provide additional cuts around the village as required

No update was available as the meeting was due to take place the following evening. The Chairman would be attending and would report back after the meeting.

10.2.4 Traffic calming measures on Wroslyn Road – to consider any action to take following 2 similar incidents involving van parked on Wroslyn Road

It was reported that there had been 2 separate but very similar incidents in the past 4 months whereby cyclists had crashed into the back of a parked van at night resulting in quite severe injuries. A resident had asked if any traffic calming measures would be appropriate, but Council felt unable to take any further action as the van was parked legally on the road. It was agreed to place a note in the Grapevine advising cyclists to take extra care in this area on Wroslyn Road.

Action: Clerk to place note in Grapevine as above.

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

The footpath rota was complete so the book was being held by the Clerk until the Spring.

10.3 Garden of Remembrance – to receive any reports

The landscaping work would be finished tomorrow and Council were satisfied with the work that had been carried out. Plants and trees were now required and it was hoped to get these planted as soon as possible. 18 trees would be required at an approximate cost of £50-£100 each, and the planting of wildflower bulbs would cost around £212. After taking account of the contract sum, there was approximately £1,000 available for the plants and trees. Council **resolved** that Mary Ann would liaise with Tim to purchase the plants, and Robert agreed to source the trees up to a value of £2K.

Action: Robert to source trees and Tim and Mary Ann to liaise re plant purchasing.

10.3.1 To receive an update on the plans for the design of the Garden of Remembrance

There was nothing further to report on the plans.

10.3.2 New track for Garden of Remembrance – to discuss expenditure of additional funds for providing a track to the allotments while the contractors were on site

It was reported that there had been additional costs due to the somewhat over-engineered existing footpath that had to be removed, resulting in excess stone and kerbing to be removed plus the need for soil to fill the resulting excavation.

This also created an opportunity to provide a track to the allotment gate for occasional deliveries. The Allotment Association agreed to make a £350 contribution to this work and it was agreed to write to thank them for this generous donation. Some additional Type 1 stone would still be needed. Council **resolved** to agree to these additional costs and that the Nicholson's invoice could be paid between meetings if necessary which would be in the region of £27,200.

Action: Clerk to write to Allotment Association and pay invoice if necessary as above.

10.4 Freeland Hall Management Committee – to receive any reports

A brief update was given. The AGM had been held and Robert had been re-elected as Chairman. Terry Jones had stood down as Vice Chair with Shelagh Kardos taking over this role. Terry would continue in his role as a Committee Member and Fire Prevention Officer, and the rest of the Committee remained the same as before. There was an issue being investigated with a fault in the

fire detection system that required attention and ongoing maintenance was required with door handles. The Hall hire charges had been increased for the first time in 5 years. It was reported that a complaint had been received about bad language being used at football matches on the field – Council agreed that the Clerk would write to the Club asking them to curb their language and to ask the same of any visiting teams.

Action: Clerk to write letter as above.

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

(a) OALC – members update December/January – details had been emailed around.

(b) OCC – A fresh start for Oxfordshire – consultation re unitary council in Oxfordshire – details had been emailed around.

(c) Nielsen Global Impact Day volunteering opportunities – details had been emailed around – unfortunately it was agreed that Council were unable to assist.

(d) Preschool hosted Freeland Fun Day – to consider request to use playing field for Fun Day and to consider queries re insurance and risk assessment – details had been emailed around. Council resolved to grant permission to the Preschool for the Fun Day to be held on 15th July and confirmed that they would be covered under the Parish Council insurance policy. A risk assessment would be required to be carried out by the Preschool and a copy sent to the Parish Council for their records.

Action: Clerk to inform Preschool of above.

Plus additional items received since agenda sent out:

(e) OCC – Eynsham Park & Ride & A40 Bus Lane Consultation responses – details had been emailed around.

(f) WODC – Unitary Proposals for Oxfordshire – WODC's response – details had been emailed around.

(g) Freeland Methodist Chapel – details of the future of the Chapel – details had been emailed around. Peter had enquired about possible alternative methods for using the chapel for community purposes when it ceased being a place of worship in April. It was agreed that Peter would liaise with Robert and the Hall Management Committee to discuss this further.

Action: Peter to liaise with Robert and FHMC as above.

(h) Parish Council meeting dates – change of meeting date for April – as third Monday falls on Easter Monday, the date had been changed to Tuesday 18th April. A note had been placed in the Grapevine to advise residents.

12. CIRCULATION

No February circulation.

January circulation – out at meeting.

No December circulation.

November circulation – returned.

13. TO RECEIVE A MONTHLY UPDATE REGARDING FREELAND PRIMARY SCHOOL

A brief update about the school was given by the Clerk. World Book Day was being held on 2nd March where the children could dress up as their favourite book character – a parade was to be held on the school playground. Sainsbury's Active Kids vouchers were being collected by the school so these could be hand delivered to the school or Clerk to pass on. Y3 had gone on a trip to Oxford University Telescope, and a trip was planned for Y4/5 to visit a Hindu temple in March.

14. ANY OTHER BUSINESS – FOR PRELIMINARY DISCUSSION ONLY

Cuckoo Lane alterations – following the informal meeting with Robert Courts, a suggestion had been made about having some minor alterations made to Cuckoo Lane before the Garden Village is established – this would be put on the agenda next month for discussion.

Action: Clerk to place item on next agenda.

15. DATE OF NEXT MEETING:

Monday 20th March 2017, 7.30pm in the Newell Room.

There being no other business the meeting closed at 10.22pm.