

FREELAND PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF FREELAND PARISH COUNCIL, HELD ON THE 18TH DECEMBER 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, Bill Phillips, Jane Linnell, Peter Foster, Mary Ann Canning
	District Councillors:	Not present
	County Councillor:	Not present
	Clerk:	Lisa Smith

1. PUBLIC PARTICIPATION SESSION

Two residents were present for this session – Angela Spriggs and David Parrott. None of them wished to speak during this session.

2. TO RECEIVE APOLOGIES FOR ABSENCE – Matthew Ruddle – away, Liam Walker – annual leave.

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

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 20th November 2017

The Minutes of the Ordinary Meeting held on 20th November 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, no response was submitted last month to the CTIL consultation regarding the site near White House Farm in Pigeon House Lane (site number 2).

A number of concerns were raised last month regarding the prominence of the proposed mast in the surrounding area, and that it would be highly visible and too intrusive. A planning application for permitted development had been submitted to WODC on the 15th December, and a decision had to be made by WODC within 56 days of their receipt of the application.

A suggestion was made and agreed last month for the mast to be sited in the north-eastern corner of the allotment site – Mary Ann would send a map to Peter to identify the location and Peter agreed to submit a response on behalf of the Parish Council.

Action: Mary Ann to send map to Peter and Peter to submit response to application consultation.

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

A village meeting was held on 4th December to discuss the preliminary results of the village questionnaire regarding the possible future uses of the Methodist Church. It was a positive meeting with lots of support being shown to using the Church for different activities/functions. Volunteers had been sought and obtained for a Steering Committee to take this forward, and it was important to get the Asset of Community Value nomination form re-submitted again. The Clerk would get this done asap.

Action: Clerk to re-submit nomination form as above.

6.3 Memorial Tree Plaques – to discuss the cleaning of the plaques and possible re-varnishing of the wooden support posts

The plaques had been cleaned recently and the Councillors passed their thanks to Angela Steele for carrying out the cleaning. After a brief discussion Council agreed that it was unnecessary to varnish the wooden support posts as these would weather in due course. It was also felt unnecessary to polish the brass plaques.

6.4 Mowing the grass on the Green – to update on finding an alternative contractor to carry out future mowing

Following on from last month, the Clerk had contacted an alternative contractor who had expressed their interest in taking on this work and would contact the Clerk in the New Year. It was agreed that the Clerk would confirm to the contractor that this was just for the Green and Pond areas only.

Action: Clerk to contact contractor as above.

7. PLANNING - Applications received & WODC Decisions plus:

7.1 Applications Received:

17/03787/HHD

189 WROSLYN ROAD, FREELAND.

Insertion of two dormer windows and a porch to front elevation and a single storey rear extension (with rooms in roof space) for Mr Jason Rowland.

After a brief discussion, Council **resolved** not to make any objections to the above application.

7.2 Applications Approved:

17/03288/FUL

53 WROSLYN ROAD, FREELAND.

Construction of detached dwelling with private garden office (revised scheme) to allow two chimneys, one to each gable, and slightly enlarged garden office footprint (retrospective) for Mr Gary Findlay.

17/03152/HHD

20 OAKLAND CLOSE, FREELAND.

Erection of first floor extension for Mr & Mrs Myall.

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 (amended plans – these applications are in or will affect Millwood End, Long Hanborough)

17/02195/HHD

52 BROADMARSH LANE, FREELAND.

Conversion of garage and erection of single storey front extension for Mr Aurelio Beleno.

7.3 Applications Refused: None.

7.4 Applications Withdrawn: None.

7.5 WODC Local Plan Examination, consultation on WODC's further evidence – to discuss whether Council wish to make a formal response – details emailed around

It was noted that the latest WODC Local Plan documentation was 488 pages long which was bound to deter many residents from reading and responding to the consultation. It was also noted that an additional site on the northern side of the A40 had been included in the latest version. After some discussions, it was agreed to submit a response advising that whilst the Council welcomed the fact

that WODC had looked at alternative sites like Barnard Gate, they were unhappy about the 900 houses being put forward near the railway station in Long Hanborough, with concerns about lack of infrastructure and sustainability. The Clerk would submit a response.

Action: Clerk to submit response as above.

7.6 Pye North housing development (170 houses) – to discuss and agree whether to apply for S106 funds in relation to this development, and if so, to agree what the funding will be put towards in the village

Council **resolved** to apply for S106 funds for all of the following items:

- A new mini roundabout at the northern end of Wroslyn Road (junction with A4095);
- Improved sports facilities on the playing field;
- A zebra crossing on Wroslyn Road near the school;
- Traffic redirection from Eynsham Road junction with Cuckoo Lane (by Bowles Farm) to direct traffic via North Leigh to Witney rather than through Freeland;
- Installation of double yellow lines by the school;
- Improvements to the primary school;
- Hedge cutting around the village;
- A new VAS sign on Wroslyn Road.

The Clerk would submit these to the officer at WODC.

Action: Clerk to contact WODC re the above.

8. REPORT OF COUNTY AND DISTRICT COUNCIL BUSINESS

As no District or County Councillors were present no update was available.

9. FINANCIAL MATTERS

9.1 Review Budget and Precept Requirement for 2018/19

The figures were reviewed and accepted by the Council – no amendments were to be made.

9.2 Presentation of the monthly financial report

The monthly financial report was presented to the Council showing details of the bank balance at 30th November 2017 and the receipts and payments received or paid out in the last month. The bank statement unfortunately was not available so could not be checked but it was agreed that this could be checked outside of the meeting and signed by Bill.

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 (£)
102422	Lisa Smith	Clerk's salary December 2017	£612.38
102423	Freeland Village Hall Bookings	Hall hire 18.12.17	£12.50
102424	Nigel Green	Mowing/hedge cutting	£1,590.00
102425	Peter Newell	refund website expenses	£77.91
102426	Colin Smith*	refund printing expenses for Methodist Church	£280.00
		Total:	£2,572.79
*no invoice received yet so to be carried forward to next meeting			

9.4 Smaller Authority Audit Appointments – to note confirmation of new external auditor

Confirmation had been received that a new external auditor had been appointed for the financial year 2017 onwards for a period of 5 years. The new auditor would be Moore Stephens. This was duly noted.

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

The Chairman and Jane were due to carry out the review this year, which needed to be done by the end of January 2017. They would arrange a date to meet with the Clerk in January.

Action: Chairman and Jane to arrange to meet Clerk to carry out review.

9.6 Any other financial business – None.

10. PARISH COUNCIL STANDING ITEMS

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

10.1.1 Play equipment book – to receive any reports

Jane had the book and had passed it to Tim then Robert. There were no problems to report.

10.1.2 Tree planting by cricket nets – to further discuss a suggestion of planting a tree near the cricket nets to provide some much-needed shade for spectators following meeting between Councillors about positioning of tree

No meeting had yet taken place to agree a suitable position for the tree. It was agreed to wait until the summer months when the Councillors could check the positioning required for the tree vs where the sun was shining on the field. It was therefore agreed to remove this item from the agenda and bring it back when this had been checked.

10.1.3 Zip wire – to update on progress in replacing damaged safety mats

The safety mats had not yet been replaced, this would be done shortly.

Action: Robert to repair/replace mats.

10.2 Village Highway Matters – to receive any reports:

10.2.1 Highways reports: Missing sign from bus shelter notice board by Village Hall; damaged nameplate on West side of Wroslyn Road by A4095

The missing sign from the bus shelter had been re-attached (it had been removed as it had fallen off from the weight of the wheelie bin stickers. It was agreed to place more stickers on both open style village notice boards – the Clerk would arrange this).

The nameplate on the West side of Wroslyn Road (at the A4095 junction) had been hit by a vehicle and had been badly damaged and needed replacing. The Clerk had reported this to WODC so no further action was necessary.

10.2.2 To note any response received from Highways re: suggested Cuckoo Lane junction alterations; missing chevron sign on Eynsham Road bend; new VAS sign on Wroslyn Road, and relocation of existing VAS sign; request for zebra crossing on Wroslyn Road.

No response from Highways had been received regarding the Cuckoo Lane junction alterations, the missing chevron sign or the request for a zebra crossing. However, an email response including some costing information had very recently been received from Highways regarding VAS signs but there had been insufficient time before the meeting to properly consider the information provided. It was therefore agreed to set up a working party with the Chairman, Peter, Bill and a Speedwatch representative to look at the options and costing and to report back at the next meeting.

Action: Working Party to arrange meeting to discuss VAS sign, Clerk & Liam to chase up other outstanding items.

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

The footpath rota had been completed so the book was being held by the Clerk until the Spring.

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

Some hedging had already been planted, with further hedging and 5 trees due to be planted shortly. It was anticipated that most of the planting would be completed by Christmas. The lavender plants were due to be planted by mid-March. It was noted that the surrounding hedging may need to be deer-proof so holly or hawthorn may be required. It was also noted that a drawing was required so that a costing could be obtained for the gazebo. Councillors passed on their thanks to Mary Ann for providing a costing report, it was agreed to include this report with the minutes (shown at Appendix 1). The next action required was to mark out the plots so that the Garden could be operational by the summer. The Clerk agreed to review the Cemetery package in Scribe that could possibly be used to keep records of graves. A suggestion was also made to have a sign at the entranceway installed – Mary Ann would investigate this.

Action: Mary Ann to do drawing of gazebo, and to investigate sign; Clerk to include costing report with minutes and to review Scribe Cemetery package.

10.4.2 To note ongoing requests for information for cemetery site/GOR and to discuss best way forward in dealing with future requests

It was noted that a large number of requests for historic information about the cemetery/Garden of Remembrance had been received from a resident in the past month that were proving very time consuming and difficult to respond to. It was clear that the resident concerned was not happy about a number of issues, and it was therefore agreed to set up a meeting with the resident and some Councillors so that their concerns could be heard properly, and the Council could formally respond. Robert and Mary Ann agreed to meet with the resident.

Action: Clerk to arrange meeting with resident and Councillors.

10.4.3 To note donation of £121 from Teddy Girls for Garden of Remembrance from Chocolate Tombola held on 8th December

A cash donation of £121 had been received from the Teddy Girls to be put towards the Garden of Remembrance from funds raised at the chocolate tombola held at the Christmas Tree Lighting event on 8th December. Council noted this donation and requested the Clerk send a letter of thanks to the Teddy Girls.

Action: Clerk to write letter of thanks as above.

10.5 Freeland Hall Management Committee – to receive any reports

A very brief report was given. The recent snowfall had pulled the guttering off the Hall roof, this was currently being repaired. A suggestion was made of having a grit bin installed in the Hall car park as it had been almost inaccessible during the recent snowy weather due to ice freezing over in the car park making it particularly hazardous. Robert agreed to investigate this.

Action: Robert to ask FHMC to purchase a grit bin for car park.

11. THE BIG LUNCH 2018 – TO DISCUSS WHETHER THE PARISH COUNCIL WISH TO ORGANISE THE BIG LUNCH AGAIN NEXT YEAR AND IF SO, TO DECIDE ON A SUITABLE DATE

Council agreed to organise this event again next year. Matthew had confirmed that he was happy to arrange it, and had confirmed that the official date was Sunday 3rd June, which was also the last Sunday of half term.

Matthew had suggested maybe holding it the week after half term as a lot of people tend to go away, so his suggested date was **Sunday 10th June** – this was agreed. The Clerk would arrange booking the Village Hall.

Action: Clerk to book Hall as above.

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

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

(b) BT Payphone by village hall – to note that confirmation had been received that the payphone had been removed and the signed contract had now been received from BT, meaning the Parish Council now owned this phone box. It was noted that the light was still on in the phone box, so it was unlikely it had yet been disconnected. The Clerk would contact BT to confirm.

Action: Clerk to contact BT as above.

(c) OCC – Oxfordshire Matters Newsletter Nov 2017 – details had been emailed around.

(d) Wychwood Project – Forest Update Winter 2017 – details had been emailed around.

Plus additional items received since agenda sent out:

(e) OALC Members Update December – details had been emailed around

(f) Grit boxes – to discuss whether more grit boxes are required in the village following recent icy weather – this item had been already discussed at item 10.5.

(g) West Oxon Citizen's Advice Bureau – letter of thanks for £100 donation received - this was duly noted.

(i) Tree in Broadmarsh Lane Amenity Area covered in ivy – it had been reported that a resident had raised concerns about a tree in the amenity area that was covered in ivy and situated right on the boundary with land where a house was being built. The resident had offered to remove the tree free of charge if the Council were in agreement. Council approved this request.

(j) London Oxford Airport Consultation – details had been emailed around – Council did not wish to make a response.

(k) RAF Brize Norton airspace change proposal – consultation emailed around – Council did not wish to make a response.

13. TO APPROVE THE ADOPTION OF THE PARISH COUNCIL INFORMATION POLICY – details emailed around

A new Information Policy (recommended by OALC) had been circulated prior to the meeting for Councillors' attention. Council **resolved** to approve the adoption of the policy with immediate effect.

14. CIRCULATION

December circulation – out at meeting.

No October or November circulation.

September circulation – still out.

July circulation – still out.

15. TO RECEIVE A MONTHLY UPDATE REGARDING FREELAND PRIMARY SCHOOL

A brief update about the school was given by the Clerk. The Clerk confirmed that she had recently taken part in a radio interview with her children on BBC Radio Oxford as they were running a feature on schools singing carols and the children at Freeland School had done a recording of the children singing. The School Christmas Fayre raised a fantastic £1,487. The Clerk passed on her thanks to everyone who attended and to Robert for bringing Father Christmas to the school on his tractor and trailer! Freeland Preschool had maintained their 'good' rating following a recent Ofsted inspection.

16. ANY OTHER BUSINESS – FOR PRELIMINARY DISCUSSION ONLY

None.

17. DATE OF NEXT MEETING:

Monday 15th January 2018, 7.30pm in the Newell Room.

There being no other business the meeting closed at 9.05pm.

Appendix 1 - Freeland Garden of Remembrance Projected Costs

FREELAND GARDEN OF REMEMBRANCE: PROJECTED COSTS							
Year	Item	Materials Cost	Labour Costs	Total expenditure	Total Income	Budget carried forward	Comments
2016/17	carried forward				£26,047.00		
	Landscape works, including excavations, footpaths, sitting areas and gazebo base		£26,457.94	£26,457.94			Competitive tender - hard landscape
							Soft landscaping tender sum (£16,638.95) more than budget allowed, so decision taken to carry this out by sourcing plants locally and using volunteer labour in
	Design fees		FOC	£0.00			
	Nett position 31/03/17			£26,457.94	£26,047.00	-£410.94	
	Donations				£833.00	£422.06	
2017/18							
	Carried forward				£422.06		
	Precept				£9,000.00		
	Allotment track donation				£350.00		
	Donations from village groups to GOR				£1,041.60		
18-04-17	Wildflower plugs 250 no. - supply and plan	£162.92	FOC	£162.92			Soft landscape works
15-05-17	Hardcore for allotment track - supply and	£324.28	FOC	£324.28			(grading, cultivation, seeding, planting)
	Spraying out weeds over summer	0	FOC	£0.00			
16-10-17	Hardcore for allotment track - supply and	£57.84	FOC	£48.20			
	nett position 31/10/17			£535.40	£10,813.66	£10,278.26	
Nov-17	Carried forward				£10,278.26		
Nov-17	Additional topsoil, grading and seeding	£892.31	FOC	£743.59			
Nov-17	Supply and install 2 no benches	£1,540.00		£1,540.00			
	Supply and plants trees, shrubs and hedging at cost, as on plan plus stakes and ties for trees	£3,500.00	FOC	£2,700.00			Total Soft landscape costs £2862.92
	Disabled ramp	£1,100.00	FOC	£1,100.00			
	anticipated nett position at 31/03/18			£6,083.59	£10,278.26	£4,194.67	
2018/19							
	Carried forward				£4,194.67		
Apr-18	Precept				£3,000.00		
	Gazebo and Entrance Arch - to be designed: Provisional cost	£5,350.00	FOC	£5,800.00			
	Admin costs for interments and Book of Remembrance. Note: these should be covered by charges for services		say	£1,000.00			
	anticipated nett position at 31/03/19			£6,800.00	£7,194.67	£394.67	
	Maintenance						
	Carried forward				£1,665.00		
	Precept				£1,000.00		
	Annual Maintenance - projected costs for gardener: 162 hours @ £15.00 per hour - to be reviewed after year 1			£2,430.00	£2,665.00	£235.00	