

FREELAND PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF FREELAND PARISH COUNCIL, HELD ON THE 18TH JULY 2016, IN THE NEWELL ROOM, FREELAND, IN THE COUNTY OF OXFORDSHIRE AT 7.30PM.

PRESENT:	Chairman:	Peter Newell
	Vice-Chairman:	Robert Crocker
	Councillors:	Mary Ann Canning, Jane Linnell, Matthew Ruddle, Bill Phillips,
	District Councillors:	Colin Dingwall (from 7.45pm – 8.55pm) Carol Reynolds (till 8.10pm)
	County Councillor:	Not present
	Clerk:	Lisa Smith

1. PUBLIC PARTICIPATION SESSION

One member of the public (Rhonda Neal) was present for this session.

2. **TO RECEIVE APOLOGIES FOR ABSENCE** – Peter Foster – away, Tim Webster – commercial interest in item 8 – Planning.

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

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

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

Matthew Ruddle (personal) as a Freeland School Society Member.

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 June 2016;

The Minutes of the Ordinary Meeting held on 20th June 2016 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 Extra Ordinary Meeting held on 5th July 2016

The Minutes of the Extra Ordinary Meeting held on 5th July 2016 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

As Peter was away, there was nothing further to report.

6.2 West Oxfordshire Sailing Club – to discuss request for letter of support to help Club secure business rates relief

Jane gave a brief update about the Sailing Club which had had to come out of its charity status and therefore no longer received business rates relief. As many Freeland residents were members of the Sailing Club it was requested if the Parish Council could provide a letter of support to the Club. After a brief discussion, it was felt that the Club had to officially contact the Parish Council directly with their request, with a copy of their case for seeking business relief.

7. PLANNING - Applications received & WODC Decisions:

7.1 Applications Received: None.

7.2 Applications Approved:

14/1234/P/OP

LAND SOUTH OF WITNEY ROAD, LONG HANBOROUGH.

Erection of up to 169 dwellings; with new Doctors' Surgery, to be up to 740 sq metres in size, with around 27 car parking spaces; with access from the Witney Road, plus open space, and associated works for Mr Graham Flint (Pye Homes).

(Appeal granted)

16/01311/HHD

83 BROADMARSH LANE, FREELAND

Single storey pitched roof extension to side to replace existing conservatory for Mr J Langford.

16/01695/HHD

WOODLANDS, BROADMARSH LANE, FREELAND

Replacement of flat roof with pitched roof to create loft storage area over linked double garage for Mr J Bibby.

7.3 Applications Refused: None.

7.4 Applications Withdrawn: None.

7.5 Horse burial site on site relating to planning application reference 16/001353/OUT – to note response received from Environment Agency and APHA

The Clerk had written to the Environment Agency, Terry Daniel and WODC Planners last month. No response had been received from Mr Daniel or WODC to date.

The Environment Agency had referred the query onto the APHA (Animal and Plant Health Agency) who had given a brief reply to advise that if the burial was done prior to 1997, it would have been a legal means of disposal, so long as the requirements of the water codes were observed.

After this time until around 2012, it became illegal, with enforcement action being taken by Trading Standards when deemed necessary in the public interest. Current legislation permits horses to be buried, so long as the water codes are observed.

The APHA advised that if a developer comes across animal remains, they need to apply for an exhumation licence from APHA, including a method statement with the application.

The remains, and possibly some of the surrounding soil would need to be disposed of. The Parish Council had made enquiries with the resident about when the burial had taken place, but after some discussion felt they could not pursue this any further.

8. REPORT OF COUNTY AND DISTRICT COUNCIL BUSINESS

A brief update was given. Carol had received contact from local residents about the development of site 269. She had also made enquiries with WODC Planning Officers regarding the horse burial site who had advised that it was unlikely to have an impact on the merits of the planning application. Concerns had been raised by OCC about Freeland and Hanborough Primary Schools being full, however with the approval of the Pye Homes application for 169 houses it was likely these concerns would not be pursued. Two concerns from local residents about the noise from an extractor fan at one of the units on Wroslyn Road Industrial Estate had been received, so the WODC Environmental Health Officer was investigating this and carrying out various site visits. The new coffee shop at the Freeland House Nursing Home was also promoted.

A new waste collection model had been approved and was due to go out to tender – this would mean that the recycling boxes would be replaced by one wheelie bin for all recycling (except glass).

The unitary council debate was ongoing, with both WODC and OCC being in receipt of their consultations, discussions would now have to take place for an agreement to be reached.

The next objective was to improve the mobile signal in rural locations.

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 30th June 2016 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 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 (£)
102297	Allied Westminster	Additional premium to inc indemnity cover	£56.78
102298	Freeland Village Hall Bookings	Hall hire 18.07.16	£12.50
102299	Lisa Smith	Clerk's salary July	£606.32
102300	Lisa Smith	Clerk's salary August	£606.32
102301	Bill Phillips	Litter picking April/May/June	£250.00
102302	Nigel Green	Mowing/Hedge trimming	£1,405.00
102303	WODC	Field cutting 25.04.16 & 09.05.16 & 24.05.16	£247.43
		Total:	£3,184.35

9.3 Annual Audit – update on progress

The Clerk gave a brief update about the audit. The Internal Auditor had checked the accounts and signed off Section 4 of the Annual Return so it was now ready for submission to the External Auditor. This would be done this week.

9.4 Approval of invoices during August

As there was no meeting in August, Council **resolved** to allow the Chairman and Vice Chairman (or other authorised signatory) to sign off any invoices that were considered to be urgent that could not wait till the next meeting.

9.5 Any other financial business: None.

10. RISK ASSESSMENT STATEMENT – ANNUAL REVIEW

The current version of the risk assessment document had been circulated to Councillors prior to the meeting. After a brief discussion, Council **resolved** to make one change to the document:

- To change the word 'RoSPA' to 'approved play safety inspection company'.

The Clerk would make the necessary changes and print off an amended version to be signed off at the next meeting.

It was also agreed to contact the Parish Council insurance provider to raise a query about whether any contractors deemed competent to work on behalf of the Parish Council on the playing field would be covered under the Parish Council insurance policy.

Action: Clerk to make changes as above to the Risk Assessment document and to raise query with PC insurance provider as above.

11. PARISH COUNCIL STANDING ITEMS

11.1 Play areas/Playing Field/Play Equipment Book – to receive any reports

Matthew had the book and had swapped with Peter whilst he was away. There were no major problems to report.

11.1.1 **Play park development – to discuss items brought up in Post Installation Inspection Report and to update on progress in getting the rubber matting impact tested, and to approve any additional expenditure deemed necessary**

A brief update was given. The safety surfacing surrounding the wooden troll climber had failed the impact testing and therefore required urgent attention. A written report confirming this would be received shortly. A quote from a company specialising in providing rubber mulch had been obtained and the work could be done during week commencing 1st August. Council **resolved** to approve the

expenditure up to £6K for the green rubber mulch, and it was agreed that Mary Ann would contact Chris Wellwood from Russell Play to arrange to meet with him (and Robert) to express the Council's disappointment and dissatisfaction at spending £2,100 on rubber matting that was not fit for purpose. As a safety measure Council also agreed to fence off the upper part of the troll climber until the new rubber mulch had been installed – Robert would fence it off and Mary Ann would place a temporary notice on the equipment to explain why it was fenced off. This was felt to be high priority and needed to be done urgently.

Action: Mary Ann to arrange meeting with Russell Play and to arrange installation of rubber mulch, Robert to fence off troll climber.

11.1.2 Play park – removal of barbed wire – update on progress

The barbed wire had now been removed by Robert.

11.1.3 Shed on the playing field – to receive an update on progress of the demolition of the old shed and new entranceway to field by Blenheim Lane

The shed had now been removed and Councillors passed on their thanks to Robert for arranging the work. Quotes were now required for the entrance ways to be created – Robert would arrange this. The resident present at the meeting had contacted the Council to express their concerns at the work being undertaken without any prior consultation and to express their concerns about the possible increase in traffic using the new vehicular access gates and the subsequent loss of the turning/parking space near their property. These concerns were duly noted and assurances were given that the new vehicular gates on Blenheim Lane would be padlocked and would not be for regular use. The actual plans for the access gates had not been finalised, but the need to ensure the flooding impact on their property was minimised was being taken into account. It was agreed that once the plans for the gates were ready, that the residents would be consulted.

Action: Robert to design plans for the for the field gateways, obtain quotes, and arrange installation, in consultation with the residents.

11.1.4 Junior slide – to consider quote for de-rusting/painting the slide and the red handles on Junior Multi-play equipment

As Tim was not present there was nothing further to report. The Clerk would chase this up as a quote was required for the September meeting.

Action: Clerk to follow up with Tim.

11.1.5 New path across field and access gates - to discuss the plans and associated costs in getting a new path across field from Village Hall to play park plus new access gates by Pigeon House Lane

Robert had costed the materials and labour for the work and it would cost approximately £6K in total for the new path and new access gates by Pigeon House Lane. It was agreed that Robert would obtain 3 quotes for the new path, and order the new gates, and Council also **resolved** to employ the James Brothers on an hourly rate to install the new gates up to a maximum of £400 labour charge per gateway.

Action: Robert to obtain quotes for the new path and to liaise with the above contractors to install the new gates.

11.1.6 Playing field spraying – to discuss whether the field needs weed spraying

A quote for spraying the field had been received earlier in the year totalling £280 + VAT. After a brief discussion, Council approved this expenditure and the Clerk would arrange the spraying to be carried out in September. Robert would be the point of contact for the Company.

Action: Clerk to contact weed spraying company.

11.1.7 Dogs on playing field – to discuss a proposal whether to only allow dogs on the field if they are on the lead

It was noted that there has been increased usage of the playing field by dog walkers, with some from outside of the village using the field to exercise their dogs. More complaints were being received by the Council about dog's mess on the field or dogs being out of control, however the Council would prefer not to ban dogs altogether. It was agreed to seek out some bright signs that could be placed around the field and to ask the WODC dog warden for any suggestions that may help the situation.

Action: Clerk to research signs and contact dog warden as above.

11.2 Village Highway Matters – to receive any reports

A report had been received about the large laurel hedge opposite the terraced houses in Broadmarsh Lane that had become very overgrown and was overhanging the road quite considerably. A resident had been in contact with Highways to ask for it to be cut back, who had agreed to carry out the work. Council agreed to ask Highways to cut a large amount off the top of the hedge and the side so that it would not need doing so often.

Action: Clerk to make request to Highways as above.

11.2.1 Bus shelter seat – to receive an update as to whether seat can be lowered

The Clerk was awaiting a response from a local carpenter. If no quote was received it was agreed to contact a different carpenter. The Clerk would chase up the carpenter for a response.

Action: Clerk to chase response as above.

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

Bill had the book and there were no problems to report. However it was reported that the footpath/cycleway from Freeland to Long Hanborough along the A4095 was getting very overgrown with vegetation and needed cutting back. The Clerk would report this to OCC Highways.

Action: Clerk to report footpath to OCC Highways.

11.4 Garden of Remembrance – to receive any reports – none.

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

Mary Ann had drafted the specifications for the contract documents for the Garden of Remembrance and had brought along some samples of possible aggregate materials for the footpath. Mary Ann would send the spec to the Chairman before obtaining quotes.

Action: Mary Ann to send specification documents to Chairman.

11.5 Freeland Hall Management Committee – to receive any reports

A brief report was given. Some new garden furniture was being purchased which would be stored outside possibly in a new shelter. The current bookings secretary was stepping down from the role after 2 years in post, so an advert for a part time paid position for 6-10 hours per week was being placed in this month's Grapevine and applications were encouraged from local residents. The amount held in reserves was being reviewed in line with the regulations set out by the Charities Commission, in case of potential maintenance work that may be required in the future. A working party had been set up to redecorate the Hall, and a 5 year anniversary recipe book was being worked on.

12. CORRESPONDENCE

The following were received, noted and/or considered:

- (a) OALC – members update June – details had been emailed round.
- (b) CFO – Community influence through planning workshop – details had been emailed round.
- (c) Residents' concerns – regarding changes to field access on Blenheim Lane – details had been emailed round. This had already been discussed at item 11.1.3.

Plus additional items received since agenda sent out:

(d) NALC – Star Councils awards 2016 – closing date for nominations 31.07.16. Council agreed to nominate Matthew as a Star Councillor for his work with the Little Free Library and the Queen's 90th Birthday celebrations. The Clerk would submit the nomination.

Action: Clerk to submit nomination form.

(e) Volunteer opportunities – an enquiry about volunteering from a student at Bartholomew School had been received, however the Council felt that was nothing that could be offered to them.

(f) Resident's concerns re untidy garden – details had been emailed round of an anonymous letter raising concerns about a resident's untidy front garden in Broadmarsh Lane. The Parish Council did not feel it appropriate to write to the residents and no action would be taken.

13. CIRCULATION

July circulation – out at meeting.

No May or June circulation.

April circulation – still out.

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. The Year 6 end of key stage assessments results had been received and were as follows:

Reading: 76% achieved national standard (national average 66%)

Writing: 83% achieved national standard (national average 74%)

Grammar, punctuation and spelling: 88% achieved national standard (national average 72%)

Maths: 76% achieved national standard (national average 70%).

A small working group of Parish Council representatives had met with the school headteacher and Chair of Governors to discuss the long term vision and plans for the school and whether the Parish Council could assist in any way. The meeting had proved valuable and informative and various contact details had been passed to the school for possible grant providers. A further meeting would take place once their long term plans were more established.

15. ANY OTHER BUSINESS – FOR PRELIMINARY DISCUSSION ONLY

Little Free Library – a first anniversary celebration of the Little Free Library was being planned for 17th September - details had been placed in the Grapevine.

Newell Room – a request was made to have one of the walls in the Newell Room painted white to improve the showing of slides for the Photography Group. This would be taken to the Hall Management Committee for consideration.

16. DATE OF NEXT MEETING:

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

There being no other business the meeting closed at 9.50pm.