

## **FREELAND PARISH COUNCIL**

### **MINUTES OF AN ORDINARY MEETING OF FREELAND PARISH COUNCIL, HELD ON THE 18<sup>TH</sup> MARCH 2019, IN THE NEWELL ROOM, FREELAND, IN THE COUNTY OF OXFORDSHIRE AT 7.30PM.**

<b>PRESENT:</b>	Chairman:	Peter Newell
	Vice-Chairman:	Robert Crocker (from 8.30pm)
	Councillors:	Tim Webster, Peter Foster, Mary Ann Canning, Matthew Ruddle (from 8.50pm), Vero McCoy, Bill Phillips
	District Councillors:	Alaa Al-Yousuf (from 7.40pm – 9.10pm) Merilyn Davies (from 7.30pm – 8.10pm)
	County Councillor:	Liam Walker (from 8.35pm – 9.00pm)
	Clerk:	Lisa Smith

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

No-one was present for this session.

#### **2. TO RECEIVE APOLOGIES FOR ABSENCE** – Matthew, Robert and Alaa would all 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.

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

Matthew Ruddle (personal) as a member of the Freeland Scout's Committee.

Mary Ann Canning (personal) 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 18<sup>th</sup> February 2019**

The Minutes of the Ordinary Meeting held on 18<sup>th</sup> February 2019 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**

There was nothing further to report. The preferred site for a mast at Whitehouse Farm was still being explored but no formal agreement had been made as yet.

**Action:** Peter to update Council with any progress as above.

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

With regards to the planning application for change of use to a dwelling, it was reported that the Planning Officer had advised that they would be recommending the application for refusal. However, it was noted that a formal decision was now being delayed as the applicant's agents had suggested this refusal decision could be challenged. WODC were now seeking legal advice and so the application was being held in abeyance.

### **6.3 GDPR – to approve SAR Policy and Process document**

The Subject Access Policy and Process had been circulated to Councillors prior to the meeting. Council **resolved** to approve the policy and process.

### **6.4 Little Free Library – to update on progress and to finalise location for new larger Library**

Following last month's suggestion about writing to the school regarding placing the library by the school wall, it was reported that the school were in general happy with this in principle but had a few queries from the Governors that required a response. These were as follows:

If the library was to fall or somehow hurt someone who would be liable as it would be on school property?

It was agreed that the Parish Council would take full responsibility, because the Little Free Library was a Parish Council project, and owned by them rather than the school.

Would the person building it have any public liability insurance, and if they were injured during the making of it who would be liable?

A local resident had agreed to build the Little Free Library (who until recently ran a bench-building business in Freeland) and they would be responsible for anything that happened during the construction process. The resident did have public liability insurance when they ran their business but it wasn't clear if they had it anymore, however they would carry out the work at their own risk.

Would it be possible to erect it out of school hours so we wouldn't need to worry about DBS checks? Council agreed that yes, that would not be a problem; it could be installed outside school hours in evenings or at weekends or during the school holidays, for example.

Matthew agreed to report back to the Governors with the Parish Council's response.

**Action:** Matthew to contact school as above.

### **6.5 Annual Parish Meeting – to finalize arrangements including distribution of flyers**

The Clerk would arrange the flyers with the printers and then provide batches of them to Councillors for distribution to residents. Liam agreed to try and find some information/posters for a poster board about the A40 park and ride scheme.

It was also agreed to contact Giles Hughes to see if he (or a volunteer from his department) could come along and give a brief presentation about the West Oxfordshire Garden Village.

It was also suggested asking a representative from the EPIC group to come along and give their views on the Garden Village – Marilyn agreed to pass a contact name to Mary Ann to invite to speak at the meeting.

Council also agreed to add the number 11 bus to the agenda, and Liam would provide details in his update.

It was also agreed to advertise the Q&A session on the flyers with questions being sent to the Clerk in advance of the meeting.

Robert had the banner and agreed to put it up on the Hall on the day of the meeting.

**Action:** Clerk to contact Giles Hughes, Marilyn to provide a contact for EPIC to Mary Ann, Liam to provide an update on the number 11 bus during his talk, Robert to put up banner.

### **6.6 CLP Working Group - to update on setting up a group to discuss progress subsequent to the Community Led Plan of 2014**

Mary Ann and Tim agreed to join the group with Vero. It was also suggested asking for volunteers from the village at the APM, this was agreed.

**Action:** Vero to ask for volunteers to join group at APM.

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

### **7.1 Applications Received:**

**19/00447/HHD**

**185 WROSLYN ROAD, FREELAND.**

Erection of single storey front extension for Mr & Mrs Pinkney.

**19/00482/HHD**

**9 WALKERS CLOSE, FREELAND.**

Erection of first floor side extension and single storey pitched roof extension to front for Mr And Mrs R Dunn.

After reviewing the above three applications, Council agreed not to make any objections to the proposed changes to the properties.

## **7.2 Applications Approved:**

**18/03456/HHD**

**97 WROSLYN ROAD, FREELAND.**

Erection of first floor front and side extensions with first floor rear balcony to new master bedroom. Single storey extension to front and rear for Mr & Mrs White.

**18/03598/HHD**

**9 CHURCH VIEW, FREELAND.**

Retrospective application for a garage/workshop for Mr Kenneth Jeddere-Fisher.

## **7.3 Applications Refused: None.**

## **7.4 Applications Withdrawn: None.**

## **8. REPORT OF COUNTY AND DISTRICT COUNCIL BUSINESS**

Alaa had nothing further to report.

Merilyn had been looking at the number 11 bus service but advised Liam may well have more to update about it as he had been meeting with the MD of Stagecoach.

The County Council update from Liam included information about the withdrawal of the number 11 bus by Stagecoach with effect from 29<sup>th</sup> April this year. With dwindling passenger numbers, the service was unfortunately not financially viable to continue to operate. OCC were holding talks with Stagecoach and other service providers to see if an alternative option could be agreed. In the meantime, it was reported that an agreement had been reached by moving some S106 funds to continue running the 11 service for a further 4 weeks to provide more time for OCC and other key stakeholders to assess alternative options. Stagecoach would now be withdrawing the service from 27<sup>th</sup> May 2019. Liam was holding a meeting about the number 11 bus service at Freeland Village Hall on Saturday 23<sup>rd</sup> March at 10.00am, everyone was welcome to attend.

Liam had also been in discussions with a business owner in Pigeon House Lane who had raised concerns about the amount and speed of HGVs/vans driving down this lane, and also some lorries becoming stuck at the bottom of the lane by the sharp bend. Unfortunately, this route was often shown on sat navs as a rat run and this wasn't an easily solved problem. It was noted that there were already road signs in place at each end of the lane advising it was not suitable for HGVs, but many drivers chose to ignore this.

It was also reported that OCC had been successful in their bid for HIF1 (Housing Infrastructure Fund) and been awarded £280m to provide additional infrastructure to Didcot to support housing growth in that area.

## **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 28<sup>th</sup> February 2019 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 therefore **resolved** to approve all of the following invoices for payment.

The following invoices are requested to be approved for payment:			
Cheque Number	To whom paid	Details	Amount (£)
102533	Freeland Village Hall Bookings	Hall hire 18.03.19	£12.50
102534	Lisa Smith	Clerk's salary March 2019	£908.75
102535	Barlow & Sons (Hermitage) Ltd	Tree guard materials	£301.67
102536	RA Crocker Ltd	Tree planting by cricket nets x 3	£630.00
102537	Peter Newell	Website expenses refund	£80.63
		<b>Total:</b>	<b>£1,933.55</b>

### 9.3 Pension scheme – to update on setting up of NEST pension scheme

The Clerk gave a brief update that she was in the process of completing the necessary forms to set up the NEST pension scheme.

**Action:** Clerk to continue setting up NEST pension scheme as above.

### 9.4 Any other financial business – None.

## 10. PARISH COUNCIL STANDING ITEMS

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

#### 10.1.1 Play area reports – to update on trampoline tile gluing, to note play area safety matting needs attention

Peter had the pink book and would pass it to Matthew. It was reported that the play park bins on the field were not being emptied regularly enough and had been overflowing with litter recently. The Clerk would email WODC/Ubico to submit a complaint.

Mary Ann had the trampoline tile glue, but was waiting for a dry day to carry out the work. It was also reported that the safety matting underneath the zip wire and under the basket swing had eroded in places and some seeding was needed. A suggestion was made of possibly installing some safety surfacing around the trampoline and under the swing/zip wire. This was duly noted and it was agreed to monitor the area for now before taking any action.

**Action:** Mary Ann to glue tile, Clerk to contact WODC/Ubico re bins as above. All Councillors to monitor safety surface/matting at play park.

#### 10.1.2 Playing field mowing: to receive an update on tractor registration and to confirm whether PC wish to continue using Ubico to mow the field

The tractor had now been successfully registered and a Registration Certificate had been received from DVLA. Registration number plates were now required, the Clerk just needed to know which shape of plate to order – Tim agreed to check and advise.

Following a brief discussion, Council **resolved** to approve using Ubico to mow the field for the coming year.

It was also reported that the Football Club had asked if the Parish Council would pay for some topsoil and grass seed for the goal mouths. Councillors noted that this had been agreed last year but due to the very hot summer, the work had not actually been done. Council therefore approved this to the same value as last year (£100).

**Action:** Tim to advise re number plates and Clerk to order them.

#### 10.1.3 New storage building on field – to update on progress in obtaining quotes

Until it was known when the S106 funds were going to be received, it was suggested delaying obtaining quotes for the storage building (and also for tarmac at the village hall car park) as the quotes could become out of date before the Council were ready to proceed. This was agreed.

**Action:** Robert to arrange quotes once S106 funds were received.

#### 10.1.5 Gate lock – to update on progress on getting a lock attached to gate by Pigeon House Lane entrance

Robert had the lock, he advised that he would fit it shortly. He had ended up purchasing a combination lock due to problems finding a padlock style lock with a sufficient number of keys. The combination number was agreed and would be circulated to appropriate members of the Sports Clubs.

**Action:** Robert to fit the combination lock to the gate.

#### 10.1.7 Weed Spraying of field – to consider whether weed spraying work is required this year Council agreed to review this again next month.

**Action:** Clerk to add to next month's agenda.

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

**10.2.1 Highways reports – to receive any reports – to discuss the withdrawal by Stagecoach of the no 11 bus service from end of April 2019 and to consider encouraging residents to use the number 233 bus**

The number 11 bus had already been discussed during item 8, and it was suggested trying to encourage residents to use the 233 bus. It was suggested bringing this up at the APM with residents. It was also reported that a resident had raised concerns about dogs being walked on the pavements off lead, whereby the dog had run into the road on one occasion and also been a bit aggressive to another dog. The Clerk had given contact details for the dog warden at WODC and it was agreed to place a note in the next Grapevine.

A report was also given about some broken glass around the bus shelter by the Village Hall, Robert agreed to take a look.

**Action:** Clerk to place note in Grapevine as above. Residents to be encouraged at APM re using no 233 bus.

**10.2.2 To update on getting overhanging trees and shrubs cut back on Eynsham Road**

This work had still not been done so the Clerk would chase this up yet again.

**Action:** Clerk to chase up Savills to get trees and shrubs cut back.

**10.2.3 VAS Signs - to update on progress in getting two new VAS signs purchased**

The two dimly lit 'O's on the two VAS signs had now been rectified. Caps were also required on the posts, which were due to be installed shortly.

**10.2.4 Missing chevron sign on Eynsham Road bend – update on progress**

The new chevron sign had finally been installed.

**10.2.5 Playing field signs – to update on progress on ordering 2 new signs to attach to Blenheim Lane nameplate**

These had been ordered and were awaiting delivery.

**10.2.6 White line painting by Primary School and across residents' driveways on Wroslyn Road – to receive an update**

The Clerk had confirmed to Highways that the Council had approved the line painting costs last month, and was just waiting for a date to be confirmed for the work to be carried out.

**10.2.7 Parking near the Church – to discuss any response from Witney Town Charity re suggestion of leasing their field as a temporary car park**

Still no response had been received from Witney Town Charity or their managing agent so the Clerk would chase this up again. A suggestion was also made of asking the vicar if parishioners would be allowed to park on church service days in the Convent's Retreat car park. The Clerk would contact the vicar to raise this suggestion.

**Action:** Clerk to chase up a response and to contact Rev Tyler as above.

**10.3 Footpath & Bridleway matters/Footpath Book – to receive any reports plus:**

Matthew had the book and had walked FP5 and there were no problems to report. The book would be passed to Peter.

**10.4 Garden of Remembrance – to receive any reports**

No reports had been received.

**10.4.1 To receive an update on the progress for the Garden of Remembrance to include update on order and installation of archway**

The archway had now been installed and looked lovely. However additional reinforcement at the base of the arch was required to ensure it was sturdy and would withstand any inclement weather. A quote had been obtained for some wooden panels to be added to the base of the arch, these would cost £316 – Council **resolved** to approve this expenditure and Mary Ann would arrange the installation of the panels.

Mary Ann was due to meet with members of the Allotment Association to discuss the siting of the storage building. Tim had planted some more trees, and he would also replace the box hedging that had not survived the very hot summer last year. Councillors passed on their thanks to Tim and Mary Ann for all their work on the GOR.

**Action:** Mary Ann to arrange additional wooden panels for arch, Tim to replace box hedging.

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

A brief update was given. Ongoing discussions were taking place with the Sports Clubs regarding the cleaning of the changing rooms, although no formal agreement had yet been reached. The Committee were also looking for two new members (a sports club rep and a purchasing/admin type role), so if anyone knew someone who may be interested they were asked to put them in touch with Robert.

#### **10.5.1 To update on whether tarmacking the gravelled area of the village hall car park is possible**

As detailed in item 10.1.3, it was agreed to delay obtaining quotes for the tarmacking work until it was known when the S106 funds would be received as the quotes could become out of date before the Council were ready to proceed.

**Action:** Robert to obtain quotes for the tarmacking work when S106 funds were available.

#### **10.5.2 To update on whether bike racks in Blenheim Lane are moveable to the Village Hall**

This had not been done yet but would be done shortly.

**Action:** Robert to move bike racks to the Village Hall.

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

- (a) OALC February update – details had been emailed around.
- (b) Garden Village Urban Design Exhibition – details had been emailed around.
- (c) WODC – Oxfordshire Plan 2050 – details had been emailed around.
- (d) OALC – Invitation to peer review of OCC – details had been emailed around.

### **12. BEST KEPT GARDEN COMPETITION – consideration as to whether Council wish to run this competition this year and whether any changes wish to be made to competition**

As there was very little interest shown in this competition in the past few years, it was agreed to not hold this competition indefinitely.

### **13. CIRCULATION**

March circulation – out at meeting.

February circulation – no February circulation.

January circulation – returned.

No December circulation.

November circulation – returned.

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

A brief update was given by the Clerk including details of the Science Dome visit and the recent Enrichment morning. It was suggested bringing back the Nature Table idea, which Robert would be more than happy to discuss with the school. The Clerk would put the suggestion forward and ask them to contact Robert if they were interested in taking it further.

**Action:** Clerk to contact school re Nature Table suggestion.

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

Elections – it was suggested mentioning at the APM about the upcoming Parish Council elections next year to encourage more people to put themselves forward. The Chairman would mention it in his update.

Bus shelter – a query was raised as to whether a bus shelter was to be built on the Witney side of the A4095 as part of the S106 agreement for the 41-house site. The Clerk would double check the agreement and see if bike racks were included.

Library of Things – it was reported a resident had asked if it would be possible to set up a Library of Things, a kind of swap/ borrow shed where residents can drop things off for others to use or borrow

as they wished to. It sounded ok in principle, but Matthew agreed to find out a bit more information about it.

**16. DATE OF NEXT MEETING:**

**Next ordinary meeting would be Monday 15<sup>th</sup> April 2019, 7.30pm in the Newell Room.**

**Annual Parish Meeting to be held Friday 26<sup>th</sup> April 2019, 7.30pm in the Village Hall.**

There being no other business the meeting closed at 9.36pm.