

## FREELAND PARISH COUNCIL

### MINUTES OF AN ORDINARY MEETING OF FREELAND PARISH COUNCIL, HELD ON THE 19<sup>TH</sup> NOVEMBER 2018, IN THE NEWELL ROOM, FREELAND, IN THE COUNTY OF OXFORDSHIRE AT 7.30PM.

<b>PRESENT:</b>	Chairman:	Peter Newell
	Vice-Chairman:	Robert Crocker
	Councillors:	Tim Webster, Peter Foster, Mary Ann Canning, Matthew Ruddle, Véronique McCoy, Bill Phillips.
	District Councillors:	Alaa Al-Yousuf (from 7.45pm – 9.00pm)
	County Councillor:	Liam Walker (from 8.25pm – 9.00pm)
	Clerk:	Lisa Smith

#### 1. PUBLIC PARTICIPATION SESSION

No residents were present for this session.

**Possible new managed woodland in Freeland** - Two representatives on behalf of Pye Homes, (Ashley Maltman, Planning Manager of Pye Homes, and Daniel Hayman, Director of Meeting Place Communications) were in attendance and gave a very brief presentation about some mitigation plans for a piece of land behind houses on Wroslyn Road. The plans related to a planning application for a neighbouring parish, this being land at Fruitlands in Eynsham, that had been previously refused planning consent for 19 houses. The new amended plans were for 5 bungalows on the Fruitlands site, with the loss of fewer existing trees. However, as there would still be a loss of some of the shrubby woodland at the Fruitlands site, as part of the mitigation for this, they had included in the plans to have a managed woodland set aside in Freeland on land owned by Pye Homes at the back of houses on Wroslyn Road, next to an existing small woodland by the back of The Blowings/Woodlands. The plans would be to introduce some woodland management to the 0.68 hectare of existing wooded area, and to create a new 1.2 hectare managed woodland adjacent to the existing wood. The representatives present reassured the Council that these plans were not linked to any future development in Freeland. The 2 woodlands in Freeland would be retained by Pye Homes but managed by a qualified arboricultural company. Pedestrian access would be provided in the new woodland and linked to the existing paths in the current woodland to create a circular path for residents to enjoy. The management plan covered a period of 25 years, and details could be found on the WODC website together with the Unilateral Undertaking document, explaining the mitigation plans in more detail. A few questions were put to the representatives, who advised that input regarding the species of trees and locations of footpaths was welcomed as none of these details had yet been finalised. The two representatives were looking to the Council for their support for the Freeland aspect of the plans and advised that the deadline for comments was before 10<sup>th</sup> December as it was due to be heard at the WODC Planning Committee on that date. They also thanked the Councillors for their time.

The two representatives then left the meeting at 7.50pm.

After some discussions, Council agreed to support the woodland aspect of the plans without prejudice to the views of Eynsham Parish Council, (i.e. this would not imply support for the proposals at the Eynsham Fruitlands site). Council were mindful to be respectful of Eynsham Parish Council's views about the development proposals. However, from the most recent document that had been reviewed regarding the above, it was clear Eynsham PC were still very much against the proposals.

**Action:** Clerk to write to WODC to support woodland aspect of plans without prejudice.

#### 2. TO RECEIVE APOLOGIES FOR ABSENCE – Marilyn Davies - unwell.

#### 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.

Bill Phillips (personal) as having an interest in item 9.1 Precept – Litter Collection.

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 15<sup>th</sup> October 2018**

The Minutes of the Ordinary Meeting held on 15<sup>th</sup> October 2018 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 and to note response from Waldon Communications re site suggestions for new mast**

A brief update was given. Representatives from Waldon had visited the proposed site in the Garden of Remembrance, which would need further investigative work and a multi-skills visit regarding power options, exact location of mast etc. However, they had since obtained the Land Registration documents that showed a restrictive covenant in place regarding restricting the use of the land for burial or agricultural uses only. After a brief discussion it was agreed to look for an alternative site as concerns were also raised about the appropriateness of having such a tall mast located near the GOR. An alternative site was suggested on land by the Telephone Exchange on Wroslyn Road – Peter F would discuss this suggestion with Waldon.

**Action:** Peter to discuss alternative site suggestion with Waldon as above.

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

There was nothing further to report.

##### **6.3 GDPR – to update on progress**

The Clerk and Chairman had attended a GDPR training course and the Clerk was working on the items that needed attention.

**Action:** Clerk to continue working on GDPR items.

##### **6.4 Little Free Library – to review and approve design proposals and associated costs for a new larger Library**

Some new designs for a large library had been circulated prior to the meeting for comment, and they had also been sent to the Teddy Girls for comments. Feedback received so far had been that the box was possibly too tall and so had gone back for redesign. It was suggested offering the old library box to Hanborough Parish Council although they were possibly more interested in the old phone box instead. Councillors were happy to donate the phone box or the old library box. Hanborough were apparently investigating options for locating the box. Matthew would keep everyone informed on the redesign of the new library.

##### **6.5 Disconnection of power to the Parklands Defibrillator box - To update on progress on getting this reconnected**

The Clerk had chased this up a couple of times, but no further progress had been made. There appeared to be no urgency from BT in getting this done. The Clerk would chase this up again.

**Action:** Clerk to chase up again.

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

##### **7.1 Applications Received:**

**18/02102/HHD**

**9 PIGEON HOUSE LANE, FREELAND.**

Alterations and erection of two storey extension & workshop for Mr Andy Murray.

**18/02992/HHD**

**97 WROSLYN ROAD, FREELAND.**

Construction of a detached timber garden room for Mr & Mrs White.

**18/03053/HHD**

**117 WROSLYN ROAD, FREELAND.**

Erection of single storey front and rear extensions and conversion of loft for Mr Max Everson.

After reviewing the plans for the above three applications, Council agreed there were no objections or comments that they wished to make on the proposed changes to the properties.

**18/03056/HHD**

**115 WROSLYN ROAD, FREELAND.**

Erection of single and two storey extensions and conversion of loft for Mr Damian Smith.

After reviewing the above application, Council raised concerns about overdevelopment of the site, the overbearing nature of the proposed extension as it was extremely close to the property boundary and loss of light to the neighbouring property at 113 Wroslyn Road. Council **resolved** therefore to object to the application on the above grounds. The Clerk would submit a response to WODC Planners.

**Action:** Clerk to submit planning responses as above.

The Chairman also updated the Councillors about the 41-house site on Witney Road where pile driving work for the foundations had commenced and the creation of a new tarmacked entranceway was also underway. Correspondence with WODC Planning Department had indicated that they were unaware of the work happening on site which was slightly worrying, although they were at least now aware.

**7.2 Applications Approved:** None.

**7.3 Applications Refused:** None.

**7.4 Applications Withdrawn:**

**18/00273/OUT**

**LAND NORTH AND SOUTH OF BARNARD GATE, WITNEY (Garden Village application).**

Outline planning application for the demolition of existing dwellings and farm buildings and the development of a new village, comprising the following:

Erection of up to 3000 dwellings (including 50% affordable housing), vehicle access from two new at grade roundabouts, improvements to the A40 (including dualling and new pedestrian/cycle crossing points along the site frontage) alterations to the existing single track lane to South Leigh/Church End, a neighbourhood centre comprising 4500m of floorspace within use classes A1, A2, A3, A4, A5, D1, and D2 and a market square (including retail, a medical centre, pharmacy, community hall, nursery/creche facility and a pub) two primary schools 24700m floorspace science/business park (B1a and B1b uses) parking and a cafe, apartments with care (C2 use class), open space and landscaping, new community buildings, an 80 bedroom hotel and parking (C1 use class) land for a cemetery, acoustic mitigation and associated infrastructure including roads and sewers, sustainable drainage systems (SuDS) and associated engineering and earthworks. All matters reserved except for means of access.

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

Alaa gave an update about a number of items including a review of the cycle and footpath options around the local area. He also described a visit to a sewage plant in Church Hanborough where he was informed that the capacity at this plant was sufficient to cover the new housing developments and any storm surges. It was also reported that WODC were preparing a paper to invite quotes for tendering for improving the access at Hanborough Station via footbridges/footpaths/ cycleways etc. This would be sent to the consultants initially then it would be put out to consultation shortly. An update was also given about a community bus idea that Alaa was working on which involved using the Scouts' minibus with a team of volunteer drivers. Councillors queried whether this was similar to the community bus initiative that was being worked on by Marilyn and encouraged joint working to avoid any duplication or overlap.

A minibus group meeting had been set up for the 29th November where these issues would be discussed. It was felt that the Parish Council was not the most appropriate place to discuss this issue

as it was neither a District nor Parish Council matter plus there was not enough time given the heavy agenda.

The County Council update from Liam included information about the A40 park and ride plans being released, with some consultation events being arranged over the coming weeks. The nearest ones for Freeland were due to be held on 3<sup>rd</sup> December, 4.30 – 8.00pm at Eynsham Village Hall, and on 5<sup>th</sup> December, 1-5pm at Witney Methodist Church.

An extra £7.4m had been allocated from the Government for pothole repairs, which also included road resurfacing. Liam advised that Cuckoo Lane was on the list for resurfacing, but it was unclear when this work would be carried out.

The 41-house development on the A4095 had breached regulations regarding their site entrance and their removal of the footpath which did not have approval, this had now been rectified with the building company.

A meeting had been attended regarding the North Cotswold Line Taskforce who were the driving force behind putting together a funded plan to dual the line between Wolvercote and Hanborough. A query was raised regarding the possibility of retaining as much of the hedge as possible by the park and ride site from the A40 and on the left-hand side of Cuckoo Lane. Liam agreed to pass this on. The white lines near the school had not yet been done, nor had the missing chevron, although they were on the works list, but these would not be chased up.

Liam and Alaa were then thanked for attending and both left the meeting at 9.05pm.

## **9. FINANCIAL MATTERS**

### **9.1 Consideration of Budget and Precept Requirement for 2019/20**

Details of expenditure in 2017/18 and to date for 2018/19, together with precept figures for the previous year had been circulated to Councillors prior to the meeting and were available to councillors at the meeting. Figures for the budget for 2019/20 were provisionally agreed, totalling £60,665 a slight increase of 1.33% from last year (£59,865). Particular reference was made to the following items:

#### ADMINISTRATION ITEMS:

Clerk's Salary – No national pay award had been agreed so the Clerk did not leave the room for this item. Council **resolved** to increase the budget figure to £8,100 to allow for a potential increase of up to 2%, although it was recognised this may not be the actual salary figure. This would be agreed once the outcome of the national pay negotiations was known.

National Insurance Contributions – as the Clerk had increased her hours to 18 per week, she was now eligible to pay National Insurance Contributions. £281 had been paid out so far this year with this budget showing a negative balance, with further contributions to be made until March 2019. Council agreed to set this figure at £800 for the coming year to cover next year's expenditure and this year's overspend.

Insurance – The insurance budget figure was showing a positive balance of £137 with £2,342 having been spent this year on insurance. It was therefore agreed to increase the budgeted figure from £2,000 to £2,500 to take account of any increases in insurance next year.

Audit fee – The audit fee for the 2017/18 audit had just been paid and amounted to £300 due to decreased expenditure from the previous year (especially on the play park and the Garden of Remembrance). There had been no significantly high income or expenditure during 2018/19, so the audit fee was expected to remain at £300 for this year. However, the Parish Council had a new external auditor provider from 2018/19, who charged an additional £35 when they requested some extra information. Council therefore agreed to keep the audit figure at £400 for the coming year.

Office Equipment – No new equipment was currently required, although the Clerk would like a new office chair if possible, which was agreed. A new laser printer had been purchased during the year costing £141, leaving £154 remaining in the current year's budget. It was agreed to allocate £100 to for the coming year.

Training - Clerks and Councillors – £80 had been spent so far this year on training, leaving an unspent balance of £83 in the current year's budget. Council agreed to allocate £100 to cover any further training for the coming year.

Hall Hire – The hall hire budget was showing a balance of £95, which should cover the remaining hall hire charges for this year. Council therefore agreed to keep the payment at £250 to 2019/20.

Elections – Elections had been held in 2016, and paid for in 2017/18, so the elections budget showed a balance of just £50. No election expenses needed to be included for the coming year, although it was agreed to include £50 to start building up funds for the next round of elections in 2020.

Website/software - £100 was allocated to cover the running costs of the website hosting by EverWeb. There was already £148 remaining in the website software budget (although the cost for this year had not yet been paid). It had previously been decided not to renew the mapping software, and there was an unspent balance of £38 in this budget, so no funds were allocated to this budget.

It was agreed to keep the £100 allocation for the website.

Accounts software – The previously allocated £220 budget amount for the Scribe software would not be sufficient as the last charge for the software was £347. It was therefore agreed to allocate £500 to this budget to cover this year's overspend (although the cost for this year had not yet been paid) and to cover next year's annual fee as well.

Stationery/printer items/postage/notices – The stationery budget showed a negative balance of £68 due to the printing costs of the APM flyers. It was agreed to allocate £200 for next year to cover future expenditure and the overspend. The printer items budget showed a balance of £93, so it was agreed to allocate £100 to cover any future printer related expenditure such as toner cartridges which were quite expensive. The Postage budget showed a balance of £157 so it was agreed not to allocate any further funds to this budget for the coming year as more and more correspondence was being done via email rather than post.

#### GARDEN OF REMEMBRANCE ITEMS:

Garden of Remembrance Development – £8,836 was currently held in unspent funds in the GOR Development budget, with a further £691 due to be paid shortly for the archway. As the Garden was now ready and open for use, further development funds were not felt to be required at the present time, so no further funds were allocated to this budget for the coming year.

Garden of Remembrance Maintenance – £2,140 was currently held in unspent funds in the GOR Maintenance budget, and it was agreed to allocate a further £2,000 to cover any additional maintenance costs required now that the garden was open for use. Councillors felt it was important to ensure this area was maintained regularly to a high standard.

#### PLAYING FIELD ITEMS:

Play Area Development/Maintenance – The play area development fund currently had £12,271 being held and it was hoped to purchase some additional items of equipment and make a scooter trail in the near future. The Council were also due to receive some S106 funds shortly from a 41-house development that had just started being built. In view of this Council **resolved** not to include any additional funds to this budget for next year.

The play area maintenance budget had £2,491 remaining, with further invoices to be paid before the end of the financial year. Council agreed the budget figure of £1,000 would continue based on the previous year's expenditure – this covered inspections, grass cutting and hedge cutting, plus any repairs to the equipment.

Playing Field Maintenance – Some capital expenditure had been made on the playing field this year. £16,049 was spent on purchasing a new tractor and rotary mower so that members of the Sports Clubs could mow the sports pitches to the standards required to meet the League requirements. The playing field budget was currently showing an overspend of £6,566 due to the purchase of the new equipment. However, it was anticipated that these funds would be replaced with S106 funding due to be received imminently from a new development on Witney Road. The S106 claim would be made as soon as the building work commences which should be within the next month. The old tractor had been sold for £1,600 and the gang mowers needed to be disposed of. The mowing of the playing field would continue to be carried out by a contractor, with the trained sports club members using the new equipment to maintain the pitches. The contractor's costs were likely to be in the region of £1,971 (based on 27 cuts per year at a negotiated cost of £73 per cut). As £8,687 was currently held in unspent funds in the budget, it was agreed not to allocate any further funds for the coming year. Playing field spraying had also been carried out this year, costing £280. As the Council were due to have the funds reimbursed for the new equipment, this would leave around £8K held in this fund so Council agreed not to allocate any further funds to this budget for the coming year.

#### SECTION 137 ITEMS:

Community Responders – As there was £1,890 currently held in reserve, Council **resolved** not to allocate any further funds for the coming year.

Donations given out: This was showing a negative balance of £194, and there was another donation request to be considered at item 9.3. It was therefore agreed to increase the budgeted figure to £2,000 to allow some flexibility to enable other donations to be made if required.

Subscriptions: It was agreed to keep the budgeted figure at £400 for the coming year.

Other S137 - £4,072 was currently being held in reserve funds to cover any items that could not be authorised under any other expenditure powers. It was agreed not to allocate any further funds for next year.

Village Shop Start Up – The £1,000 previously held in reserve funds had been donated to the Village Hub group so this budget was now showing a zero balance. It was agreed not to allocate any further funds for the coming year.

#### VILLAGE HALL/CRF ITEMS:

Servicing Village Hall and CRF Loans – This remained at £5,559 to cover the two fixed payments of £2,779.14 per year made on the loan for the CRF, and the Village Hall figure remained at £23,656 to cover the two fixed payments of £11,827.81 per year made on the loan. These together totalled £29,215 which was allocated for next year.

Village Hall/CRF Maintenance – The allocation was increased to £1,500 to cover any maintenance required around the Hall and CRF – this included grass cutting and hedge trimming in this area, which had increased over the past year with the milder weather (esp hedge cutting).

#### VILLAGE MAINTENANCE ITEMS:

Grass cutting – The budgeted figure was kept at £2,000 to cover the grass cutting around the village that was carried out by a local contractor.

Litter Collection – Bill Phillips advised the Council that he did not wish to have an increase in his payment so did not leave the room for this item. Councillors thanked Bill for this gesture and therefore agreed to keep the payment at £1,000 for the litter collection work done.

Tree work – £2,220 was currently being held in reserve, with some tree work due to be carried out by the pond shortly. Council agreed to allocate £500 to this budget to cover any additional tree work required in the coming year.

Pond Maintenance – Money had been saved this year by the Councillors carrying out the bulrush removal, although it was noted some work would be required in the Spring. As there was already £2,100 held in reserve funds it was agreed to allocate an additional £1,000 to cover any expenses for the coming year.

Amenity Area – Further work on this area would be required to establish ownership status but this was not felt to be urgent. As there was currently £1,900 currently held in reserve it was agreed not to include any further funds for next year.

Seat Repairs – A suggestion had been received about carrying out some maintenance work on the benches around the village, and although it was hoped to use S106 funds for this work, it was not yet clear if this would be possible. There was £344 currently being held in reserve which could be used if required, so it was therefore agreed to allocate a further £500 for next year.

Highways/Footpath maintenance – In view of the likely cuts to services from OCC, and more services like pothole repairs, drain clearance and verge work likely to be devolved out to parish councils, it was agreed to include £1,000 in the budget figure. Although there was £9,803 held in reserve currently, the majority of these funds would be used to cover the costs of two new VAS (vehicle activated sign) that had been purchased and were awaiting installation.

Dog bin emptying – £168 was currently being held in reserve, but further expenditure was anticipated before the end of the financial year. Council therefore agreed to allocate £350 for the coming year.

General Reserves – the general reserves had dropped significantly over the past few years with all the expenditure on the play park and Garden of Remembrance. The amount currently held in general reserve was £7K, but it was noted that the amount held should reflect half of the amount of the half yearly precept figure (i.e. 3 months of Council expenditure) which would be approximately £15,000. Council therefore agreed to allocate £5,000 to the General Reserves.

## **9.2 Presentation of the monthly financial report**

The monthly financial report was presented to the Council showing details of the bank balance at 31<sup>st</sup> October 2018 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.

## **9.3 To consider request for donation from West Oxon Citizen's Advice Bureau – details emailed around**

After a brief discussion, Council **resolved** to approve a £100 donation to the West Oxon CAB. The Clerk would prepare a cheque and include it on the list of invoices to be paid.

**Action:** Clerk to prepare cheque as above.

#### 9.4 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 (£)
102508	Freeland Village Hall Bookings	Hall hire 19.11.18	£12.50
102509	Lisa Smith	Clerk's salary November 2018	£908.75
102510	Nigel Green	Mowing (July - Sept 2018)	£790.00
102511	West Oxon CAB	Donation to Citizen's Advice Bureau	£100.00
		<b>Total:</b>	<b>£1,811.25</b>

#### 9.5 Review of VAT reclaim

Details of the VAT reclaim for Quarters 1 & 2 that had been produced from Scribe were reviewed and accepted by the Council.

#### 9.6 The Pensions Regulator – to note legal duty to assess and re-enroll eligible staff to pension scheme if required – note timescales and key steps, plus re-declaration of compliance

Notification had been received from the Pensions Regulator to advise that the Parish Council, as an employer, has a legal duty to assess and re-enrol eligible staff who have left the workplace pension scheme and complete a re-declaration of compliance. The Clerk would look at what is required and would take the necessary action.

**Action:** Clerk to review and take any necessary action.

#### 9.7 To review the effectiveness of internal audit process (to include review of financial system)

Matthew and Mary Ann were due to carry out the review this year, which needed to be done by the end of January 2019. They would arrange a date to meet with the Clerk in January.

**Action:** Matthew and Mary Ann to arrange to meet Clerk to carry out review.

#### 9.8 Any other financial business

The Clerk asked if she could purchase a new office chair with funds available from the Office Equipment budget. This was agreed.

### 10. PARISH COUNCIL STANDING ITEMS

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

##### 10.1.1 **Play area reports – trampoline tile needs gluing, weeds coming through safety surface under large wooden climber plus broken glass found around equipment**

It was unclear as to what type of adhesive to use on the trampoline tile so Mary Ann would seek advice from Sawscapes. The broken glass found around some of the equipment had been cleared and Tim agreed to clear the weeds that were coming through the safety surface under the climber. Matthew had the pink book and confirmed no further broken glass had been found and there were no further problems to report.

##### 10.1.2 **Playing field mowing: to receive an update on tractor registration**

The Clerk was still trying to sort out the tractor registration which was proving rather challenging. Kubota needed to correct the incorrect VIN number that had been lodged with HMRC, and a request for this to be done had been made. The Clerk was in contact with George Browns to get this sorted out asap, but it was proving rather time consuming. The Clerk would continue to chase this up to get it finalised.

**Action:** Clerk to continue chasing to get tractor registration completed.

##### 10.1.3 **New storage building on field – to update on progress from working group**

There was nothing further to report on this. Robert would contact Eynsham Park Sawmill to arrange a quote for a wooden-cladded building.

Action: Robert to arrange quote as above.

#### **10.1.4 Tree planting by cricket nets – to update on progress**

The Gardening Club had expressed their desire to pay for one of the trees and had agreed to donate £150 – they also wished to have a plaque by the tree to mark the 20<sup>th</sup> anniversary of the Club. Council agreed to write to the Gardening Club to thank them for this donation, and to advise them to organise the tree plaque themselves.

It was also noted that there were a large pile of branches and bushes that had been removed from the hedge at the back of the field behind the zip wire – Rob agreed to remove them. It was also suggested removing some of the elm saplings within this hedge, and to try and enhance this area that was approx..5-6metres deep. Council agreed to ask a local contractor to meet with Robert to arrange the sapling removal and Robert agreed to plant the new hornbeam trees.

Action: Clerk to write to Gardening Club and contact contractor, and Robert to remove branches and plant trees.

#### **10.1.5 Disposal of old gang mowers – to discuss what to do with old gang mowers**

Tim confirmed he had spoken to a local resident who were not interested in having the old gang mowers. Council therefore agreed to dispose of them via a local scrap metal company to obtain their scrap value. Tim would arrange this.

Action: Tim to arrange disposal of gang mowers as above.

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

#### **10.2.1 Highways reports – to receive any reports**

Poppies in Freeland – the knitted poppies on the memorial trees looked stunning and it was agreed to write a letter of thanks to the Craft Club (via Margaret Wright) to thank them for making the poppies which really enhanced the memorial trees for Remembrance Day.

Action: Clerk to write letter of thanks as above.

Barnard Gate Sign - a report had been received that the sign at Barnard Gate turning with Cuckoo Lane had been removed and put back incorrectly by Thames Water when they were carrying out the water main replacement work. The pointers now pointed in the wrong direction. Council agreed to ask Highways to make Thames Water correct the sign, which was also too short.

Action: Clerk to contact Highways as above.

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

The Clerk had made some progress in contacting the wife of the contractor and had obtained contact details of the person concerned who could arrange for the work to be done. Contact had been made and a response was awaited.

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

The post for the VAS sign near 41 Wroslyn Road had been installed but with the wrong type of post. This had since been replaced with the correct post, and another post installed for the VAS at the southern end of the Village. The installation of the actual signs was awaited. No date as yet had been confirmed but it was hoped this would be done shortly.

#### **10.2.5 Missing chevron sign on Eynsham Road bend – update on progress**

Highways had confirmed that a new sign would be ordered.

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

A quote for the 2 new signs had been requested, but when the Clerk queried whether permission would be required to attach the sign to the nameplate, a form was sent for completion to decide on whether this would require planning consent. The Clerk had completed and returned the form and a response was awaited.

#### **10.2.7 White line painting by Primary School – to receive an update on the repainting of white lines by the school**

The repainting had not yet been done and Liam advised he would not be chasing this up. The Clerk would ask Highways when this would be done.

Action: Clerk to chase.



**10.2.8 To note response from residents re single white lines being painted across their driveways and to decide on next actions – details emailed around**

The Clerk had received 4 responses from residents who were all in favour of the single white line being painted outside of their house. Council agreed to make a request to Highways to have a single white line painted outside of these houses (nos 183 – 189 Wroslyn Road).

**Action:** Clerk to make request to Highways as above.

**10.2.9 To note response from Neighbourhood Police Team Inspector re Speedwatch and to discuss if any further action required – details emailed around**

A response from the Neighbourhood Police Team Inspector had been emailed around to Councillors prior to the meeting. The response was duly noted but Council did not wish to take up the offer of a meeting at the current time.

**10.2.10 To discuss suggestion of obtaining a quote for village bench maintenance work**

A local resident had offered to submit a quote for some village bench maintenance work. Council agreed to obtaining a quote and agreed to see if the bench by the shed on the field was to be included.

**Action:** Clerk to request quote.

**10.2.11 Telegraph poles in Freeland – to note concerns from resident re state of telegraph poles and electricity supply in village, especially with regards to mobility scooter use in Freeland**

A resident had sent in some photos and concerns about the telegraph poles and state of the electricity supply in Freeland. Some of the poles were situated too close to boundary lines of gardens and too close to the roads, making some pavements very narrow and difficult to pass for mobility scooter users. Council agreed to write to the electricity company to ask for the poles to be moved.

**Action:** Clerk to write to electricity company as above.

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

Matthew had the book and there were no problems to report. The footpath rota was now complete for the year and the book was passed back to the Clerk to retain till the Spring.

**10.3.1 Footpath reports: fallen tree on BR2 has been reported to OCC**

It was not clear if this tree had been moved. Councillors to check.

**10.3.2 To receive an update on any response received from OCC re footpath signage issues on FP8, FP9, & BR1.**

No site visit from the Footpath Officer had taken place to discuss signage problems at FP8, FP9 and BR1. The Clerk had contacted Sarah Aldous at OCC to request a site meeting, but no response had been received. The Clerk would chase this up.

**Action:** Clerk to contact Footpath Officer as above.

**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 was still in the progress of being made and an installation date was yet to be confirmed. Tim would carry out some additional planting behind the bench, and Mary Ann would work on producing a brochure containing useful information about the GOR that could be handed out to people to take away with them after visiting the Registrar.

**Action:** Mary Ann to work on production of brochure and to chase up archway if necessary.

**10.4.5 To approve final version of GOR Guidelines for use, and Schedule of Fees, plus to update on order of litter bin and dog waste bin and dog fouling signs. To also note first enquiry received re memorial plaque/adoption of tree.**

The new litter bin and dog waste bin had been ordered. The amended final version of the Guidelines for Use (which had been changed to Rules), and the Schedule of Fees were both approved by the

Council. Council were also updated on the first enquiry that had been received for a tree adoption and a memorial plot.

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

A brief update was given. There was a problem with the main lights in the Hall which was being investigated, and the lights would need upgrading at some point as the current lights were now obsolete. The resident who had raised concerns about noise and parking around the Hall had attended their last Committee meeting and a very useful discussion was held, although it was recognised that some problems were not easily solved. It was however noted by the resident, that since the cooler weather, there had not been any further problems with noise from the Hall. The Clerk had had a resident raise concerns about the guttering on the changing rooms that were full of debris and needed emptying – Robert was already aware of this and was getting this attended to.

##### **10.5.1 To discuss a suggestion of tarmacking the gravelled area of the village hall car park**

Council were open to the idea of having the rear area of the car park tarmacked and marking out the car parking spaces. S106 funds could be used to cover the costs. In the meantime, it was noted that the top layer of shingle may need to be scraped off and new shingle re-applied. Robert agreed to take a look and assess what needed doing.

**Action:** Robert to assess work required.

#### **10.6 Village Pond – to approve quote for willow tree pollarding by pond**

A quote had been received from Josh Purple, Summit Trees to pollard the 3 willow trees by the pond to the previous pruning points. All debris to be removed from site, and no VAT to be added. Council **resolved** to approve the quote of £475 for the above work and the Clerk would arrange it with Josh.

**Action:** Clerk to contact contractor to arrange work.

#### **11. BIKE RACKS BY VILLAGE HALL – to discuss a suggestion of providing bike racks by village hall**

A suggestion had been made of installing bike racks by the village hall. Robert advised that one set had been ordered and would be concreted in when it arrived. It was also suggested moving the bike racks in Blenheim Lane by the play park entrance as they never appeared to be used and were often overgrown with brambles. Robert would take a look at them to see if they could be easily moved.

**Action:** Robert to assess if bike racks in Blenheim Lane would be easily moveable.

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

- (a) OALC update October – details had been emailed around.
- (b) Freeland Primary School – thank you letter from school and Governors – this was duly noted.
- (c) Wychwood Project – invite to AGM & Project Talk on 29<sup>th</sup> Nov, 7.30 – 9pm at New Beaconsfield Hall, Shipton Under Wychwood – details had been emailed around.
- (d) High Sheriff Awards Oxfordshire – invite for nominations – details had been emailed around.
- (e) OPFA Autumn Newsletter – details had been emailed around.
- (f) OALC Training Schedule for 2019 – details had been emailed around.
- (g) WODC – invite to Garden Village Forum on 6<sup>th</sup> December, 6.30pm – 8.00pm, Eynsham Village Hall – no-one wished to attend.

Plus additional items received since agenda sent out:

- (h) Speeding lorries through village – concerns raised by resident re HGV's coming through village very fast. The Clerk had written to Freeland House and a response had been received which had been circulated to the Councillors. No further action was required.
- (i) Freeland sign at Barnard Gate turning – road sign had been moved following work carried out by Thames Water. Needs replacing back in correct location. This had been dealt with under item 10.2.1.

#### **13. CIRCULATION**

November circulation – out at meeting.

No September or October circulation.

July circulation – still out.

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

A brief update was given by the Clerk. The school had recently received a letter from the Rt Hon Nick Gibb MP to congratulate them on their results last year. The end of Key Stage Two progress scores had put the school in the top 5% of the country, and even better was the Year One phonics screening, with 100% of the children passing, putting the school in the top 3% of the country. Councillors were very impressed with these results and a letter of congratulations had been written to the school last month.

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

None.

**16. DATE OF NEXT MEETING:**

**Next meeting would be Monday 17 December 2018, 7.30pm in the Newell Room.**

There being no other business the meeting closed at 10.30pm.