

FREELAND PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF FREELAND PARISH COUNCIL, HELD ON THE 19TH SEPTEMBER 2016, IN THE NEWELL ROOM, FREELAND, IN THE COUNTY OF OXFORDSHIRE AT 7.30PM.

PRESENT:	Chairman:	Peter Newell
	Vice-Chairman:	Robert Crocker
	Councillors:	Jane Linnell, Matthew Ruddle, Bill Phillips, Peter Foster, Tim Webster
	District Councillors:	Colin Dingwall (from 8.25pm) Carol Reynolds (till 8.40pm)
	County Councillor:	Not present
	Clerk:	Lisa Smith

1. PUBLIC PARTICIPATION SESSION

There were no members of the public present for this session.

1.1 Chair of Eynsham Parish Council to give brief talk on the views of Eynsham PC regarding the North Eynsham planning proposals and the Eynsham Neighbourhood Plan

Gordon Beach, Chair of Eynsham Parish Council was present for this session and agreed to give a brief talk on the North Eynsham planning proposals and the Eynsham Neighbourhood Plan.

North Eynsham planning proposals

Gordon gave a brief outline of Eynsham Parish Council's involvement in the planning proposals being put forward to develop land to the north of the A40 at Eynsham. WODC had contacted Freeland Parish Council to advise of an Expression of Interest in this land for a development proposal of 2,200 homes (with a future possibility of substantially more), with a park and ride site, two new primary schools, a secondary school facility and a doctor's surgery plus a possible science/business park.

Gordon advised that from Eynsham Parish Council's point of view, the current plan had a number of inconsistencies within it, namely that it didn't meet the Government's criteria for a Garden Village. There were a number of concerns that had been raised regarding the complete lack of consultation carried out by WODC, and the fact that it was meant to be sustainable and eco-friendly to encourage modes of transport such as walking and cycling but clearly this was not going to be the case.

Eynsham Parish Council were comfortable with the fact that Eynsham would have to expand, and the principle of up to 1,000 houses to the North of Eynsham was acceptable to them. However, the number of houses being proposed within the Garden Village was felt to be too many, and they had real concerns that this was just the tip of the iceberg and that many more homes would eventually be built. Oxford City's unmet housing need was a problem that needed solving, and it was felt that Planners saw this as the perfect solution to solve the extra housing required.

The consultation plan proposed spending £37 million to provide the park and ride site and a one-way (eastbound) bus lane into Oxford. However, it was felt that the figures proposed did not add up as a further £54 million was being bid for to provide a bus lane coming the other way out of Oxford and to extend the dual carriageway from Witney up to Eynsham. The current scheme only had funding "provisionally allocated" so nothing definite had been set aside which was also a concern.

Eynsham Parish Council had genuine concerns about the impact on the rural character of the area and of the huge impact a development of this size would have on the already congested A40. They felt that the proposed park and ride scheme was in the wrong place and needed to be located further back towards Witney to ease traffic congestion. At the recent A40 Transient Scheme meeting the consultation representatives knew nothing about the Garden Village Scheme which was very worrying.

There was also likely to be a planning application being submitted imminently for a number of diesel powered electricity generators on Cuckoo Lane which may impact on the Garden Village proposals.

Overall Eynsham Councillors were very concerned about the Garden Village development proposals and it was agreed to meet with Gordon Beach (and possibly Hanborough PC) at more regular intervals to keep in the loop about future developments that may affect Freeland and to possibly work together in the future.

Eynsham Neighbourhood Plan

Gordon gave a brief overview of how Eynsham Parish Council was progressing in setting up a Neighbourhood Plan. Eynsham PC had been in the process of producing a Neighbourhood Plan for over a year and it had involved a great deal of time and work. Each time something was changed in the Plan, the village had to be consulted which had made it a long drawn out process. Unfortunately, they had experienced some communication problems with WODC over the past few months which had led to further delays. A revised version of the Neighbourhood Plan had been placed on the Eynsham PC website 2 weeks ago and a newsletter had been sent to all residents with a survey to fill in and return. Gordon pointed out that in producing a neighbourhood plan, ongoing evidence had to be shown that the village had been consulted.

After a couple of questions, Gordon was thanked for attending, and then Gordon Beach left the meeting at 8.00pm.

2. TO RECEIVE APOLOGIES FOR ABSENCE – Mary Ann Canning– away.

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.

Tim Webster (personal) 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 18th July 2016;

The Minutes of the Ordinary Meeting held on 18th 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

A brief update was given by Peter Foster. There were 2 major mobile networks – EE/Three and CTIL covering Vodafone and O2. There were no plans to upgrade or add any additional coverage to the EE network currently as it had already been upgraded to 4G, so network coverage should be of a good quality.

It had been confirmed that CTIL were looking for a new site in North Leigh, but it was not clear if this was an additional site or a replacement site for the Eynsham Hall mast. Peter was due to attend a meeting next week and he would know more after the meeting – he would report back next month.

Action: Peter to report back next month.

6.2 Risk Assessment Statement - to approve and sign off the amended version

The amended Risk Assessment Statement had been circulated to Councillors prior to the meeting. Council **resolved** to approve the statement and it was signed by the Chairman.

6.3 Dog signs for playing field – update on progress

The Clerk was still researching suitable signs for the field and would report back next month.

Action: Clerk to research dog signs re keeping dogs under control.

7. PLANNING - Applications received & WODC Decisions plus:

7.1 Applications Received:

16/02552/S73 PLOT 2, WITNEY ROAD, FREELAND

Non-compliance with condition 4 of planning permission 15/03011/FUL to allow use of natural stone regarding planning application 15/03011/FUL for pair of semi-detached dwellings (Re-submission of 14/01447/FUL) for Mr Stewart Ainsley.

This application had since been approved.

7.2 Applications Approved:

16/01353/OUT LAND BETWEEN WYCHWOOD HOUSE AND MALVERN VILLAS, WITNEY ROAD, FREELAND

Outline application for residential development of up to 41 dwellings (means of access only) for Daniel Family Homes. Approved subject to legal agreement.

16/01447/HHD WINDY KNOWE, THE GREEN, FREELAND

Installation of oil storage tank (1200 litre capacity) and flue to east elevation for Mr John Fox.

16/01448/LBC WINDY KNOWE, THE GREEN, FREELAND

Alterations to include flue to east elevations for Mr John Fox

16/01974/HHD 18 WALKERS CLOSE, FREELAND.

Single storey pitched roof extension to front for Mr & Mrs P Robinson.

16/01799/HHD 15 OAKLAND CLOSE, FREELAND.

Two storey rear extension for Mr B Leech.

7.3 Applications Refused: None.

7.4.1 Applications Withdrawn: None.

7.4.2 To discuss any required response to Cantay Estate's planning proposal to build 94 new homes in the old gravel pit at Church Road, Long Hanborough

Councillors were concerned about the amount of traffic that would be generated from a development of this size with no planned infrastructure to support the development. This was in addition to a recent approved development of 54 homes along Church Road. After a brief discussion, Council **resolved** to object to the development, and to contact the Long Hanborough Parish Clerk to gain their Council's view and to send them Freeland's comments.

Action: Clerk to contact submit objection and to contact Hanborough PC as above.

7.4.3 North Eynsham Garden Village proposal – to discuss proposal to build 2,200+ homes on land to north of A40 behind Tesco's, with park and ride scheme, two new primary schools and a secondary school facility plus doctor's surgery

After a brief discussion and following on from the presentation from Gordon Beach, it was agreed not to submit any comments at this early stage.

7.5 A40 Transit Scheme – to receive feedback from meeting attended by Robert

A brief update from the meeting was given. The location for the park and ride site seemed to be most unsuitable due to the amount of traffic currently using the A40, and the additional traffic that would be potentially generated from the proposed Garden Village. Feedback was given at the meeting and further information was awaited.

8. REPORT OF COUNTY AND DISTRICT COUNCIL BUSINESS

A brief update was given. Carol had received contact from local residents raising concerns about a noisy extractor fan on the Wroslyn Road Industrial Estate. WODC Environmental Health Officers were continuing to investigate this and had visited the site to assess the situation.

A brief update on the green waste bin collections, the broadband project and County Council elections was also given. Kier had lost the waste bin contract so the green waste collections were now being carried out by Ubico, however there had been some recent delays with collections being carried out a day late. The Broadband project was on target to have everyone covered with fibre to their door by September 2017. Louise Chapman would not be standing again in the County Council elections due to be held in May next year – this was due to family commitments. Colin advised that he would be putting himself forward as a potential candidate for nomination.

Carol then left the meeting at 8.40pm.

9. FINANCIAL MATTERS

9.1 Insurance renewal – Approval of the Insurance Renewal premium - to include review of level of Fidelity Guarantee cover

Details of the insurance renewal documentation had been circulated to Councillors prior to the meeting. The insurance premium was due for renewal on 1st October 2016 as part of the long term agreement with Came & Company. The renewal premium quoted was for 12 month's cover at **£1,944.83**, and was based on the sums insured and cover detailed in the 2015/16 schedule, and these had been index-linked by 1%. This also included 10% insurance premium tax (which had been increased by the UK Government from 6% to 10% from 1st October 2016). The Policy excess remained at £250 for each and every claim and the Fidelity Guarantee cover was currently insured at a level of £250,000.

The Council's long-term agreement (LTA) was due to expire on the 30th September 2018.

Council **resolved** to approve the insurance renewal premium as detailed above, and to keep the Fidelity Guarantee cover at £250,000. The Clerk would arrange payment.

9.2 Presentation of the monthly financial report

The monthly financial report was presented to the Council showing details of the bank balance at 31st July and 31st August 2016 and the receipts and payments received or paid out in the last two months. The bank statement was checked as agreeing with the figures on the finance sheet and signed by Bill.

9.3 Freeland War Memorial – to consider a request for a donation towards the cleaning of the war memorial

A local resident (John Hewitt) was raising funds for the restoration of the Freeland War Memorial in the churchyard. A request had been received for the Parish Council to give a donations towards the cleaning of the Freeland war memorial. The work was being carried out in two stages, and although grants had been applied for, it was not certain whether these would be successful. After a brief discussion, Council **resolved** to donate £100 to the first stage of the project. The Clerk would arrange payment.

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 **resolved** to approve all of the following invoices for payment:

Cheque Number	To whom paid	Details	Amount (£)
102304	Oxfordshire County Council	Bus shelter outstanding amount	£1,178.40
102305	Freeland Village Hall Bookings	Hall hire 19.09.16	£12.50
102306	Lisa Smith	Clerk's salary September	£606.32
102307	Came & Company	PC insurance renewal	£1,944.83
102308	Sawscapes Play Ltd	New safety surfacing under troll climber	£7,113.60
102309	OALC	Planning training course - Lisa Smith	£42.00
102310	D Hollis	Play park painting of railings	£720.00
102311	Ubico Ltd	New litter bin by youth shelter	£366.71
102312	AS & SP James	Installation of new gates by PHL field entrance	£462.00
102313	The Play Inspection Company Ltd	Impact absorption test for new equipment	£354.00
102314	Barlows	Materials for new gates at PHL field entrance	£589.03
102315	Witney Horticultural Society	Best Kept Garden Competition judging	£20.00
102316	Robert Crocker	Skip hire x 2 for shed removal	£450.00
		Total:	£13,859.39

9.5 Annual Audit – update on progress

The Clerk gave a brief update about the audit. The audited annual return was due to be received shortly. The auditors had raised a query regarding the allocation of fixed assets and how they were being recorded. The Clerk explained about the grant funds for the bus shelter on the annual return – this was duly noted and the audited annual return with the notice of conclusion of audit was awaited. Council thanked the Clerk for her work on the audit.

9.6 Any other financial business: None.

11. PARISH COUNCIL STANDING ITEMS

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

A resident had raised concerns about the trees on the playing field at the back of 11 Pigeon House Lane that were becoming very overgrown and needed trimming back. It was agreed this work needed doing before the path was installed on the field. Council **resolved** for Robert to obtain two quotes from Boward and Elliot Hall and to get the work done up to a maximum cost of £700 (with the cheapest quote).

Action: Robert to arrange quotes and tree work as above.

11.1.1 Play equipment book – to receive any reports

Tim had the book and passed it on to Bill. There were no major problems to report.

11.1.2 New access gates on field by Blenheim Lane entrance – to consider plans to create new entranceway to field by Blenheim Lane for occasional use only

It was noted that some residents had raised concerns about the installation of a gate at this side of the field, with concerns about the access increasing from occasional use to regular use, plus the loss of the turning space. However, it was also recognised that access from this side of the field could prove useful for emergency use and to service the play equipment. After some discussion, Council resolved not to install a gate at the current time and to install a post and rail fencing instead. Robert would arrange this. The Clerk would inform the residents accordingly.

Action: Robert to install post and rail fencing as above, Clerk to advise residents of decision.

11.1.3 Junior slide & Multiplay – to consider quote for de-rusting/painting the slide and the red handles on Junior Multiplay equipment

It was reported that Tim had not had any luck in contacting the contractor to do the work, so he offered to carry out the derusting work himself. Council accepted this offer and Tim would arrange for the work to be done.

Action: Tim to carry out derusting and painting work on junior slide and red handles on Junior Multiplay.

11.1.4 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 and the new access gates by Pigeon House Lane

After a brief discussion about the work involved, Council resolved to ask the James Brothers to do the work at a cost of no more than £1,000 and to buy the aggregate needed for the path direct from Smith's to be invoiced to the Parish Council at an approximate cost of £700. Robert would arrange this.

Action: Robert to arrange work as above.

11.1.5 Playing field spraying – to receive an update as to when the work will be carried out

Council agreed it was now a good time to get the field sprayed, so the Clerk would contact the company to arrange the work.

Action: Clerk to contact weed spraying company to arrange field spraying.

11.2 Village Highway Matters – to receive any reports:

Reports 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. This had been reported to Highways by a resident and was being chased up. A resident had unfortunately tripped over a loose kerbstone by the entrance to Webster's Close and had sustained an injury – this had been reported to Highways who would be carrying out the repair within 28 days.

Concerns had also been raised about some overhanging brambles on the northern corner of Broadmarsh Lane, it was agreed to ask Nigel Green to cut them back. A resident at number 80 Wroslyn Road had also been in contact to advise about some sewage that had leaked into their garden. This was being dealt with by Thames Water but the resident had advised the Parish Council for their information. These were all duly noted.

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

Two quotes had been received from local contractors to lower the seat and move it out by 2 inches – one was for £450 + VAT from a local carpenter and the other was for £65 from a local builder. After further discussion, Council **resolved** not to get the work done after all as it might spoil the appearance of the shelter and very few people would potentially benefit.

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

Peter had the book and there were no problems to report. However, it was reported that there were 2 large fallen trees on the Bridleway by Vincent's Wood (BR1) – the Clerk would report these to the OCC Footpath Officer.

Action: Clerk to report fallen trees to OCC Footpath Officer as above.

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

The work had been put out to tender and quotes were being obtained. As Mary Ann was away there was nothing further to report.

11.4.2 To note donation from WI towards new memorial bench (to be placed in Garden of Remembrance), exact location to be confirmed, and to confirm who will install concrete base and which wording is to be carved onto bench

A donation of £840.00 was received from the WI towards a new memorial bench that is to be situated in the Garden of Remembrance. Council were very appreciative of this donation and a letter of thanks had been sent. The exact location of bench still needed to be confirmed and who would be carrying out the installation of the concrete base – this would be done when Mary Ann was back from holiday. Council also **resolved** to have the bench inscribed with the following wording "Donated by Freeland Women's Institute 2016". It was also agreed to write to the residents by Busby Close where the other memorial bench would be sited to let them know. The Clerk would arrange this.

Action: Clerk to arrange bench carving and write to residents as above and Mary Ann to plan location of bench.

11.5 Freeland Hall Management Committee – to receive any reports

A brief report was given. A new Bookings Clerk had been appointed – Clare Mullett who lived in the village. She would officially take over the role from Shelagh Kardos from 1st October. Shelagh would remain as a committee member and would be taking over the coordination of weddings at the Hall. The Hall's 5th anniversary cream tea event was due to be held on Weds 20th September from 2.15pm and all parish councillors were invited. Rental fees were due to be increased by 10% in order to cover additional staffing costs.

11. STAGECOACH BUS SERVICE – TO NOTE AND DISCUSS CUTS TO NO 11 BUS SERVICE AND DISCUSS ANY ACTIONS REQUIRED

Some major changes had been made to the number 11 bus service from Monday 5th September 2016. The number 11 bus service travels from Witney– Hanborough – Oxford and due to a decline in passenger numbers, there would be a reduction in the level of service on the 11 to reflect the current level of passenger trips. With effect from Monday 5 September, a new Monday to Friday timetable would be introduced which would mean substantial reductions to the current level of service, and in the mornings journeys from Oxford would no longer serve Hanborough. Concerns had been raised from a number of elderly residents about being able to get to the doctor's surgery in Hanborough and other appointments, plus other residents who had to change their working hours to fit in with the changing bus times and school pick up times. A suggestion had been made to request the 233 service be diverted through Freeland maybe on an hourly basis, and Council agreed to write to Stagecoach to submit this request. It was also noted that no notification had been received from Stagecoach about these changes and this point would also be made.

Action: Clerk to write to Stagecoach as above.

12. CORRESPONDENCE

The following were received, noted and/or considered:

- (a) OALC – members update July and August – details had been emailed round.
- (b) OPFA – invite to AGM to be held on Thursday 22nd September, 7-8pm, Woodleys House, nr Woodstock – no-one wished to attend.
- (c) CFO – invite to AGM to be held on Thursday 27th October, 2-3pm at Yarnton Village Hall – no-one wished to attend.
- (d) WODC – Council Tax Support Scheme consultation – details had been emailed round.
- (e) WODC – update on Unitary Council proposals – details had been emailed round.
- (f) OALC – Training courses – details had been emailed round.
- (g) NALC Star Councils Awards – Freeland nomination reaches longlist – details had been emailed round

Plus additional items received since agenda sent out:

- (h) OALC – Neighbourhood Planning Bill – details had been emailed round.
- (i) Invite to food waste tour, Cassington – details had been emailed round.
- (j) OPFA Summer Newsletter – details had been emailed round.
- (k) WODC – Notice of by-election for Witney MP – to be held on Thursday 20th October – details had been emailed round

13. BEST KEPT GARDEN COMPETITION - RESULTS

The winners for this year's Best Kept (front) Garden were as follows:

Small Garden – 1st: Mr & Mrs Seyer, 22 Church View
2nd: Mr & Mrs Steventon, 68 Broadmarsh Lane
3rd: Mr & Mrs Wheeler, 149A Wroslyn Road

Large Garden – 1st: Mr & Mrs McNamara, 166 Wroslyn Road
2nd: Mr & Mrs Evans, 99 Wroslyn Road.
3rd: Mrs Harper, 95 Wroslyn Road

These results would be announced in the next edition of the Grapevine and also passed to the Gardening Club to announce at their next meeting.

14. CIRCULATION

September circulation – out at meeting.

No May, June or July circulation.

April circulation – still out.

March circulation – still out.

15. TO RECEIVE A MONTHLY UPDATE REGARDING FREELAND PRIMARY SCHOOL

A brief update about the school was given by the Clerk. A new school website had been launched, two new teachers had started in post – Miss Nixey in Y1 and Mrs McCarthy in Y4/5.

Jeans for Genes Day was being held this Friday (non-uniform day to raise awareness of those living with genetic disorders), and school council reps were currently being recruited in each class.

16. ANY OTHER BUSINESS – FOR PRELIMINARY DISCUSSION ONLY

The Big Lunch 2017 – this event was due to be held again next year and the date had been provisionally booked as Sunday 4th June. The Village Hall needed to be booked for the day (9-5pm) – the Clerk would arrange this.

17. DATE OF NEXT MEETING:

Monday 17th October, 7.30pm in the Newell Room.

There being no other business the meeting closed at 10.01pm.