

FREELAND PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF FREELAND PARISH COUNCIL, HELD ON THE 20TH NOVEMBER 2017, IN THE NEWELL ROOM, FREELAND, IN THE COUNTY OF OXFORDSHIRE AT 7.30PM.

PRESENT:	Chairman:	Peter Newell
	Vice-Chairman:	Robert Crocker
	Councillors:	Tim Webster, Matthew Ruddle, Bill Phillips, Jane Linnell, Peter Foster
	District Councillors:	Colin Dingwall
	County Councillor:	Liam Walker (from 9.15pm)
	Clerk:	Lisa Smith

1. PUBLIC PARTICIPATION SESSION

3 residents were present for this session – Colin Smith, Alaa al-Yousuf, and Roger Faulkner. The results of the Freeland Hub Household Survey were presented to the Councillors by the residents.

570 questionnaires were sent out to all houses in Freeland, of which 147 were returned (63 returned online) giving a response rate of 25%.

139 homes supported the idea in principle of using the Methodist Church as a hub for the village, with 6 against and 2 undecided.

The main preferred uses of the hub were a café, shop, extension of the Little Free Library, a designated safe place for sending and receiving parcels, and a local information point (eg bus timetables, noticeboard etc).

20 residents said they would be willing to join a Steering Group, and approximately 50 reported they would be willing to help run the facility either regularly or from time to time. 127 people would be happy to become a member of a Co-operative and 81 were open to the idea of donating financial support and 75 open to investing.

50 households expressed that someone within their house was currently experiencing loneliness or social isolation. The demographics focussing on the age 65+ were given, and 111 out of the 147 returned questionnaires were aged 65+. Out of the 111 responses, 70 reported loneliness or social isolation, which equated to 63% of the respondents in this age bracket. Taken as an overall percentage of the whole village (570 houses), this equated to 19% of residents expressing feelings of loneliness and social isolation in Freeland. This raised concerns and Council noted this was a significant number of residents.

Further information was provided regarding the role the Methodist Church had previously played within the community, whereby only 1 hour of worship was held each week, but that the Church had been a meeting point numerous times in the week for various village groups. These were far from an ancillary use as quoted in the unsuccessful nomination of the Church as an Asset of Community Value. In fact, from the Church's point of view, these uses were of equal value to the Church as the worship sessions as the Church served a dual purpose, that of a place of worship and to meet the needs of the community that it serves.

A village meeting was due to be held on 4th December to present the results of the survey to the village, and it was stressed that it was imperative to have the support of the Parish Council. This was duly noted although it was pointed out that the Parish Council could not get involved in any commercial venture.

The next step after the village meeting was to hopefully set up a Co-operative, but in order to do this and move the project forward an initial fund of approximately £500-£600 was needed.

After a few questions were put to the residents, Colin suggested they contacted him to investigate the possibility of a WODC Community Facilities Grant to assist with the project.

Colin Smith & Alaa then left the meeting at 7.55pm, and Roger left at 9.55pm.

2. TO RECEIVE APOLOGIES FOR ABSENCE – Mary Ann Canning – away, Carol Reynolds - ill.

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.

Matthew Ruddle (personal) as a member of Freeland School Society.

Robert Crocker (personal) as a member of Freeland Charitable Foundation (FCF) and as having a local business, and as having an interest in item 7 Planning, especially as tenant farmer of Witney Town Charities' field.

Bill Phillips (personal) as having an interest in item 9.1 – Precept setting – 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 16th October 2017

The Minutes of the Ordinary Meeting held on 16th October 2017 were approved and signed as a true record of those proceedings.

5. URGENT BUSINESS

There was no urgent business to report.

6. MATTERS ARISING FROM THE MINUTES

6.1 Mobile coverage in Freeland – to receive an update on progress to improve mobile signal

A brief update was given. A site was being sought at the Pigeon House Lane end of the village. A map showing a number of various investigated sites was shown to the Councillors, with Peter confirming that the preferred option for CTIL was site number 2 by Whitehouse Farm in Pigeon House Lane. It was not clear if this site had been formally agreed with the owner yet, and no planning application had yet been made. However, it was likely that the Parish Council would be consulted shortly regarding this site proposal. A number of concerns were raised regarding the prominence of the proposed mast in the surrounding area, and that it would be highly visible and too intrusive. A suggestion was made and agreed for the mast to be sited in the north-eastern corner of the allotment site – Robert would send a map to Peter to identify the location.

Action: Robert to send map to Peter as above.

6.2 Freeland Methodist Church:

6.2.1 To receive an update on future of Church & to note decision re nomination of Methodist Church as an Asset of Community Value;

The update regarding the questionnaires had already been given during item 1.

A second attempt had been made to nominate the Methodist Church as an Asset of Community Value, after the application was turned down the first time. Additional information had been provided to WODC and the nomination form had been resubmitted. The decision notice had now been received and the application had been unsuccessful once again, due to the past uses of the Methodist Church not falling within the scope allowable in the legislation and the limitations of the relevant statutory test. Therefore, the property had been added to the list of assets nominated but not listed (the List of Unsuccessful Nominations).

It was confirmed that further attempts could be made to nominate the Methodist Church as an Asset of Community Value, and that it was very important to stress the dual role the church played, not only as a place of worship but as a community meeting place, meeting the needs of the community that it served. It was also felt important to link this to the questionnaire results about loneliness and isolation currently experienced in the village. It was agreed that Roger would send the Clerk further details of the meetings that had taken place and the service to the community that the Methodist Church had provided. It was agreed that the Clerk would then submit a further application for nomination.

Action: Roger to email info to Clerk and then Clerk to submit further application for nomination.

6.2.2 To also consider approving additional printing costs for questionnaire, amended total cost is £280 + VAT (£336) – to note £100 expenditure already approved last month;

Last month Council had approved a £100 donation towards the printing costs for the questionnaire about the future uses of the Methodist Church. Since then, the Council had been notified that the printing costs were higher than originally anticipated, and the total cost was £280 + VAT (£336). Council were asked if they were willing to cover these additional costs.

After a brief discussion, Council **resolved** to use £180 of funds held in the Shop Start Up budget to cover the additional printing costs. However, it was noted that the Council needed to see a proper costing and feasibility study for the Methodist Church project. This was duly noted by the residents present.

Action: Clerk to prepare cheque as above.

6.2.3 To consider giving Parish Council support to a constituted Steering Group to take forward the initiative to investigate purchasing the Freeland Methodist Church to use as a community asset.

Colin Smith was hoping to set up a constituted Steering Group (made up of residents) to hopefully investigate and ultimately secure the purchase of the Methodist Church as a community asset, the exact use to be confirmed (shop/café/meeting place/ post office had all been suggested).

He suggested that in order for this to be successful, it would require Parish Council support.

After a brief discussion, Council agreed to support a Constituted Steering Group in principle although it was noted no significant financial support could be provided to a project deemed to be commercial in nature.

7. PLANNING - Applications received & WODC Decisions plus:

7.1 Applications Received: None.

7.2 Applications Approved:

17/02806/HHD CHERWELL COTTAGE, THE GREEN, FREELAND.
Single storey rear extension for Ms Amy Jackson.

17/02891/HHD 109 BROADMARSH LANE, FREELAND.
Single storey rear extension, convert existing garage into study, and construct new garage door to existing car port for Mr Glen Pascoe.

7.3 Applications Refused: None.

7.4 Applications Withdrawn: None.

7.5 Land north of the A4095 – Pye Homes development proposal for 170 houses – to note OCC Highways have withdrawn their objection to the traffic impact for this development and to consider if any action is required

The Clerk had been notified that OCC Highways had withdrawn their objection to the traffic impact for the above planning application for 170 houses on the north side of the A4095. The Highways report had been circulated to Councillors with the meeting papers and concerns were raised that the objection was withdrawn yet the report showed that the Highways Officer (Craig Rossington) still had numerous concerns regarding the Arcadia modelling used by Pyes. Council **resolved** to write to the Highways Officer Craig Rossington, and to Ian Hudspeth (Leader of OCC) and the local MP Robert Courts to express their dissatisfaction and to question the reasoning of why the objection was withdrawn.

Action: Clerk to write letter as above.

7.6 Possible development of Chapel Field - to discuss plans to build approximately 80 houses in Freeland on the Chapel Field, and to note informal discussion held with 2 Councillors, Parish Clerk and developer at developer's request

The Chairman, Vice Chairman and Clerk had met with 3 representatives from Spitfire Homes on Wednesday 1st November at the Chairman's home, following a request for an informal meeting from the developer. Some initial plans were presented for approximately 80 houses with 40% affordable, plus a village shop and additional car parking near the village hall. Councillors were not permitted to

retain a copy of the plans as they were at a very preliminary stage. Spitfire representatives confirmed that they were hoping to hold a public consultation event after Christmas, with a view to then submitting a planning application. The minutes of the meeting with Spitfire Homes representatives would be circulated shortly.

Action: Clerk to circulate minutes from the meeting with Spitfire Homes to all Councillors.

7.7 Possible development of Pye's field on Wroslyn Road – to discuss any update on plans to build approximately 44 houses on land adjoining, and set behind properties fronting Wroslyn Road

Representatives from West Waddy, on behalf of Pye Homes, had approached the Parish Council last month to request an informal meeting with the Chairman and Vice Chairman to discuss some plans to build around 44 houses on land adjoining and set behind properties on Wroslyn Road. A date was arranged but West Waddy were not able to make the date, so a new date was due to be rescheduled, although nothing had yet been arranged. The Clerk had written to West Waddy asking if the access point to the proposed development had been decided but was informed that it had not. As no formal application had yet been made, and no site plans had been seen, Council agreed there was little action to be taken at this time until more information was known about the development proposals.

8. REPORT OF COUNTY AND DISTRICT COUNCIL BUSINESS

An update was given. It was by Colin reported that an additional £30K in grant funds had been made available to residents with disabilities or mobility problems meaning £60K of grant funding was available per property. Councillors were asked if they knew of anyone struggling with mobility problems in their home to contact Colin who would give advice re the grants available. The Clerk would also place details about this in the Grapevine. A £275K fund had also just been approved to buy a property that could help homeless people have somewhere to stay, rather than putting them up in hotels. £188K in Community Facilities Grants had also been approved this year so far, and the grant system was working well, with still no cuts to services.

Super-fast broadband was now well on its way with 1GB of fibre being available to each property. WODC would be the main provider, and the anticipated completion date for this would be December 2019.

A policy had also been agreed with Blenheim for the Pye's south site on A4095 that Blenheim would be the affordable housing provider, with a lower rental rate available than local housing associations. All allocations would still go through WODC as normal.

A query was raised about the amount of S106 money that would be available from the 41-house scheme on the A4095 – it was agreed that the Clerk would ask the WODC Planning Officer how much Freeland Parish was allocated and at what point this would be received.

Liam also agreed to speak to Craig Rossington, the Planning Officer who had withdrawn the Highways objection to the Pye's north side planning application. Councillors were extremely concerned about this withdrawal, especially as the report clearly showed that there were still concerns regarding the Arcadia modelling used to calculate the traffic flow rates.

He also agreed to chase up the request for zig zag lines by the school, a request for a zebra crossing on the A4095, the broken sign by the nursing home, the missing chevron that had been reported last month, and the requests about the VAS signs. A request was made to see if the 30mph signs through the village could be made bigger, especially on the hill approaching Freeland from the A40 – Liam agreed to look at this. Councillors and residents were also encouraged to use the Fix My Street application to report any Highways issues, especially now the winter months had arrived and potholes would be appearing. Provision of photos would also be helpful.

Action: Liam to chase up items as above and speak to Highways Officer re Pye's north site, and Clerk to place details in Grapevine as above and contact WODC Planning Officer re S106 funds query.

9. FINANCIAL MATTERS

9.1 Consideration of Budget and Precept Requirement for 2018/19

Details of expenditure in 2016/17 and to date for 2017/18, 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 2018/19 were provisionally agreed, totalling £59,865 a slight decrease of 2.68% from last year (£61,516) but very similar to that for 2015: (£59,980). 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 £7,900 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.

Insurance – The insurance budget figure was showing a positive balance of £480.21, with £2,019 having been spent this year on insurance. It was therefore agreed to reduce the budgeted figure from £2,500 to £2,000 in light of the remaining balance.

Audit fee – The audit fee for the 2016/17 audit had just been paid and amounted to £400 due to increased expenditure on the play park and the Garden of Remembrance landscaping. There had been no significantly high income or expenditure during 2017/18, so the audit fee was expected to decrease to £300 for this year. However, the Parish Council would have a new external auditor provider from 2018/19, which will be Moore Stephens (no longer BDO). It remained to be seen how strict they would be and if any other charges would apply, therefore Council agreed to keep the audit figure at £400 for the coming year.

Office Equipment – No new equipment was currently required, and as there was already £368.84 remaining in the current year's budget, it was agreed not to allocate any further funds for the coming year.

Training - Clerks and Councillors – As there was an unspent balance of £365 in the current year's budget, it was agreed not to allocate any further funds for training for the coming year.

Hall Hire – The hall hire budget was showing a negative balance of £5, which would be insufficient to cover the remaining hall hire charges for this year. This was due to meetings being moved to the Village Hall to enable more residents to attend. Although most of the meetings were being held in the Newell Room, it was agreed to increase the payment slightly to £250 to cover any additional Hall usage and to cover the overspend.

Elections – Elections had been held in 2016, and paid for this year, with the elections budget showing a negative balance of £0.63. No election expenses needed to be included for the coming year, although it was agreed to include £50 to cover the overspend.

Website/software – £100 was allocated to cover the running costs of the website hosting by EverWeb. There was already £126.59 remaining in the website software budget (although the cost for this year had not yet been paid) and £8.00 remaining in the mapping software budget. It was agreed to keep the £100 allocation for the website and to allocate £30 to the mapping software to cover these expenses.

Accounts software – £200 was allocated to cover the annual fee for the Scribe accounts software.

Stationery/printer items/postage/notices – all of these budgets showed unspent balances, and whilst the Clerk did have some expenses claims to submit, it was agreed that no further funds would be allocated to these budgets for the coming year apart from the printer items budget where it was agreed to allocate £50.

ALLOTMENTS:

Allotments – All allotment funds had been transferred to the Allotment Association, so no further action was required with these budgets.

GARDEN OF REMEMBRANCE ITEMS:

Garden of Remembrance Development – £8,464.60 was currently held in unspent funds in the Cemetery Development budget, with a further £2,400 of invoices due to be paid this month. It was therefore agreed to include a further £3,000 in the budget for next year, as this would go some way to cover the soft landscaping work and other work required to bring the Garden of Remembrance into operational use.

Garden of Remembrance Maintenance – £1,645 was currently held in unspent funds in the GOR Maintenance budget, and it was agreed to allocate a further £1,000 to cover any additional hedge cutting and mowing required now that a large proportion of the landscaping work had been completed.

PLAYING FIELD ITEMS:

Play Area Development/Maintenance – The play park development fund currently had £6,271.05 being held and it was hoped to purchase some additional items of equipment and make a scooter trail in the near future. In view of this Council **resolved** to include an additional £6,000 to this budget for next year.

The maintenance figure of £1,000 would continue based on the previous year's expenditure – this covered inspections, grass cutting and hedge cutting.

Playing Field Maintenance– Servicing for the gangmower and tractor had not been required as the cutting of the playing field was now being carried out by a contractor. The contractor's costs were likely to be in the region of £1,836 (based on 27 cuts per year at a negotiated cost of £68 per cut), although an additional few cuts had recently been agreed. As £8,687.42 was currently held in unspent funds in the budget, it was agreed not allocate any further funds for the coming year.

SECTION 137 ITEMS:

Community Responders – As there was £1,890.25 currently held in reserve, Council **resolved** not to allocate any further funds for the coming year.

Donations given out: This was showing a balance of £220, although there was £100 due to be paid out this month. It was therefore agreed to increase the budgeted figure to £1,500 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 - £3,597.47 was currently being held in reserve funds to cover any items that could not be authorised under any other expenditure powers. It was agreed to allocate a further £500 to this fund in case of any unanticipated expenditure for the coming year.

Village Shop Start Up – As there was currently £1,000 held in reserve funds, 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 £1,000 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 increased to £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 – No tree work was anticipated to be required in the next year so it was agreed not to allocate any funds to this budget, with £2,520 currently being held in reserve.

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 £1,100 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 – It was felt unlikely that repairs to the benches in the village would be required during the next year so it was agreed not to allocate any funds for the coming year. There was £344 currently being held in reserve which could be used if required.

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 £8,852.99 held in reserve currently, the costs were at this stage unknown. As part of this sum, a new VAS (vehicle activated sign) had been budgeted for at a cost of £5,700 under the Highways heading in 2016/17.

Dog bin emptying – As two new dog bins had been purchased last year, it was agreed to allocate £250 to cover the emptying costs for the coming year.

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 October 2017 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 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 (£)
102415	Lisa Smith	Clerk's salary November 2017	£612.38
102416	Freeland Village Hall Bookings	Hall hire 20.11.17	£12.50
102417	Citizen's Advice West Oxfordshire	Donation	£100.00
102418	Graham Lay	2 x extra memorial benches for GOR	£1,540.00
102419	RA Crocker Ltd	Top soil & grass seed/wild flower seed for GOR	£892.31
102420	Lisa Smith	Refund - archive boxes 2 packs of 3	£27.98
102421	Royal British Legion Poppy Appeal	Remembrance Day wreath	£17.00
		Total:	£3,202.17

9.4 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.

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

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

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

9.6 Any other financial business - Storage of Parish Council documents – to update on the storage of Parish Council documentation

It had been confirmed that the Freeland Hall Management Committee had agreed that the Clerk's filing cabinet could be stored in the upstairs cage and space had been made available. The Clerk passed on her thanks to the Committee members and would arrange moving the cabinet in the New Year. She had also purchased some archive storage boxes for files to be stored in her loft, and the expenditure for these had been authorised for payment this month.

10. PARISH COUNCIL STANDING ITEMS

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

One report had been received that the tractor and gangmowers had appeared on playing field. These were a health and safety hazard and it was agreed that the Clerk would write to the Football Club to ask for them to be moved back into the shed/barn. It was also noted that it should be pointed out that they couldn't use the equipment without prior permission as the Parish Council needed to be confident that operators were fully competent prior to permission being granted to use the equipment.

Action: Clerk to write to Football Club as above.

10.1.1 Play equipment book – to receive any reports

Peter had the book and had passed it to Matthew. There were no problems to report.

10.1.2 Basket swing – update on getting bird repellent strips installed on top of basket swing

The basket swing had been cleaned last month and the bird repellent strip had now been attached. Council passed on their thanks to Tim for getting this done.

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

No meeting had yet taken place to agree a suitable position for the tree. This would be done shortly, and the group would report back next month.

Action: Robert, Mary Ann and Jane to meet as above and Jane to talk to Cricket Club Chair.

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

The cable for the zip wire had been tightened and Councillors thanked Robert for getting this done. The safety mats had not yet been replaced, this would be done shortly.

Action: Robert to repair/replace mats.

10.1.5 Field mowing – to note complaint received from Football Club re condition of field after mowing by WODC and any response from WODC

A complaint had been received this month from the Football Club regarding the condition of the field after mowing carried out by WODC. The cut was carried out whilst the grass was too wet, leaving big tyre marks in the pitch and lines down the centre of the field from the mower, plus clumps of grass everywhere. The Club stated that had there been a game there that week, it would have had to have been postponed. The Club members are having to take rakes down to the field prior to games to clear the clumps of grass left on the field. The Clerk had passed on these concerns to WODC but no response had yet been received. It was agreed to monitor the field over the next few months.

10.2 Village Highway Matters – to receive any reports:

10.2.1 Highways reports: Dangerous trees by school; concerns about tree removal by Chapel field; ; concerns re overgrown pavements particularly by nursing home (plus suggestion to set up a working party of volunteers to clear areas)

The trees by the school had now been trimmed. The representatives from Spitfire Homes had given their assurance that there were no plans to fell any trees on the Chapel field.

A resident had contacted the Clerk to ask if a note could be put in the Grapevine to ask for a volunteer working party to clear the pavements of overgrowth vegetation. In particular they stated that the pavement between the Freeland Nursery and Melbury House was very restricted - the pavement here is actually 1.5 metre wide but was reduced to less than 0.5 metre by grass and vegetation overgrowth. Tim reported that this had now been cleared, and Councillors passed on their thanks to Tim for carrying out this work.

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

No response from Highways had been received regarding the above items (apart from a log number), so Liam agreed to chase these up and report back.

Action: Liam to chase up above outstanding items.

10.2.3 Grass verge opposite Willoughby Fields – update on progress in getting this cut, especially around bus stop area

The hedge had now been cut as well as the grass.

10.2.4 Wheelie bin stickers – to update on distribution of stickers

The stickers had been made available to residents and it was noted on bin day that many stickers were visible on the bins. As there were still plenty of stickers left it was agreed to place a note in the Grapevine that they could be available for residents in Pigeon House Lane or Church View or other roads where residents felt speeding was a problem. Wroslyn Road residents could also have additional stickers for their green bins.

Action: Clerk to place note in Grapevine.

10.2.5 Speedwatch update – to receive an update on recent Speedwatch results

In the past month (October), 398 vehicles had been observed, with 58 being caught speeding which equated to 15%. All of these vehicles were doing above 36mph, but below 50mph, with the highest recorded being 47mph. This was duly noted and Councillors passed on their thanks to Roger and the Speedwatch team for carrying out these checks.

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

Robert had the book and would pass it on to Matthew. There were no problems to report.

10.3.1 FP9 & BR1 – to update on getting signage replaced following report to OCC

OCC had confirmed that the sign had now been replaced by Bowles Farm. Councillors were asked to double check this when someone was next walking in this area.

10.4 Garden of Remembrance – to receive any reports

No reports were received.

10.4.1 To receive an update on the progress for the Garden of Remembrance

A maintenance schedule had been circulated to Councillors prior to the meeting to assist with budget allocations for the GOR next year – this had been duly noted. As Mary Ann was not present there was nothing further to report.

10.4.2 To note Freedom of Information Request received regarding receipts and payments information required for cemetery site/GOR since date of inception

Councillors had been advised of a FOI request to have a list of receipts and payments for the cemetery site/Garden of Remembrance since the date of inception. The information had been provided and had taken considerable time to collate. Another query had just been received asking for further information/clarification – this would be dealt with in due course. Councillors passed on their thanks to the Clerk for the additional hours worked to provide the necessary information.

10.5 Freeland Hall Management Committee – to receive any reports

A very brief report was given. A request had been received to have an additional litter bin installed at the end of the car park by the boot wash near the field. It was agreed to monitor the litter situation in this area over the coming month and report back at the next meeting.

11. MEMORIAL TREE PLAQUES – to discuss the cleaning of the plaques and possible re-varnishing of the wooden support posts

It had been reported that the memorial tree plaques are stained with bird droppings and require cleaning and this work has been initially carried out by a resident. It had also been suggested carrying out some re-varnishing on the wooden support posts. Robert agreed to take a look at the plaques and posts and report back next month.

Action: Robert to review plaques and posts and report back next month.

12. MOWING THE GRASS ON THE GREEN – to discuss the need to eliminate ant hills and how best this can be achieved, plus to discuss finding an alternative contractor to carry out future mowing

The local grass cutting contractor had expressed his desire to cease mowing the Green due to it becoming increasingly difficult with all the anthills present. The whole area required levelling, but this was likely to be costly. The Clerk was currently researching a new contractor to mow the Green and Robert agreed to carry out the ground levelling next year.

Action: Clerk to find new contractor to mow The Green.

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

- (a) OALC – members update October – details had been emailed around.
- (b) OPFA Autumn Newsletter – details had been emailed around.
- (c) Came & Company – Council Matters Autumn Newsletter – details had been emailed around.
- (d) WODC – Transfer of WODC Services to Publica Group – to note response sent to Charlbury PC – details had been emailed around.
- (e) Wychwood Project – Invite to AGM on Thursday 30th November, 7.30pm – 9.00pm, New Beaconsfield Hall, Shipton-under-Wychwood – details had been emailed around.
- (f) CFO – Autumn Newsletter – details had been emailed around.

Plus additional items received since agenda sent out:

- (g) High Sheriff's Awards Oxfordshire – details had been emailed around.
- (h) WODC Parish Precepts and Council Tax 2018/19 – details had been emailed around.

14. INTRODUCTION OF THE GENERAL DATA PROTECTION REGULATIONS (GDPR) – all Councillors to familiarise themselves with the new regulations and information emailed around, plus:

- To review the Council's Data Protection Policy and decide if any updates are required or whether to replace it with the OALC Parish Council Policy on Requests for Information dated September 2017
- To appoint a new Data Protection Officer
- To approve the adoption of the OALC Model Privacy Notice dated September 2017

Having briefly reviewed the information regarding the new GDPR that was due to come into force from May 2018, it was agreed to set up a working party with the Chairman, Clerk and Matthew to look at what needed doing so that they could report back to the Council with actions that needed to be taken.

Action: Clerk, Chairman and Matthew to arrange to meet to discuss GDPR.

15. CIRCULATION

No October circulation.

September circulation – still out.

July circulation – still out.

No June circulation.

16. TO RECEIVE A MONTHLY UPDATE REGARDING FREELAND PRIMARY SCHOOL

A brief update about the school was given by the Clerk. A whole school trip (apart from Foundation Class) to Cotswold Wildlife Park had taken place on 2nd November. The Foundation Children enjoyed an African drumming workshop. Freeland School had been chosen by BBC Radio Oxford to record singing of Christmas carols – the recording would take place on Weds 22nd November, with the broadcast date tbc. The school children would be singing at the Christmas Tree lighting event on 8th December. A new Y2 teacher had been appointed to start in January – Mr Lambert. He would be visiting school on 27th November to meet the children. Christmas Shopping Evening was being held on Friday 24th Nov, 7-9.30pm, plus the Christmas Fair with Father Christmas was being held on Saturday 9th Dec 4-6pm.

17. ANY OTHER BUSINESS – FOR PRELIMINARY DISCUSSION ONLY

None.

18. DATE OF NEXT MEETING:

Monday 18th December, 7.30pm in the Newell Room.

There being no other business the meeting closed at 10.25pm.