

FREELAND PARISH COUNCIL

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

PRESENT:	Chairman:	Peter Newell
	Vice-Chairman:	Robert Crocker
	Councillors:	Tim Webster, Mary Ann Canning, Matthew Ruddle, Bill Phillips, Peter Foster, Jane Linnell
	District Councillors:	Colin Dingwall (until 8.45pm)
	County Councillor:	Not present
	Clerk:	Lisa Smith

1. PUBLIC PARTICIPATION SESSION

2 members of the public were also present: Paul & Sarah Gilford from 19 Oakland Close. Both were welcomed to the meeting. Paul and Sarah were aware of a group of residents attending the previous Parish Council meeting to raise concerns about their building work and possible damage to a soakaway within their property. They were most upset about the situation having residents raise these concerns even though various conversations had already taken place with them.

Mr & Mrs Gilford wished to reassure the Council that all necessary permissions were in place with regards to their single storey extension that was currently being built. A large soakaway was situated underneath their property which had been in place approximately 12-14 years. As part of the building work part of the pipework to the soakaway had been removed, and this would be replaced once the building work was further on. The neighbours had seen the pipes being taken out and had raised concerns about the possibility of their properties becoming flooded. However, it was reported that this soakaway was there to drain the Gilford's property only, it did not affect anyone else's property and they were under no legal or contractual obligation to drain properties situated in Parklands or elsewhere in Oakland Close. It appeared though from the concerns raised that despite several conversations being held with the residents, that they were still unclear about this.

The other issue was that of the footpath at the end of Parklands by the entrance to the woods that had been dug up, and replaced with rubble. Mr & Mrs Gilford advised that a licence had been obtained from Savills (on behalf of Eynsham Park Estate) to access their property and move materials via the woods, and the rubble had been put down as a favour to reinstate the pavement. Permission had been granted from Highways with regards to digging up the grass verge and nothing had been stipulated about reinstatement, although one of the residents wished the County Council to tarmac the area as it had been in the past. Mr & Mrs Gilford offered to re-seed the grass verge, but didn't want to upset the resident who wished to have it tarmacked. It was agreed to leave the grass verge alone for now and see if Highways would do any sort of reinstatement. However, it was noted with all the cuts to services, it was highly unlikely the Council would agree to do this.

The residents were thanked for attending the meeting and the Council were thanked for listening to their comments – the residents then left the meeting at 7.50pm.

2. TO RECEIVE APOLOGIES FOR ABSENCE – Carol Reynolds- ill, Liam Walker - unavailable.

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

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

Robert Crocker (personal) as a 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 member of Freeland School Society.

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 21st November 2016;

The Minutes of the Ordinary Meeting held on 21st November 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

There was nothing further to report. It was agreed to keep this item on the agenda for the present time and Peter would provide updates as and when he had further information.

6.2 Dog signs for playing field – update on progress

The Clerk had produced some signs that would be emailed around to Councillors for comment.

Action: Clerk to email dog signs as above and put on playing field.

6.3 Cuts to number 11 bus service – to note any response received from Stagecoach or to receive an update from meeting with Leader of OCC

The Clerk had written to Stagecoach and had chased a response numerous times but no response had yet been received. Liam had previously advised that the Leader of the County Council had been due to meet with the CEO of Stagecoach and this would be brought to their attention. The outcome of this meeting was still awaited. The Clerk would chase this up again.

Action: Clerk to chase response from Stagecoach.

6.4 Safety matting for play area – to note any response received from Russell Play

The Clerk had written to Russell Play about the unsuitable matting and had received a reply on the day of the meeting. Russell Play advised contacting the manufacturer of the matting which was a company called Rubba Grass. After a brief discussion, Council **resolved** to send a copy of the letter to Rubba Grass and to send a copy to ORCC so that they could circulate the information to other Councils.

Action: Clerk to send copy of letter to Rubba Grass and ORCC as above.

7. PLANNING - Applications received & WODC Decisions plus:

7.1 Applications Received:

16/03782/HHD

10 THE BLOWINGS, FREELAND.

Erection of single storey rear extension, replacing existing conservatory.
for Mr & Mrs Andre & Lynne Woodward

W/16/01149/PRMA

UNIT 6, WROSLYN ROAD INDUSTRIAL ESTATE, WROSLYN ROAD, FREELAND.

Application for a premises licence to sell alcohol, for Little Ox Brewery.

16/04006/HHD

82 BROADMARSH LANE, FREELAND

Proposed single storey front extension and conversion of garage for Mr & Mrs Petrova.

16/04096/OUT

BROAD OAK, BROADMARSH LANE, FREELAND

Erection of dwelling for Mr Jason Hopkins.

After a brief discussion, Council **resolved** not to make any comments or objections to the above four applications.

16/03948/OUT

LAND WEST OF CHURCH ROAD, LONG HANBOROUGH

Residential development comprising 94 dwellings, including starter homes for Cantay Estates Ltd.

Following a discussion about the details of the above planning application, Council **resolved** to object to the development. It was agreed to send the same letter as previously sent regarding this proposal, and to add some additional information that the boundary of the development is right up against the boundary of the SSSI (Site of Special Scientific Interest), and that the proposed houses were too close to this site.

Action: Clerk to send letter as above.

7.2 Applications Approved: None

7.3 Applications Refused: None.

7.4 Applications Withdrawn: None.

7.5 WODC – Consultation on Draft Local Plan – To discuss and decide on whether the Parish Council wishes to submit any comments on the proposed changes - consultation open from 11th November to 23rd December

Following the objections and concerns raised last month, the Clerk had drafted a letter and circulated it for comment prior to the meeting. It was reported that a last-minute submission had been made by Gladman Developments to the Local Plan for a second Garden Village to be located on the South side of the A40 at the end of the dual carriageway by the Barnard Gate junction. This was felt to be a much better location than the North Eynsham site, plus a suggestion was made to re-look at the area to the East of Jubilee Way in Witney to the north of Oxford Hill, where there was plenty of land available and where a development of this size would have much less of an impact on the local area. Council **resolved** to amend the letter to include these suggestions.

Action: Clerk to amend letter as above.

7.6 Damage to footpath at end of Parklands – to note any response from Highways

No response had been received from Highways, it was agreed not to chase this up as it was likely to be very low priority for them with all the budget cuts.

7.7 Eynsham Neighbourhood Plan – to discuss and decide on whether the Parish Council wishes to support the plan and submit comments

The Eynsham Neighbourhood Plan had been circulated to Councillors prior to the meeting. After some in depth discussion Council **resolved** overall to offer their support to the Plan, although it would be a conditional support that ensured the non-coalescence of the two villages. Freeland Councillors did not support the building of 2,200 homes in the Eynsham Garden Village and felt that the A40 should remain as the natural barrier between the villages.

7.8 New Local MP Robert Courts – to note Mr Court's invitation to the meeting and alternative arrangements

In view of the Huge impact the Garden Village would have on Freeland, it had been suggested between meetings to invite Robert Courts to the next Parish Council meeting. An invite had been extended to Robert, but unfortunately, he was unable to attend. However, he did wish to meet with the Parish Councillors on an informal basis to get to know them and to understand some of the local issues. An informal meeting had been arranged to take place on Weds 4th January at 10.30 at Glebe Farm, where Robert Crocker would also take Robert Courts for a tour of his farm.

8. REPORT OF COUNTY AND DISTRICT COUNCIL BUSINESS

A very brief update was given. A £35 charge was being introduced for garden waste collections from next year. WODC was working towards becoming an income generating Council. The consultation on the amendments to the Draft Local Plan was due to close on the 23rd December and this would then be sent to the Planning Inspector for approval. Colin was thanked for his excellent attendance at Parish Council meetings – he then left the meeting at 8.45pm.

9. FINANCIAL MATTERS

9.1 Presentation of the monthly financial report

The monthly financial report was presented to the Council showing details of the bank balance at 30th November 2016 and the receipts and payments received or paid out in the last month. The bank statement was checked as agreeing with the figures on the finance sheet and signed by Bill.

9.2 Approval of invoices for payment

The Council approved invoices for payment as listed on the invoices sheet distributed with the meeting papers.

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

Cheque Number	To whom paid	Details	Amount (£)
102338	Lisa Smith	Clerk's salary December	£606.32
102339	Freeland Village Hall Bookings	Hall hire 19.12.16	£12.50
102340	WODC	Playing field mowing Sept & Oct	£247.43
102341	WEL Medical Ltd	Replacement defib pads x4	£143.70
		Total:	£1,009.95

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

Tim and Peter Foster were due to carry out the review this year, which needed to be done by the end of January 2017. A meeting date of Friday 6th January 2017 at 10.30am at the Clerk's house was arranged.

Action: Tim and Peter to meet Clerk to carry out review.

9.4 Draft Budget/Precept Requirement for 2017/18 – for review

The figures were reviewed and accepted by the Council – no amendments were to be made.

9.5 Any other financial business – None.

10. PARISH COUNCIL STANDING ITEMS

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

No reports had been received.

10.1.1 Play equipment book – to receive any reports

Matthew had the book and passed it on to Tim. There were no problems to report. A new rota was required which the Clerk would email round.

Action: Clerk to email new rota as above.

10.1.2 Multiplay – to update on progress on de-rusting/painting the red handles on Junior Multiplay equipment

The de-rusting and painting of the red handles had been done and it was noted that the leaves needed clearing which would be done after Christmas. Council passed on their thanks to Tim for carrying out this work.

10.1.3 Repairs and maintenance at Play Park – to update on when the work would be carried out

Mary Ann had contacted the company to arrange the work and a start date was imminent (weather dependent).

10.1.4 Worn signs on Church View – update on request to replace signs

A request had been made to WODC but no response had been received. The Clerk would chase this up.

Action: Clerk to chase up response as above.

10.1.5 New fence by shed on field – to discuss resident's offer to plant some hedging by fence

A resident had contacted the Council to offer to plant some hedging by the new fence. Council noted this kind offer but Robert reported that he had this in hand and would be planting some hedging plants in the near future. The Clerk would let the residents know.

Action: Clerk to advise residents as above.

10.2 Village Highway Matters – to receive any reports plus:

Update on broken signpost by Barnard Gate – The new sign had now been installed but not in the correct location. It was agreed to get back to Highways advising them that the new location was not satisfactory and to ask for a costing to have a new sign post installed in the requested location. A concerned resident had also been in touch with Highways and the local PCSO about the junction being dangerous and they were advised that the best way forward was to arrange a site visit by a Road Safety Engineer via the Parish Council. It was therefore agreed to ask Anthony Kirkwood (a Road Safety Engineer) to arrange a site visit.

Action: Clerk to arrange site visit and contact Highways re sign.

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

The footpath rota was complete so the book was being held by the Clerk until the Spring.

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

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

A brief update about the plans was given. The Freeland WI had offered to make a donation towards the project which would be very gratefully received. The maintenance of the Garden of Remembrance and who would carry out this work needed to be discussed so this would be placed on the next agenda.

Action: Clerk to place item on next agenda.

10.4.2 Woodland Trust – to discuss whether the Parish Council wish to obtain free tree saplings from the Trust

Details of an offer of free tree saplings available from the Woodland Trust had been emailed round and a suggestion had been made of getting some saplings for the Garden of Remembrance.

A hedge pack or copse pack were available to order. Council agreed for Mary Ann to review both and to order whichever pack was deemed to be most suitable.

Action: Mary Ann to order pack of tree saplings.

10.4.3 Donation received – to note donation of £384 received from Teddy Girls

A £384 donation had been received for the Garden of Remembrance from the Teddy Girls from their coffee morning sale on 3rd December and from the chocolate tombola held at the Christmas Tree Lighting service on 9th December. Councillors were very appreciative of this donation and the Clerk would write a letter of thanks for their ongoing support.

Action: Clerk to write letter of thanks as above.

10.5 Freeland Hall Management Committee – to receive any reports

There was nothing to report.

11. COMMUNITY SPEEDWATCH SCHEME – TO DISCUSS WHETHER THE PARISH COUNCIL WISH TO PARTICIPATE IN THE SCHEME – DETAILS PLACED IN CIRCULATION

Details of the Speedwatch scheme had been placed in the Circulation last month. No Councillors wished to take part in the scheme. It was agreed to place a note in the Grapevine about it to see if there were any residents who wished to volunteer to take part.

Action: Clerk to place note in Grapevine.

12. EYNSHAM CONSOLIDATED CHARITY – TO NOTE ANY RESPONSES RECEIVED TO ADVERT TO REPLACE ANN KERSHAW AS A TRUSTEE ON ABOVE CHARITY, AND TO DISCUSS HOW TO FILL THE VACANT POST

No one had come forward to volunteer to fill the post as yet. It was agreed to contact the previous post holder to see if they had any recommendations and to find out exactly what is involved in the role.

Action: Clerk to contact previous post holder as above.

13. FREELAND METHODIST CHAPEL – TO DISCUSS HAVING PARISH COUNCIL REPRESENTATIVES ON A WORKING GROUP LOOKING AT RETAINING THE CHAPEL

A resident had been in touch with Robert to enquire if the Parish Council would set up a working group to see if the Chapel could be retained. Robert was happy to be involved but did not wish to lead a working group. There was also the possibility of the Parish Council being able to rent the

Chapel, but the policies etc surrounding this option needed to be explored. Peter Foster agreed to make some enquiries about possible options and would report back.

Action: Peter Foster to make enquiries about Chapel as above.

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

(a) OALC – members update November– details had been emailed around.

(b) Donation requests received – Marie Curie Cancer Care, Volunteer Link-Up, West Oxon Citizen's Advice Bureau and Sue Ryder - after a brief discussion Council resolved to give £100 each to Volunteer Link-Up and Citizen's Advice Bureau. The Clerk would prepare the cheques for next month.

Action: Clerk to arrange cheques for signing.

(c) Van parked along Wroslyn Road – concerns raised re a van parked on Wroslyn Road - a resident had raised concerns about the potential danger of a van being parked on Wroslyn Road.

Unfortunately, because there were no yellow lines, the van was not illegally parked and so there was very little the Parish Council could do about it. The resident had already been in touch with the local PCSO about the situation.

(d) OCC – Public consultation on the Eynsham Park and Ride and A40 bus lane – details had been emailed around – no comments were to be submitted.

(e) OALC – Training programme 2017 – details had been emailed around.

(f) Defibrillator pads – to note advice received that new defibrillator pads are required before old ones expire – new ones had been ordered.

Plus additional items received since agenda sent out:

(g) Concerns from 19 Oakland Close re building work complaint – this item had already been dealt with under item 1 - Public Participation.

15. CIRCULATION

No December circulation.

November circulation – out at meeting.

No October circulation.

September circulation – returned.

No May, June or July circulation.

16. TO RECEIVE A MONTHLY UPDATE REGARDING FREELAND PRIMARY SCHOOL

A brief update about the school was given by the Clerk. The School choir sang at the Christmas tree lighting event, and a successful Christmas fayre had been held. The building work was nearly complete which had provided a securer site with access panels for all external doors, fire doors throughout the building and a new fire alarm system. The last piece of work was the refurbishment of the steps outside years 1 and 2. This work would be completed over the Christmas holidays.

17. ANY OTHER BUSINESS – FOR PRELIMINARY DISCUSSION ONLY

Amenity Area Broadmarsh Lane – a suggestion had been made about submitting an outline planning application for this area – the Clerk would place this item on the next agenda.

18. DATE OF NEXT MEETING:

Monday 16th January 2017, 7.30pm in the Newell Room.

There being no other business the meeting closed at 9.45pm.