

## FREELAND PARISH COUNCIL

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

<b>PRESENT:</b>	Chairman:	Peter Newell
	Vice-Chairman:	Robert Crocker
	Councillors:	Bill Philips, Vero McCoy, Matthew Ruddle, Mary Ann Canning, Tim Webster, Peter Foster
	District Councillors:	Alaa Al-Yousuf (till 8.30pm)
	County Councillor:	Liam Walker (from 9.25pm till 9.35pm)
	Clerk:	Lisa Smith

#### 1. PUBLIC PARTICIPATION SESSION

No-one was present for this session.

#### 2. TO RECEIVE APOLOGIES FOR ABSENCE – Marilyn Davies – book writing.

#### 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 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 Scout Committee.

Tim Webster (personal) as having a local business.

#### 4. APPROVAL OF MINUTES

##### 4.1 To approve and sign as a correct record the Minutes of the Ordinary Meeting held on Monday 21<sup>st</sup> October 2019

The Minutes of the Ordinary Meeting held on 21<sup>st</sup> October 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. The site at Whitehouse Farm had no further progress to report, but CTIL were now looking at other alternative options for sites as well, although at present it was not known where these were located. Peter F had spoken with a technician who had advised that microcells would not be a workable solution for Freeland as they only covered a limited area of approximately 50 yards and it would be too costly to obtain the number required to enable any improvement to the mobile signal. Peter agreed to keep trying to find out further information about the new location for a site in Freeland and would report back next month.

**Action:** Peter to enquire re new mobile site in Freeland and report back.

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

There was nothing further to report on the sale of the church. However, following a recent request for pledges to invest in the Freeland Community Benefit Society, it was reported that a total of £68K in pledges had been obtained. Whilst this was a brilliant start, it did fall short of what was required so further work was required to raise further funds for this project, which the Village Hub Group were working on.

**6.3 Little Free Library – to update on progress, to discuss a proposal to modify the telephone box by the village hall to turn it into a library, and to approve request to use some of the Teddy Girl’s LFL funds to repair the existing LFL to extend its life**

Matthew gave a brief update. The Parish Council had received a quote from a local contractor to add shelving into the phone box by the village hall to turn it into a library. It was noted it was a relatively simple operation to remove the leftovers from BT and to install a backboard on which simple shelving could be secured. The cost quoted was £150 which was for materials only and Council resolved to accept this quote, which was felt to be very reasonable. Matthew would arrange the work with the contractor and it was hoped it could be done before Christmas.

**Action:** Matthew to arrange shelving work as above.

**6.4 Welcome pack for new residents – to update on progress in creating a new pack**

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

**Action:** Vero to work on new welcome pack for Freeland residents.

**6.5 Parish Councillor Profiles – to update on progress**

There were only 3 Councillors left (Robert, Peter F & Tim) who were due to appear in the next editions of the Grapevine. These remaining Councillors were asked to email their profile to Matthew and he would pick one each month to be published.

**Action:** Robert, Tim & Peter F to write their profile and email it to Matthew.

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

**7.1 Applications Received: None.**

**7.2 Applications Approved: None.**

**7.3 Applications Refused:**

**19/00021/APPEAL LAND WEST OF FRUITLANDS, EYNSHAM (NEIGHBOURING PARISH)**

Erection of five dwellings with associated works (**Appeal dismissed**).

(Original Application Number: 16/03873/FUL, Appellant’s name: Mr Ashley Maltman, Appeal Reference: APP/D3125/W/19/3229814).

**7.4 Applications Withdrawn: None.**

**7.5 Applications Awaiting Decision:**

Erection of garden room (Retrospective) for Mr & Mrs Rogers.

**19/02890/HHD 56 BROADMARSH LANE, FREELAND.**

Alterations and erection of single storey front and rear extensions for Mr David Cascone.

**7.6 Receipt of S106 Funds - To update on S106 funds associated with the Mears development**

There was nothing further to report. Receipt of the Play Facilities and Public Art Contributions were still awaited.

**7.7 Review of Permitted Development Regulations – to note any update from Robert Courts MP regarding request for review of Regulations**

The Clerk had written to Robert Courts MP last month to request an update on the review of the Permitted Development Regulations and was awaiting a response.

**7.8 Planning Ombudsman – to note response received from Ombudsman re complaint about Permitted Development Rights**

Details of the response from the Planning Ombudsman to a complaint about the Permitted Development Rights had been circulated to Councillors for their information. The upshot of the response was that the Ombudsman would not be investigating the complaint. This was duly noted.

**7.9 OCC – Consultation invitation on Proposed Expansion of Hanborough Manor CE Primary School – details emailed around**

Details of the above consultation regarding the proposed expansion of Hanborough Manor CE Primary School had been circulated to Councillors prior to the meeting. Council agreed they did not wish to submit any comments.

#### **7.10 Oxfordshire Garden Village – Community Newsletter No.2 & Masterplan Framework Public Exhibition – details emailed around**

Details of the above newsletter about the new Garden Village and details of the public exhibition were circulated to Councillors prior to the meeting. The public exhibition was due to be held on 29<sup>th</sup> and 30<sup>th</sup> November at Eynsham Baptist Church and Councillors were encouraged to attend.

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

Merilyn had advised she was still trying to resolve the issue of the graffiti on the wall and was currently having discussions with colleagues at WODC.

Alaa updated the Council on the Water Day that he had attended recently which had proved very successful.

Council also wished to offer their congratulations to Alaa on setting up the pilot Comet bus service that would initially be for 6 months, offering a free of charge shuttle bus service serving Freeland, Hanborough and Eynsham.

Liam's update (which was held later in the meeting after his arrival) included details on the Cuckoo Lane road closure that was currently in place until 6<sup>th</sup> December for resurfacing work (patchwork not whole resurfacing). It was reported that the Clerk had been trying to get the trees and hedges cut back whilst the road was closed but Highways needed to give their permission to Savills for this to take place. Liam agreed to chase this up so the work could go ahead.

Liam was thanked for attending and left the meeting at 9.35pm.

### **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 31<sup>st</sup> October 2019 and the receipts and payments received or paid out in the last month. The bank statement was checked as agreeing with the figures on the finance sheet and was signed by Bill.

#### **9.2 Review of Financial Regulations and Standing Orders**

The Chairman and Clerk had met to carry out the review of the Standing Orders and Financial Regulations. No changes were proposed to be made to the Financial Regulations, but two minor changes were proposed to be made to the Standing Orders, these were:

- To amend the section re the appointment of a Data Protection Officer (DPO) on page 25 point 21(a) to state that the Council **may** appoint a DPO (not **shall** appoint a DPO);
- To amend the section re the order of business for the annual meeting on page 13 point 5 (j) to state the business **may** include (not **shall** include).

Council **resolved** to approve both of the proposed amendments so the Clerk would amend the documents accordingly and the amended versions would be updated on the village website.

**Action:** Clerk to update documents as above.

#### **9.3 Volunteer Link-up – to consider request for donation**

After a brief discussion, Council **resolved** to approve a £100 donation to the Volunteer Link-Up charity. 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 for payment 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 (£)
102588	Freeland Village Hall Bookings	Hall hire 18.11.19	£12.50
102589	Lisa Smith	Clerk's salary Nov 2019	£902.57
102590	Josh Purple	Tree pollarding work by 120 Wroslyn Rd	£325.00
102591	Volunteer Link-up	Annual donation	£100.00
		<b>Total:</b>	<b>£1,340.07</b>
<b>Plus:</b>	NEST pension payment of £67.64 (employee & employer contributions). £38.65 has been deducted from Clerk's salary for October salary payment.		

## 9.5 Consideration of Budget and Precept Requirement for 2020/21

Before the budget was considered, Alaa wished to address the Council about the Comet Bus and this was agreed. As he had mentioned in previous meetings, he wished to ask the Council for a contribution towards the Comet Bus service. Alaa had managed to set up a pilot service temporarily for a 6-month period, but funding would be required after the pilot period. Ideally, he would like to fund the service for a further 6 months for 2 days per week, with an approximate cost of £3K. The usage data would be analysed but no figures were available as the pilot had only just started. He was asking Harborough, Eynsham and Freeland Parish Councils for a £1,000 contribution each towards the Comet Bus service. Council agreed to consider this request whilst considering the budget for next year. Alaa thanked the Council and left the meeting at 8.30pm.

Details of expenditure in 2018/19 and to date for 2019/20, 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.

However, it was noted that following notification from WODC, the tax base for Freeland PC had decreased for next year by 7.23% (down from 719.5 to 667.43). This meant that even if a zero increase was agreed for the requested precept this year, it would show as having a 7.81% increase, which may well cause some alarm among residents. Because the Parish Council had no say in the tax base calculations, it was agreed to still put forward a request for what was required, and to see how the WODC calculation would work out. Therefore, figures for the budget for 2020/21 were provisionally agreed, totalling **£62,841**, an increase of 2.47% from last year (£61,327). 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 £11,942 to allow for a potential increase of up to 3%, 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. The budgeted figure also included the Clerk's increase in hours from 12 to 18 per week. The negative balance from last year was not carried forward in the accounts software but taken from General Reserves which would need replacing.

National Insurance Contributions – as the Clerk had increased her hours to 18 per week, she was eligible to pay National Insurance Contributions. Employer NI contributions so far this year totalled £230.47, leaving £110.91 remaining from the £800 budgeted (£689 had been paid in total, but the rest was the Employee NI contributions that were being deducted from the Clerk's salary each month). The NI Contribution budget was therefore likely to be overspent this year by around £212, but these funds would be available in the Clerk's salary budget as there will be funds left over in this budget at the end of the financial year which would be the NI contributions that had been deducted from her salary. Council therefore agreed to keep the £800 budgeted figure for the coming year.

Pension Contributions – The Clerk also now paid Pension Contributions and only £167 was budgeted for this last year due to also trying to cover the costs of her increased hours. £471.43 has been paid so far this year in Pension Contributions, (of which £202 is the Employer Contribution). An estimated further £338 in total (£145 of which is the Employer Contribution) was due to be paid by the end of the financial year. Again, the Parish Council paid the whole amount to NEST by Direct Debit, and the Employee Pension Contribution was deducted each month from the Clerk's salary.

This meant that this budget would also be overspent by around £642 but these funds would also show up in the underspend in the Clerk's salary budget.

Council **resolved** to allocate £544 for Pension Contributions for the coming year.

Insurance – The insurance budget figure was showing a positive balance of £434 with £2,203 having been spent this year on insurance. It was therefore agreed to keep the budgeted figure at £2,500 to take account of any increases in insurance next year.

Audit fee – The audit fee for the 2018/19 audit had just been paid and amounted to £300. There had been no significantly high income or expenditure during 2019/20 so far, but the tarmacking work and building of the new shed, plus the receipt of S106 funds had the potential to possibly push the income/expenditure into the next bracket which would mean the audit fee could increase to £400 for this year. Council therefore agreed to increase the audit figure from £300 to £400 for the coming year.

Office Equipment – No new equipment was currently required, although the laptop was already 4 years old and it was recognised that it would need replacing at some point in the coming years. The Office Equipment budget was showing a positive balance of £254, so it was agreed to keep the allocation at £100 for the coming year so that funds could be saved for a new laptop.

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

Hall Hire – The hall hire budget was showing a balance of £127.50 which should cover the remaining hall hire charges for this year and have £65 remaining. Council therefore agreed to reduce the payment from £250 to £150 for 2020/21 which should still cover the hall hire charges.

Elections – The next round of elections were due to be held in 2020, and would be charged for in 2021/22 budget. The approximate cost would be around £900 based on previous years. The elections budget showed a current balance of £100, so it was agreed to add £500 to this budget to start building up funds for 2021/22.

Website/mapping software - £100 was allocated last year to cover the running costs of the website hosting by EverWeb. There was already £168 remaining in the website software budget (although the cost for this year had not yet been paid), so it was agreed to reduce the budgeted figure from £100 to £50 for the coming year. It had previously been decided not to renew the mapping software, and there was an unspent balance of £38 in this budget, and as the general funds were particularly low, it was agreed to set this budget to zero and to therefore move this money to the General Reserve

Accounts software – There was currently £500 showing in this budget, although the invoice for the accounts software for this year had not yet been paid. The last payment for Scribe was £347 and this was not expected to increase for the coming year. It was therefore agreed to decrease the allocated amount from £500 to £400 for this budget to cover next year's annual fee.

Stationery/printer items/postage/notices – The stationery budget showed a positive balance of £66, with £133 having been spent on the printing costs of the APM flyers. It was agreed to reduce the allocated amount from £200 to £100 for next year. The printer items budget showed a balance of £100, 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. Council also **resolved** to move £100 from this budget to the General Reserves.

#### GARDEN OF REMEMBRANCE ITEMS:

Garden of Remembrance Development – £6,469 was currently held in unspent funds in the GOR Development budget, out of which £691 was due to be paid shortly for the archway. A new dog bin costing £223 and a new litter bin costing £395 had been purchased and both would have a weekly emptying fee. As the Garden was now 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 – £2,965 was currently held in unspent funds in the GOR Maintenance budget, and it was agreed to not allocate any further funds for the coming year as only £669 had been spent so far on maintenance this year.

#### PLAYING FIELD ITEMS:

Play Area Development – The play area development fund currently had £11,644 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 £33K of S106 funds shortly from the 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.

Play Area Maintenance - The play area maintenance budget had £2,111 remaining, with further invoices to be paid before the end of the financial year. Council agreed to reduce the budgeted figure

from £1,000 to £500 as it was likely there would be funds leftover in this budget at the end of the financial year which could be carried forward to use towards inspections, mowing and hedge cutting, plus any equipment repairs.

Playing Field Maintenance – No capital expenditure had been made on the playing field this year. £16,049 was spent on purchasing a new tractor and rotary mower last year and £52K of the S106 Sports/Recreation contribution had been received so the £16,049 for the tractor and mower had been reimbursed. The playing field maintenance budget was currently showing a positive balance of £5,686 due to the receipt of the S106 funds, so Council agreed not to allocate any further funds to this budget for the coming year.

#### SECTION 137 ITEMS:

Community Responders – As there was £1,830 currently held in reserve, Council **resolved** not to allocate any further funds for the coming year.

Donations given out: This was showing a positive balance of £1,209, and another donation request had been considered and approved at item 9.3. It was therefore agreed to keep the budgeted figure at £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 - £4,563 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. Council also resolved to transfer £1,000 from this fund to a new fund called Transport to support the Comet Bus service.

Village Shop Start Up – The £1,000 previously held in reserve funds had been donated to the Village Hub group last year 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 agreed to be kept at £1,500 to cover any maintenance required around the Hall and CRF – this included grass cutting and hedge trimming in this area.

#### 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 – £1,720 was currently being held in reserve, with £325 of tree work due to be paid this month. Council agreed to keep the allocated amount of £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 £2,625 held in reserve funds it was agreed not to allocate any further funds 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 – £1,015 had been spent on bench repairs this year, leaving £262 in the budget with further bench repair work required next year. It was therefore agreed to increase the allocated figure from £500 to £1,000 for next year to cover the required repairs.

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 keep the allocated figure of £1,000 for the coming year. Although there was £10,708 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 (these would cost approximately 8,714), although the invoice had not yet been received.

Dog bin emptying – £167 had been spent on dog bin emptying this year, which covered a 6-month period with further expenditure anticipated by the end of the financial year. There was currently £351

being held in this budget, so Council agreed to increase the budgeted figure from £350 to £500 to cover the additional emptying costs with the new bin plus the current costs.

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, and with the Clerk's increase in hours and payment of NI & Pension contributions. The amount currently held in general reserve was now only £3K, 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 £6,000 to the General Reserves.

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

Peter F and Vero 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: Peter F and Vero to arrange to meet Clerk to carry out review.

#### **9.7 Any other financial business – None.**

### **10. PARISH COUNCIL STANDING ITEMS**

**10.1 Play areas/Playing Field – to receive any reports:** Peter F had the pink book and there were no problems to report. The loose fixings on the wooden climbing frame that were highlighted in the recent play equipment inspection had been tightened. It was also noted the equipment needed pressure washing, which would be done in due course. The book would be passed to Matthew.

#### **10.1.1 Play area reports – to update on trampoline tile gluing**

As the weather had been wet recently the trampoline tile had not been glued. Mary Ann had the trampoline tile glue and would get this done shortly.

Action: Mary Ann to glue tile. Robert to provide temporary fencing around trampoline if needed.

#### **10.1.2 Play area reports – to discuss a resident's concerns re water run off on field**

Concerns had been raised by a resident regarding water running off the playing field into Blenheim Lane that was felt to need urgent attention. Councillors noted this was not an easy problem to solve as the water had to go somewhere, and the play equipment end of the field was the lowest point so the water naturally drained in this direction. One suggestion was to create a pond in the far corner of the field where the water could drain, although this required further investigation. It was agreed that the field drainage would be looked at as part of the new shed project, but in the meantime it was noted that the drain at the bottom of Blenheim Lane may need clearing of leaves and debris to ensure it was draining freely – it was understood this drain belonged to the resident.

Action: Drainage options to be investigated as part of the new shed project (Robert and Tim to look at options and report back).

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

Tim had carried out further investigative work regarding the dimensions of storage shed required for the tractor and mower. Rather than replace the dismantled shed with another of similar size, it was suggested dismantling the current metal garage that was already quite dilapidated, and replace both with one large shed that could house both the tractor and mower plus other sports equipment. The larger shed could be set further back than the existing shed, to preserve the field view gap and to create further space in front of the shed, plus it would be less intrusive to neighbouring properties. There was also an opportunity to possibly create some sort of flood alleviation in this corner of the field and this would be investigated as part of this project.

Some preliminary costings were provided with the smaller new shed approx. 5m x 4m costing around £13.5K, or a new larger shed approx. 8m x 8m would cost in the region of £18-£25K. The exact specifications needed to be agreed and Mary Ann would produce a plan. Some concerns were raised with regard to the visual impact if the shed height was above 4m, but it was noted that a height of at least 3m 50cm at the apex was needed to enable tractor to be accommodated with the roll bars up. Tim and Robert would produce a specification sheet to bring to the next meeting together with costings, and they would speak to the Sports Clubs about the size of shed required. It was not clear whether planning permission would be required as the shed may fall under the rules of permitted development, this would be looked at in due course once the specifications were known.

Action: Tim & Robert to produce specification sheet, investigate flood alleviation problems & discuss requirements with Sports Clubs, Mary Ann to produce plan.

#### **10.1.4 Large Leylandii trees on playing field – to discuss any action on getting trees cut back**

The Clerk had spoken to the residents about the large leylandii trees and they were going to have a think about what to do and get back to her. No further contact had been received but it was understood there was a difference of opinion so it was agreed to leave this for the current time and perhaps chase again in a few months' time.

#### **10.1.5 Picnic bench on field – to receive an update from Picnic Bench Working Group re location for installation of a new picnic bench on the playing field**

The Working Group had met on site to discuss possible locations for the new bench and a plan had been produced and was shown to the Councillors at the meeting. It was proposed to have 2 benches installed, either side of the wooden climber as it was felt one would not be sufficient. As mowing underneath the benches would be difficult, it was proposed to extend the safety surfacing so that each bench would have safety surfacing underneath, this would also enable the safety surfacing to be installed around the trampoline which had previously been discussed as one of the benches would be located near the trampoline. One quote so far had been obtained but as the total cost (including the cost of the benches) was likely to be in excess of £1,500 but below £5,000 it was agreed to try and obtain three quotes (as per the Council's Financial Regulations).

**Action:** Mary Ann to try and obtain three quotes for the safety surfacing/benches.

#### **10.1.6 Annual inspection report – to update on progress in getting items actioned that were agreed last month**

The wooden posts on the wooden climber had been checked and all seemed very robust and firm in the ground so it was agreed to monitor these for the current time. The loose fixings had been secured with a large Allen key. A quote had been obtained from a play inspection company to check/dismantle the zip wire bolt but this seemed rather expensive, so Robert agreed to dismantle and check the metal zip wire bolt and would report back at the next meeting.

**Action:** Wooden posts to be monitored, Robert to dismantle and check zip wire bolt.

#### **10.1.7 Tractor – to consider whether to have a winter service carried out**

The Clerk had received a letter from the tractor supplier as to whether the Council would like a winter service carried out. It was agreed to check the conditions of the warranty and to probably have this carried out in the Spring. The Clerk would dig out the warranty and check the details.

**Action:** Clerk to dig out tractor warranty as above.

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

#### **10.2.1 Highways reports – to receive any reports: Overhanging shrubs on Hurst Lane**

Some concerns had been raised last month by residents about some overhanging shrubs on Hurst Lane that were making the road quite narrow by the bend. It was agreed to find out who owned the shrubs and then to ask the resident or a local contractor to cut them back.

**Action:** Clerk to find out ownership and then get shrubs cut back as above.

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

The Clerk had asked Eynsham Park Estate if the work could be carried out whilst the road was closed for resurfacing and they had agreed but were waiting for permission to be granted from Highways. Liam agreed to chase this up as it made sense to get the work done whilst the road was closed.

**Action:** Liam to chase up permission from Highways as above.

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

This was still not done and there was nothing further to update. The Clerk would continue to chase this up.

**Action:** Clerk to continue to chase up this work.

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

The Clerk chased this up last month and some positive feedback had been received to advise that Spitfire Homes (acting on behalf of Witney Town Charity), did seem willing to temporarily lease part of the land to the Parish Council for a car park. The contact was due to get back to the Clerk with further information, so a response was eagerly awaited.

Action: Clerk to chase up a response if necessary.

**10.2.5 Road priority on Cuckoo Lane and Wroslyn Road – to discuss any response from Highways to a resident’s suggestion of trying to change the road priorities by Cuckoo Lane/Barnard Gate/Wroslyn Road junction**

There was nothing further to report. The Clerk and Chairman had met with James Wright and Lynn Morgan to give a number of suggestions about their wish to change the road priorities at Cuckoo Lane and the A4095 junction and they were informed that now was a good time to discuss these concerns due to the road networks being reviewed as part of the planning for the new Garden Village. It had been agreed Lynn and James would feed all the comments back and would report developments if and when they happened. It was agreed to remove this from the agenda for the time being.

**10.2.6 Village shuttle bus – to consider a request to set up a shuttle bus to take residents from the village to the bus stop on the A4095**

A resident had enquired whether it was possible to set up a shuttle bus to take residents from the village to the bus stop on the A4095. This was felt to be a good idea but could be tricky to organise. After some discussions, it was agreed to ask the Parish Transport Representative to try and set this up.

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

Robert had the book and would walk the footpath shortly and then pass the book to the Clerk as the rota was complete for this year.

**10.3.1 Graffiti on wall by Wroslyn Road/Woodlands footpath – to update on any progress in removing the graffiti**

Merilyn was still chasing this up with WODC to see if they would remove the graffiti. She would report back any progress.

Action: Merilyn to chase up WODC to get graffiti removed.

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

No reports had been received.

**10.4.1 To receive an update on the location for the timber storage cupboard**

Mary Ann gave a brief report – she was currently chasing up the Sawmill to get the archway base finished. The ground where the timber cupboard would be sited needed levelling, and some options of a timber storage cupboard were presented to the Council. Council **resolved** to purchase a timber cupboard costing £73.99 (+VAT) and it was agreed to ask a local contractor to carry out the base work. The location for dog bin and litter bin were also shown and approved. The Clerk would get these ordered.

Action: Mary Ann to chase up saw-mill re arch and purchase timber shed, and ask local contractor to install base. Clerk to order dog bin and litter bin.

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

There was nothing to report.

**10.5.1 To update on the tarmacking of the gravelled area of the village hall car park**

The Clerk had verbally agreed the quote for the tarmacking and would confirm it in writing this week and ask the contractor to contact Robert to advise on when the work would be carried out.

**10.5.2 To update on installation bike racks by the Village Hall**

This had not been done but would be done shortly.

Action: Robert to install bike racks by the Village Hall.

**10.5.3 To approve the purchase of a new litter bin to be installed by the boot brushes by the changing rooms**

After a brief discussion, Council **resolved** to approve the purchase of a new litter bin to be installed by the boot brushes next to the changing rooms. Robert would confirm the exact location to the Clerk, and the Clerk would order the bin.

Action: Clerk to order bin, Robert to confirm location.

**11. CORRESPONDENCE** – To discuss and agree any actions arising from:  
(a) OALC – October update – details had been emailed around.

Plus additional items received since agenda sent out:

(b) Football pitch improvements – invite to meeting with football club and OFA re grants to improve football pitch – Tues 19<sup>th</sup> Nov at 1pm on the field – it was agreed Peter, Robert and Tim would try and attend.

(c) Oxfordshire Garden Village – community newsletter and Masterplan Framework Public Exhibition – details had been emailed around.

(d) London Oxford Airport Presentation evening feedback – details had been emailed around and duly noted.

**12. CIRCULATION**

November circulation – out at meeting.

No October circulation.

September circulation – still out.

July circulation – still out.

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

There was nothing further to report this month.

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

None.

**16. DATE OF NEXT MEETING:**

The next ordinary meeting would be held on **Monday 16<sup>th</sup> December 2019, 7.30pm in the Newell Room.**

There being no other business the meeting closed at 10.05pm.