

## FREELAND PARISH COUNCIL

### MINUTES OF AN ORDINARY MEETING OF FREELAND PARISH COUNCIL, HELD ON THE 18<sup>TH</sup> JUNE 2018, IN THE NEWELL ROOM, FREELAND, IN THE COUNTY OF OXFORDSHIRE AT 7.30PM.

<b>PRESENT:</b>	Chairman:	Peter Newell
	Vice-Chairman:	Robert Crocker (from 7.55pm)
	Councillors:	Tim Webster, Jane Linnell, Mary Ann Canning, Matthew Ruddle,
	District Councillors:	Alaa Al-Yousuf (till 9.45pm) Merilyn Davies (till 7.50pm)
	County Councillor:	Liam Walker (from 8.35pm till 9.30pm)
	Clerk:	Lisa Smith

#### 1. PUBLIC PARTICIPATION SESSION

No residents were present for this session.

#### 2. TO RECEIVE APOLOGIES FOR ABSENCE – Bill Phillips, Peter Foster – both away.

#### 3. CODE OF CONDUCT:

##### 3.1 TO RECEIVE ANY AMENDMENTS TO THE REGISTER OF MEMBERS' INTERESTS

There were no amendments to the Register of Members' Interests.

##### 3.2 TO RECEIVE ANY DECLARATIONS OF INTERESTS FROM COUNCILLORS FOR MATTERS TO BE CONSIDERED AT THE MEETING

Tim Webster (personal) as having a local business.

Robert Crocker (personal) as a member of Freeland Charitable Foundation (FCF) and as having a local business.

Mary Ann Canning (personal) as a member of Freeland Charitable Foundation (FCF).

Matthew Ruddle (personal) as a member of the Freeland Scout's Committee.

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 21<sup>st</sup> May 2018

The Minutes of the Ordinary Meeting held on 21<sup>st</sup> May 2018 were approved and signed as a true record of those proceedings.

##### 4.2 To approve and sign as a correct record the Minutes of the Annual Meeting held on Monday 21<sup>st</sup> May 2018

The Minutes of the Annual Meeting held on 21<sup>st</sup> May 2018 would need to be approved next month as no copy was available for signing.

**Action:** Clerk to bring copy for signing next month.

#### 5. URGENT BUSINESS

There was no urgent business to report.

As Merilyn had to leave early, it was agreed to bring forward the County & District Council Report item, so she could update the Council on the areas she was working on.

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

Merilyn gave an update on a number of items she was currently working on including GDPR, an "age disco" for the over 65's to be held at Hanborough Pavilion, the introduction of a "no cold calling" zone in the local villages, investigation as to whether there was a self-build register in existence with WODC plus investigating a parking strategy for rural areas. She also gave an update on discussions she had had with WODC Planning Officers re the proposed shed at Cuckoo Wood Farm, and she had also emailed the Practice Manager at Long Hanborough surgery to take up a resident's request for surgeries to be held locally in Freeland. It was also reported that Hanborough Parish Council were investigating purchasing a mobile flashing sign for the Speedwatch team and there was the possibility

of joining together to share the resources. Council were open to this idea and it was suggested asking a member of the Speedwatch team to contact Marilyn – the Clerk would email them. Marilyn was then thanked for attending and she left the meeting at 7.50pm.

## **6. MATTERS ARISING FROM THE MINUTES**

### **6.1 Mobile coverage in Freeland – to receive an update on progress to improve mobile signal and to note any response from WODC Planning Officers**

As Peter F was away there was nothing further to report.

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

There was nothing further to report, the Village Hub Group were currently working on a number of initiatives and there was still no further news yet on the sale of the Church.

### **6.3 GDPR – to update on progress and to update on updating Councillor email addresses, plus to approve data audit and data protection policy**

A brief update was given. Three Parish Councillors still needed to set up a separate Parish Council email address. The data audit document that had been circulated to councillors prior to the meeting was approved by Council and this would be placed on the village website.

A Data Protection policy was still required, and this would be worked on in the coming month.

Information from WODC via Publica had still not been despatched, which was very disappointing.

**Action:** Clerk to work on data protection policy.

### **6.4 THE BIG LUNCH - to receive an update after the event**

A brief report was given. The Big Lunch had been very successful with around 50-60 residents in attendance. Positive feedback had been received from those who attended, and Matthew thanked all those who helped with the event.

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

### **7.1 Applications Received:**

- |                     |                                                                                                                                                                                                                                                 |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>18/01667/HHD</b> | <b>19 WALKERS CLOSE, FREELAND.</b><br>Alterations to convert part of garage to utility room and erection of single storey rear extension for Mrs Jess Hughes.                                                                                   |
| <b>18/01414/HHD</b> | <b>102 WROSLYN ROAD, FREELAND.</b><br>Alterations to include raising of existing roof height to enlarge first floor living space and replace existing conservatory with new rear extension for Mr Andrew Smith.                                 |
| <b>18/01448/HHD</b> | <b>16 NASH LANE, FREELAND.</b><br>Rear extension and alterations to roof to increase height and provide first floor living accommodation with dormer windows to front and windows to rear. Construction of front porch for HillBrook Homes Ltd. |

After a brief discussion, Council agreed there were no objections or comments that they wished to make on the above three applications.

### **Plus: To note appeal has been lodged for below application:**

- |                     |                                                                                                                                                                                                                                   |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>17/01082/OUT</b> | <b>LAND NORTH OF WITNEY ROAD, LONG HANBOROUGH.</b><br>Erection of up to 170 houses with access from Witney Road, open space and associated works (amended plans) - representations need to be made by 19 <sup>th</sup> July 2018. |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Council agreed to send in the previously submitted letter of objection to the above application. Clerk to submit this.

**Action:** Clerk to submit letter as above.

### **7.2 Applications Approved: None.**

### **7.3 Applications Refused: None.**

### **7.4 Applications Withdrawn: None.**

### **7.5 S106 Funds – to finalise S106 wish list; and to consider suggestion from resident re improving footpaths for disabled use**

Following the changes made last month, an updated wish list had been circulated to Councillors prior to the meeting. A further suggestion from a resident had been received regarding improving the pavements around the village for disabled use. Council agreed to add this to the wish list and the final version was approved. The Clerk would send this to Highways and WODC Planning Officers.

**Action:** Clerk to add item and send wish list to Highways and WODC Planners.

### **7.6 Village Car Park - To discuss the possible submission of a planning application for the Chapel field to be used as a village car park, village green and to provide a new football pitch**

A first draft of an outline plan of how the field opposite the Methodist Church could be developed to include a village orchard and car park with approximately 40-50 parking spaces, plus a new sports pitch was shown to the Councillors for their comments. This was done in response to discussions that developers were looking to develop this field. It was suggested that it would be a good idea to be prepared with a plan of what the village would like to have in readiness of discussions with developers to try and gain some benefit for the village, should further development in Freeland go ahead.

Concerns were raised regarding ensuring the village were consulted about the plans before coming to any decisions, but it was agreed that an overflow car park in this area would be very beneficial. A suggestion was made of talking to a local planning consultant in the village who may be able to advise further. Council agreed that Robert would discuss the plan with others in the village to investigate other options and then bring back a formal plan for discussion.

**Action:** Robert to discuss further and bring back a formal plan for discussion.

### **7.7 To discuss new regulations regarding Planning in Principle (PIP) & Technical Details Consent (TDC) and how to manage these applications going forward due to limited response time – details emailed around**

Council discussed the introduction of new regulations surrounding Planning in Principle (PIP) and Technical Details Consent (TDC) following receipt of an email from Phil Shaw, Development Manager at WODC. On 1<sup>st</sup> June 2018 the Government introduced a new means for developers to secure a planning permission on land for developments of between one and nine houses. Developers could now apply to the District Council for PIP for housing development on a site and if this was granted then they follow up with an application for TDC. Once a PIP had been granted, the Local Planning Authority cannot revisit the principle of development and could refuse TDC only for “justifiable reasons”. The developer still had the right of appeal against both PIP and TDC being refused or determined outside the stipulated timeframes.

A key issue was that the Government had given the District Council a time limit of only five weeks to determine such applications and had consequently shortened the timeframes for consultation with parishes from the usual 21 days to 14 days. After further discussion, Council resolved to call an additional Parish Council meeting if a PIP or TDC application was received and considered controversial. The Parish Council Planning Team would take a look initially and advise the Council accordingly if it was felt to be appropriate to call an additional PC meeting, although other Councillors could call a meeting if they felt it was necessary.

**Plus:**

### **7.8 Garden Village Stakeholder meeting – Robert to update on meeting he attended**

Robert gave a brief update on the Oxfordshire Cotswold Garden Village stakeholder meeting that he had attended recently. The question most debated (but not really answered) was how the site came about to be chosen, as the location was widely felt to contradict the Garden Village principles as it was not a stand-alone site. It was reported that the WODC website contained the minutes of the Cabinet Meeting held on 13<sup>th</sup> June 2018, which detailed an agreed 4-week consultation period with the Area Action Plan being the next step of the process. Following this, a further “preferred approach” type consultation would be held in September 2018, with the Formal Regulation 19 publication being available in January 2019. Interestingly, it was reported at the meeting that the Barnard Gate Garden Village application had not been presented to WODC and therefore there was no other option to consider apart from the Cotswolds Garden Village. Council agreed to find out about the outcome of the Barnard Gate Garden Village planning application.

**Action:** Clerk to contact WODC Planners to enquire re the Barnard Gate Garden Village application outcome.

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

Alaa gave a report which included an update on the Pye North Field planning appeal and the process that would now be followed to determine the outcome. He also gave an update on the Emerging West Oxfordshire Local Plan, and the 20mph Quiet Lanes scheme that Colin Dingwall had been previously investigating. Alaa had also tried to find out the outcome of the auction of the old shop site but had so far been unsuccessful. The Clerk would ring and try and find out.

Liam reported that he and Alaa had held a Councillor surgery in Freeland at the weekend and the lack of buses was a big issue for residents, together with broadband and lack of mobile signal, plus electricity black-outs. Liam also updated the Council on the issue of the trees ownership status by the primary school, and an update on repairing of potholes along Cuckoo Lane. He was also investigating getting the speed limit reduced from the national speed limit to 30mph on Pigeon House Lane, and this was currently work in progress.

## 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> May 2018 and the receipts and payments received or paid out in the last month. The bank statement was checked and signed by Robert, in Bill's absence.

### 9.2 Village Hall Insurance Renewal – to approve the insurance renewal premium for the Village Hall & changing rooms – details emailed around

Allied Westminster have confirmed the insurance renewal premium for the Village Hall and CRF to be **£1,233.15** (£1,196.30 last year). The renewal premium above includes a discount for the policy being subject to a 3 year long term agreement that is due to expire on 23<sup>rd</sup> June 2020. If the Council breaks the long-term agreement, Allied Westminster are at least entitled to recover from the Council the total amount of the discount allowed for the period of the agreement, up to the date it is broken.

The buildings sum insured has been index linked by 3.9% and the contents sum by 3.6% this year.

The public liability limit indemnity has remained at the current level at £10,000,000.

The renewal premium includes cover for Trustee indemnity at £250,000. After a brief discussion, Council **resolved** to approve the insurance renewal premium.

### 9.3 Approval of invoices for payment

The Council approved invoices for payment as listed on the invoices sheet distributed with the meeting papers. It was noted that following the Clerk's increase in hours, employer and employee National Insurance contributions needed to be paid. The Clerk went online to pay her employee, but paid the employer contributions in error, so these needed to be refunded. The Clerk would pay her employee NI contributions and provide proof of payment next month.

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

The following invoices are requested to be approved for payment:			
Cheque Number	To whom paid	Details	Amount (£)
102462	Lisa Smith	Clerk's salary June 2018	£936.94
102463	Freeland Village Hall Bookings	Hall hire 18.06.18 & Big Lunch 10.06.18	£67.50
102464	Lawnscience Oxford Ltd	Village Hall lawn treatment	£38.75
102465	Allied Westminster	Village Hall insurance renewal	£1,233.15
102466	George Brown	New tractor & mower	£19,188.00
102467	Paddock & Pitch	Weed spraying of field	£280.00
102468	Eynsham Park Sawmill	Deposit for archway for GOR	£828.50
102469	IAE	Repair kit for play park gate	£229.20
102470	The Grain Ltd	Wooden signs for GOR	£1,296.00
102471	Lisa Smith	Refund of employer NI contributions for Clerk's salary*	£97.26
		<b>Total:</b>	<b>£24,098.04</b>
		* this amount is for April, May & June salary	
		April - £29.88 due	
		May - £34.96 due	
		June - £32.42 due	

#### **9.4 Annual audit – update on progress**

The Clerk gave a brief update on the audit which was progressing well. All information had to be submitted to the new external audit provider by 10<sup>th</sup> July.

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

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

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

It was reported that the branches of the trees by the junior swings were now touching the swing chains and needed lifting. The oak tree by the village hall also needed lifting. It was agreed to ask a local contractor to provide a quote for this work.

**Action:** Clerk to contact local contractor re the above to arrange quote.

##### **10.1.1 Play equipment book – to receive any reports**

The Chairman had the book and would pass it to Mary Ann. A new gate latch had been ordered and would be replaced shortly.

**Action:** Robert to replace broken gate latch.

##### **10.1.2 Playing field mowing - to receive an update on order of new equipment**

The new equipment was now ready for delivery, and Robert would contact the company to arrange a delivery date. The Clerk would ensure that the new items were added onto the Parish Council insurance policy. Council resolved to approve signing a cheque between meetings for any additional insurance premium that needed paying to add the new equipment onto the insurance policy.

**Action:** Robert to arrange delivery of equipment, Clerk to add items onto insurance policy.

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

The Chairman and Vice Chairman had met on the field to discuss a new storage building. Members of the Cricket and Football Club were invited to attend but no-one turned up to the meeting. A quote of £18.5K had been obtained from a company for a concrete building with a concrete base that was felt to be very expensive. It was agreed that Robert would contact Eynsham Park Sawmill to arrange a quote for a steel framed building.

**Action:** Robert to obtain quote as above.

##### **10.1.4 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 – plan to be circulated re position of tree**

A rough plan was shown, although a more formal plan and report was requested. This would be done for the next meeting. A hornbeam tree was suggested as a good option to provide shade and look attractive. This would be discussed in more detail next month once the report had been received.

**Action:** Jane to produce report and plan for next meeting.

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

##### **10.2.1 Highways reports: complaint re weeds on pavements and around telegraph poles; request for clearer signs for Freeland Hall and playing field**

A resident had contacted the Clerk this month regarding the state of the pavement with weeds growing through them, especially around the corner of Wroslyn Road and Broadmarsh Lane. They asked for the Parish Council to arrange for the weeds to be treated, although it was noted this could not be done as it could prove harmful to animals. The Chairman had strimmed the weeds around the telegraph pole and advised that it might be an idea to ask residents if they could keep the bits around the edge of the pavement outside of their properties free from weeds to try and stop the pavements being eroded, especially around Broadmarsh Lane where it was particularly bad. The Clerk would place a note in the Grapevine.

**Action:** Clerk to place note in next Grapevine.

Some residents in Blenheim Lane had also asked if there was any possibility of a clearer sign for the village hall and playing field on Wroslyn Road, as people were coming down Blenheim Lane looking for the field and having to turn around in the lane, which was very narrow. Council agreed to ask Highways for a sign for the playing field on Wroslyn Road coming from each direction.

**Action:** Clerk to request signs from Highways as above.

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

The Clerk had written to Eynsham Park Estate and no response had yet been received. She had also written to Highways and they had advised that the property owner would be asked to cut back the vegetation in this location. The Clerk would chase this up with Eynsham Park Estate.

**Action:** Clerk to chase up.

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

The Chairman had met with Alan Cockbill and confirmed both positions for the two new VAS signs. These would now be ordered and installed, although it was not yet known when this would be done.

**10.2.4 To note any response received from Highways re missing chevron sign on Eynsham Road bend**

As already reported last month, Liam confirmed that the missing chevron had been added to the programme of works list so would be done in due course, although this would not be a high priority.

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

The Chairman had the book and would pass it to Mary Ann. There were numerous signage problems by FP8, FP9 and BR1 that needed addressing. The Clerk would report these to the Footpath Officer at OCC and request them to attend a site visit with Mary Ann so they could be shown the problem areas.

**Action:** Clerk to report signage problems and request site visit.

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

It was reported that the weeds were starting to come through the new path surface and needed treating. Tim and Mary Ann agreed to review this.

**Action:** Tim and Mary Ann to review weeds and whether any action was required.

**10.4.1 To receive an update on the progress for the Garden of Remembrance to include update on order of signs**

It was reported that the signs had been ordered but the archway had been delayed. A quote based on a day rate had been received from a local contractor for the disabled ramp and installation of the signs, but the anticipated time would take the price to a level where comparable quotes were required. Council approved this quote in principle as long as costs could be reduced by using a simpler system for construction of the ramp than that originally conceived. Mary Ann would contact the contractor to discuss this.

**Action:** Mary Ann to contact contractor to arrange ramp and sign installation and obtain further quotes if necessary.

**10.4.2 To update on any response from Allotment Association re the possible use of water from the Allotments for the GOR**

No response had been received to the Clerk's letter to the Allotment Association, but Tim confirmed he had liaised with Chris Ball, Treasurer of the Allotment Association regarding using their water. Tim had ensured the plants at the GOR were well watered and Council passed on their thanks to him for carrying this out. Councillors were encouraged to visit the GOR as it was starting to look particularly lovely with all the wild meadow flowers coming into bloom.

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

A very brief report was given. The gutters were still an ongoing problem, and research was being carried out into purchasing some blinds for the Velux windows.

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

(a) OALC May update – details emailed around

(b) Kerbside glass recycling – to discuss resident's concerns regarding how kerbside glass is currently recycled. A resident had contacted the Parish Council to express their concerns regarding the recycled glass still being tipped from black boxes into blue recycling boxes then tipped into the lorry. This was witnessed by the resident, along with their neighbours. Marilyn and Alaa agreed to take this up with WODC contractors.

**Action:** Marilyn/Alaa to talk with WODC contractors re the above.

(c) Thank you notes for donations – thank you notes received from Parochial Church Council, Grapevine and Hanborough Day Centre for annual donations given last month – these had been circulated and were duly noted.

Plus additional items received since agenda sent out:

(d) Doctor's surgeries - resident has raised concerns re the long walk for elderly patients to walk to Long Hanborough surgery and has suggested the Parish Council help to set up possible surgeries in the village hall – Merilyn had agreed to take this forward and see if she could try and find a solution.

**Action:** Merilyn to take issue forward.

## **12. CIRCULATION**

No June circulation.

May circulation – still out.

No April circulation.

March circulation – returned.

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

A brief update was given by the Clerk. The Y4/5 teacher Mrs McCarthy had been appointed as Acting Deputy Head from September. A new KS2 teacher has also been appointed, Miss Hustler.

## **14. ANY OTHER BUSINESS – FOR PRELIMINARY DISCUSSION ONLY**

Phone box by Village Hall - it was noted that the phone box still needed removing. Robert confirmed this would be done shortly.

## **15. DATE OF NEXT MEETING:**

**Monday 16<sup>th</sup> July 2018, 7.30pm in the Newell Room.**

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