

## **FREELAND PARISH COUNCIL**

### **MINUTES OF AN ORDINARY MEETING OF FREELAND PARISH COUNCIL, HELD ON THE 16<sup>TH</sup> JANUARY 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, Mary Ann Canning, Matthew Ruddle, Bill Phillips, Peter Foster, Jane Linnell
District Councillors:	Carol Reynolds (until 8.30pm)
County Councillor:	Not present (Liam Walker, the Conservative Party County Council nominated candidate was also present)
Clerk:	Lisa Smith

#### **1. PUBLIC PARTICIPATION SESSION**

No-one was present for this session.

#### **2. TO RECEIVE APOLOGIES FOR ABSENCE – none.**

#### **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 19<sup>th</sup> December 2016**

The Minutes of the Ordinary Meeting held on 19<sup>th</sup> December 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**

Details of a proposal to install a new mobile mast on land to the South side of Millwood End in Long Hanborough had been received a few days prior to the meeting. These details had been circulated to Councillors. The proposal was being put forward by the Harlequin Group, acting on behalf of Vodafone and Telefonica. After reviewing and discussing the details of the proposed site, Council **resolved** that the site was considered suitable and therefore the Council would fully support the proposal – the Clerk would write to the Harlequin Group to confirm the Council's views.

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

##### **6.2 Dog signs for playing field – update on progress**

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

There were 4 options of different signs. After a brief discussion, Council **resolved** to order 4 each of sign numbers 3 and 4. The Clerk would get these ordered.

**Action:** Clerk to order dog signs as above.

**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. Carol asked for a copy of the letter to be forwarded to her so that she could try and chase up a response.

**Action:** Clerk to forward copy of letter to Carol as above, Carol to chase response from Stagecoach.

**6.4 Safety matting for play area – to note any response received from Rubba Grass**

The Clerk had written to Rubba Grass, (the manufacturer of the matting) and had copied in ORCC. ORCC had forwarded the details onto OPFA who had confirmed that they would ensure other councils were aware of the problems should they be looking at a similar material. No response had been received from Rubba Grass. It was also suggested and agreed to send a copy of the original letter to the Play Inspection Company.

**Action:** Clerk to send copy of letter to Play Inspection Company.

**6.5 Eynsham Consolidated Charity – to note any response to Trustee position and to appoint new Trustee**

Mr Michael Foster, of Little Blenheim, Freeland had expressed an interest in becoming the new Trustee to the above charity. Councillors felt Mr Foster had the necessary experience and was a very suitable and worthy candidate. Council **resolved** to appoint Mr Foster as the new Trustee to replace Ann Kershaw on the Eynsham Consolidated Charity. The Clerk would inform Mr Foster of his successful appointment.

**Action:** Clerk to write to Mr Foster as above.

**6.6 Community Speedwatch Scheme – to note any response to Grapevine advert re volunteers for participation in scheme**

No response had yet been received as the advert had not yet been published in the Grapevine. It was due out in the next edition at the end of the month. The Clerk would report back next month if any interest had been received.

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

**7.1 Applications Received: None.**

**7.2 Applications Approved:**

**16/03782/HHD**

**10 THE BLOWINGS, FREELAND.**

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

**16/03362/HHD**

**24 OAKLAND CLOSE, FREELAND**

Replace existing conservatory with single storey extension. Form new side extension including raising garage roof to enable first floor habitable use for Mr & Mrs Homewood.

**7.3 Applications Refused: None.**

**7.4 Applications Withdrawn: None.**

**7.5 Amenity Area Broadmarsh Lane – to consider submitting an outline planning application for the above piece of land – details to be discussed at meeting**

A suggestion was made to submit an outline planning application for the amenity area on Broadmarsh Lane as a way of trying to secure ownership of this piece of land, with no intention of building a house. However, several concerns were made about this proposal and the message it would send to residents living nearby. It was therefore agreed for the Clerk to check back through the records to see how long the Parish Council had been maintaining this land to see if ownership could be established by the ongoing maintenance of the land.

**Action:** Clerk to check back through Parish Council records as above.

## **7.6 Gladman Developments – to consider details of new proposed Garden Village near Barnard Gate – details emailed around**

Details of a new proposed Garden Village at land near Barnard Gate on the South side of the A40 had been received and circulated to Councillors. After reviewing the information Council **resolved** to write to WODC to insist that they give this proposal serious consideration as it held many merits over the proposed Eynsham Garden Village. Parish Councillors were strongly in support of the Barnard Gate option, whose merits they felt included:

- Separate village, therefore a true Garden Village;
- Would sit within the existing landscape with very little visual harm to the local area;
- It was located next to the solar farm which could be used for energy;
- There was no danger of coalescence with other neighbouring villages, unlike the Eynsham site;
- Situated close to Witney so easy to get to local facilities;
- It was far enough away from the Evenlode and Thames rivers to not affect the hydrology of the area, this was not the case at Eynsham which Councillors felt had the real possibility of flooding in the future;
- More space around site to deal with any traffic problems;
- The old railway line abuts the site so there was the possibility for rail links to be reinstated in the future;
- Only one landowner so much simpler to move forward.

**Action:** Clerk to write letter to WODC in support of Gladman proposal as above.

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

A very brief update was given. A new charge was being introduced for Garden Waste collections from 1<sup>st</sup> April 2017. The charge would be made per bin, and not per household. Communication about this was being sent out later this month. The waste management contract was changing in October, the contractor would no longer be Kier, but Ubico instead.

Liam gave a brief update about County matters. The A40 consultation had finished on the 12<sup>th</sup> January and the details would be going to the Cabinet meeting at the end of February for approval. An additional £1.3m of Government funding had been given to the County Council to deal with the ongoing problem of potholes.

## **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 30<sup>th</sup> December 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 To discuss use of Open Gardens Funds from 2015-16 currently held in accounts**

It was noted that the £2,649.20 of Open Gardens Funds from 2015-16 was still being held in the accounts and had not yet been spent. £375.83 of the funds had been used towards the memorial trees, leaving £2,273.37 unspent. A suggestion was made to use the money to pay for the new Spring Walkway across the playing field. Council **resolved** to send a letter to the Open Gardens Committee with this suggestion to see if it met with their approval.

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

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

Cheque Number	To whom paid	Details	Amount (£)
102342	Lisa Smith	Clerk's salary January 2017	£606.32
102343	Freeland Village Hall Bookings	Hall hire 16.01.17	£12.50
102344	West Oxon CAB	Donation	£100.00
102345	Volunteer Link-Up	Donation	£100.00
102346	Bill Phillips	Litter picking - Oct, Nov, Dec	£250.00
102347	Sawscapes Play Ltd	Play area maintenance	£1,608.72
102348	Peter Newell	Website hosting expenses	£80.88
102349	Lisa Smith	Microsoft Office renewal	£50.28
		<b>Total:</b>	<b>£2,808.70</b>

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

Tim and Peter Foster had met with the Clerk and their report of that meeting would follow shortly.

**Action:** Tim and Peter to complete report in time for next meeting.

#### 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

Robert had the book and would pass it on to Bill. There were no problems to report. A new rota had been emailed round and placed in the book.

##### 10.1.2 Repairs and maintenance at Play Park – update on progress

All of the repairs and maintenance work had now been completed and the invoice had been received. It was confirmed that everything was in order and no further action was required.

##### 10.1.3 Worn signs on Church View – update on request to replace signs

A request had been made to WODC for a new sign and a response had been received in which they queried which sign was to be replaced. No further response had been received. The Clerk would chase this up as necessary.

**Action:** Clerk to chase up response as above.

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

##### 10.2.1 Update on broken signpost by Barnard Gate – update on progress & to consider response from Highways re siting of additional sign

The Clerk had written to Highways last month to express the Council's dissatisfaction at the siting of the new sign. Highways had offered to order a new sign and lower the existing sign, Council **resolved** to approve these suggestions. It was also noted that the hedge could obscure the new sign and to ensure that the sign was as visible as possible. The Clerk would inform Highways.

**Action:** Clerk to confirm details to Highways.

##### 10.2.2 WOT meeting – to consider who wishes to attend the WOT Working with the Community meeting on 24<sup>th</sup> January at 7.30pm

Mary Ann was chairing the first meeting of a joint WOT group on 24<sup>th</sup> January with an aim of getting a united view from all of the local parishes about transport and improving the A40 including Cassington, Begbroke, Eynsham, Bladon, Yarnton and Long Hanborough. Two representatives from each parish were encouraged to attend, so Robert and Peter F agreed to attend the meeting.

**Action:** Robert and Peter to attend as above.

**10.2.3 Grass cutting of verges – to consider a suggestion to join with other local Parishes to provide additional cuts around the village as required**

Hanborough Parish Council had enquired if Freeland would like to join together with other local parishes to provide additional grass cutting around the village. After a brief discussion, Council agreed to this in principle, but wanted to clarify which areas would benefit from the grass cutting and how much this would cost. The Clerk would notify Hanborough PC of the above.

**Action:** Clerk to contact Hanborough PC.

**10.2.4 Broken sign on Church View triangle**

It was reported at the meeting that one of the nameplates on the Church View triangle had been hit and had broken off. The Clerk would take a look and report to Highways.

**Action:** Clerk to report broken nameplate as above.

**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**

There was nothing further to report on the plans. Nicholsons had scheduled to carry out the ground work on 23<sup>rd</sup> January, although this would be weather dependent.

**10.4.2 Maintenance of Garden of Remembrance - to consider the frequency of the maintenance and who would carry this out**

After a brief discussion, it was agreed to wait until the landscaping work had been carried out so that it could then be assessed as to what maintenance work would be required and then quotes for the work could be obtained. A suggestion was also made that the wooden entrance gates also needed some maintenance work (repainting). It was agreed to reschedule this work for the spring when the weather had improved and to therefore place this item on the April agenda.

**Action:** Clerk to place gate maintenance work on April agenda.

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

There was nothing to report.

**11. ANNUAL PARISH MEETING – TO CONFIRM DATE AND TOPICS FOR DISCUSSION**

The provisional date for the Annual Parish Meeting (APM) was agreed for Friday 28<sup>th</sup> April 2017 at 7.15pm. The Clerk would book the hall. Possible topics for discussion were suggested as:

- Discussion around the Eynsham vs Barnard Gate Garden Village development proposals
- Discussion about the A40 Park and Ride proposals – Liam agreed to provide posters/exhibition materials for this item
- Robert Courts – Local MP – Brief 30 min Q&A session
- Plans to develop the primary school.

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

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

(b) Freeland Guides – to consider request for donation towards overseas trip – after a brief discussion, Council **resolved** to donate £100 to the Girl Guide overseas trip.

(c) WODC – Proposed Council Tax Referendum Principles 2017-18 – details had been emailed around. No comments were made.

(d) OCC Highways – details of temporary road closure in Long Hanborough – details had been emailed around and placed on village website. No further action was deemed necessary.

Plus additional items received since agenda sent out:

(e) CTIL – proposed base station installation at land South of Millwood End – details had been emailed around – this item had already been dealt with at item 6.1.

(f) Dementia Talk – a suggestion was made by the WI to have the Parish Council arrange a dementia talk in Village Hall – unfortunately the Clerk did not have the spare capacity to do this – it was suggested the WI place a note in the Grapevine asking for someone to organise the event – the Clerk would respond to the WI.

**Action:** Clerk to write to WI as above.

(g) Grit bin – a query was raised by a resident as to whether the Parish Council had stocks of salt that was available to residents in view of the recent spell of icy weather – it was confirmed that there was still a large stock of salt being stored at Freeland Garden Centre and there was also the grit bin on Wroslyn Road near number 42 – Tim agreed to refill this bin if required.

**Action:** Tim to refill grit bin.

### **13. CIRCULATION**

January circulation – out at meeting.

No December circulation.

November circulation – returned.

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

A brief update about the school was given by the Clerk.

A small working group of Parish Council representatives had held another meeting with the school headteacher and Chair of Governors to discuss the long term vision and plans for the school and whether the Parish Council could assist in any way. New plans had been drawn up to develop the school and to hopefully provide a Community Hall that could be used by both the school and had the potential to be hired out to external users. The school were keen to launch these plans and it was suggested that they presented them to the village at the Annual Parish Meeting in April – this was agreed.

It was also noted that a resident had mentioned that the external lights outside the school were too bright.

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

The Big Lunch – it was reported that a note was being placed in the March Grapevine to ask for volunteers to help organise the Big Lunch in June and to help on the day. Date of the event was Sunday 4<sup>th</sup> June 2017.

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

**Monday 20<sup>th</sup> February 2017, 7.30pm in the Newell Room.**

There being no other business the meeting closed at 9.37pm.