

## **FREELAND PARISH COUNCIL**

### **MINUTES OF AN ORDINARY MEETING OF FREELAND PARISH COUNCIL, HELD ON THE 16<sup>TH</sup> JULY 2018, IN THE NEWELL ROOM, FREELAND, IN THE COUNTY OF OXFORDSHIRE AT 7.30PM.**

<b>PRESENT:</b>	Chairman:	Peter Newell
	Vice-Chairman:	Robert Crocker
	Councillors:	Tim Webster, Mary Ann Canning, Matthew Ruddle, Peter Foster, Bill Phillips
	District Councillors:	Merilyn Davies (till 8.10pm)
	County Councillor:	Liam Walker (from 8.25pm till 8.45pm)
	Clerk:	Lisa Smith

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

No residents were present for this session.

**2. TO RECEIVE APOLOGIES FOR ABSENCE** – Alaa Al-Yousuf – no reason given. The Chairman announced that he had received a letter of resignation from Jane Linnell who had conflicting pressures with work and home life balance and so regretfully had to resign from the Council. The matter of co-option of a new member to the council would be discussed later in the meeting.

#### **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 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 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 Ordinary Meeting held on Monday 18<sup>th</sup> June 2018**

The Minutes of the Ordinary Meeting held on 18<sup>th</sup> June 2018 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 and to note any response from WODC Planning Officers**

There was nothing further to report. CTIL were not prepared to look at an alternative site, with the only influence likely to come from the landowner. It was not clear what the timescale would be for the installation of the mast, this would depend on the build plan for CTIL. After a brief discussion, it was agreed that the Clerk would email CTIL to find out when the mast would be installed – Peter F would send the Clerk the name of the person to contact.

**Action:** Peter F to provide named contact, Clerk to write to CTIL as above.

## **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 and to approve data protection policy**

A brief update was given. Only one Parish Councillor still needed to set up a separate Parish Council email address, and they agreed to do this shortly. The Data Protection Policy that had been circulated to councillors prior to the meeting was approved by Council and this would be placed on the village website. Other information was still required, and the Clerk was working on the remaining documents required.

**Action:** Clerk to work on remaining documents/information required for GDPR.

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

### **7.1 Applications Received:**

**18/01838/HHD                    59 BROADMARSH LANE, FREELAND.**  
Erection of two storey front extension for Mr Anthony Whitlock

**18/01953/HHD                    19 CHURCH VIEW, FREELAND.**  
Construction of single and first floor rear extensions and erection of a front porch for Mr And Mrs Hunt.

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

### **7.2 Applications Approved:**

**18/01272/FUL                    OAKLANDS, 3A CUCKOO WOOD CARAVAN PARK, EYNSHAM ROAD, FREELAND.**  
Erection of workshed for Mrs Charmaine Llewellyn.

**18/00904/HHD                    14 WALKERS CLOSE, FREELAND.**  
Erection of first floor front extension and construction of front entrance porch for Mr And Mrs Manning.

**18/01667/HHD                    19 WALKERS CLOSE, FREELAND.**  
Alterations to convert part of garage to utility room and erection of single storey rear extension for Mrs Jess Hughes.

**7.3 Applications Refused:** None.

**7.4 Applications Withdrawn:** None.

### **7.5 S106 Funds – to consider suggestion from resident re having crossing point by A4095/Wroslyn Road junction included on wish list**

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 including the provision of a crossing point by the A1095/Wroslyn Road junction on the wish list. Council agreed to add this to the wish list and the amended 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 use of the Chapel field as a village car park, village green and new football pitch**

After a brief discussion, it was agreed to put this item on hold for the current time.

### **7.7 WODC – Preliminary Consultation on the Oxfordshire Cotswolds Garden Village Area Action Plan – details emailed around**

The Chairman had attended one of the public consultations regarding the above and there was no new information to report. He had discussed the lack of provision of a GP surgery and secondary school, but the response had been that Garden Villages did not have to be a stand-alone entity, which

appeared to go against the whole principle of what a garden village should be. A big demonstration had been held in Eynsham regarding residents' objections to the proposals and councillors were encouraged to view the Area Action Plan documents online and respond if they so wished.

**Plus additional item:**

**7.8 41 house scheme, Witney Road, Freeland**

The Chairman gave a brief update regarding some new information about the above development. An 85-page report had been produced by a company called Soiltechnics regarding the results of the soil testing that had been carried out to date. The report states that because the area to the West of the site was formerly used for clay pits for the clay kilns and these pits seem to have been filled in with material unknown, a study of the CO2 and Methane given off is required. The study by Soiltechnics reports that CO2 levels were slightly elevated and, as a consequence, the WODC Planning Officer had insisted on further monitoring. The effect of this was a delay to the start of the building work for at least a couple of months. This was duly noted.

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

Merilyn gave an update on a number of items she was currently working on including the school trees, the concept of self-build sites which she was exploring with Phil Shaw at WODC Planning Offices, a village parking strategy and she also agreed to chase up the mowing of the grass verges on the A4095 which had become massively overgrown and was becoming a concern among residents. Merilyn was then thanked for attending and she left the meeting at 8.10pm.

Liam gave an update later in the meeting regarding the A40 Park and Ride Briefing held on the 18<sup>th</sup> July whereby a new 1,000 space Park and Ride site is to be provided by the Freeland turn from the A40. A new Eastbound bus lane had been included in the plans, and the Cuckoo Lane junction improvements had also been included on the list of items to be provided, although it was not clear if or when this would be done. He also gave an update on pothole repairs, whereby OCC had produced a business plan to borrow funds of up to £120m over the next 10 years to reinvest in resurfacing work and more dragon patching. It had been reported that the white lines by the school had not been painted in the correct location and he was currently following this up to get it put right. Liam was then thanked for attending and he 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 30<sup>th</sup> June 2018 and the receipts and payments received or paid out in the last month. The bank statement was checked 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. It was also reported that cheque number 102458 for £30.00 payable to Mary Ann Canning had got lost (and had not been cashed at the bank), so a replacement would be written out. Council therefore **resolved** to approve all of the following invoices for payment:

Cheque Number	To whom paid	Details	Amount (£)
102472	Lisa Smith	Clerk's salary July 2018	£936.94
102473	Freeland Village Hall Bookings	Hall hire 16.07.18	£12.50
102474	Lisa Smith	Refund printer toner	£58.48
102475	WODC	Field mowing May 2018	£88.09
102476	Barlow & Sons Ltd	Gate latch for PHL field gate	£15.59
102477	Bill Phillips	Litter picking April/May/June 2018	£250.00
102478	WODC	Field mowing 19.04.18 & 26.04.18	£176.18
102479	Ubico	New nameplate in Broadmarsh Lane	£59.47
102480	Arthur Treherne	Repairs to self closing gate in play park	£24.00
102481	Jason Footitt	Mowing March - July for pond & Green areas	£450.00
102482	Lisa Smith	Clerk's salary August 2018	£936.94
102483	Nigel Green	Mowing April - June	£805.00
		<b>Total:</b>	<b>£3,813.19</b>

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

The Clerk gave a brief update on the audit which was progressing well. All information had been submitted to the new external audit provider and the outcome was awaited.

### **9.4 To receive an update on items added onto insurance policy and to confirm if any additional premium is due**

The Clerk had added the additional items agreed last month onto the insurance policy (new tractor and mower, plus 2 benches, GOR signs and archway and the Clerk's printer). The annual premium due for these amendments was £88.86 including Insurance Premium Tax (IPT) which had increased the future annual premium payable to £2,116.28 including IPT. However, there was no pro-rata additional premium due until the next renewal date on 1<sup>st</sup> October 2018. This was duly noted.

### **9.5 Approval of invoices during August - to discuss the approval of invoices that need to be paid during August and decisions on any planning applications received**

After a brief discussion, it was agreed that any urgent cheques up to a maximum value of £2,000 that needed paying before the September meeting could be signed off by the Chairman and Vice Chairman (or another cheque signatory in their absence). The Clerk would confirm with the Chairman or Vice Chairman the urgency of the payment to be made.

It was also agreed that the Planning Team would review any applications that were received over the summer and would try and delay any large schemes that could be controversial by asking WODC for an extension to the time limit. Where this was not possible then an Extraordinary Parish Council Meeting may have to be called.

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

### **10. PARISH COUNCILLOR VACANCY – to note resignation of Councillor Jane Linnell and to discuss how to fill the vacancy**

Following Jane's resignation, the vacancy had been advertised and no election had been requested, therefore the Council were able to co-opt a member of their choosing. It was reported that Mrs Veronique McCoy had expressed an interest in the vacancy, and she had previously stood in the last round of Parish Council elections and had only just missed out on gaining a seat. Council resolved that Veronique McCoy should be co-opted to the parish council, if she was still interested.

### **11. PARISH COUNCIL STANDING ITEMS**

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

The Spring Walkway had become very overgrown and was due to be trimmed shortly.

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

Peter F had the book and would pass it to Matthew. The new gate latch had been received and would be replaced shortly. It was noted that there was quite a substantial amount of bird droppings on the swings that may need brushing off. Matthew agreed to take a look. The self-closing gate was now working again following a repair being carried out by a local contractor.

**Action:** Robert to replace broken gate latch, Matthew to check swings for bird droppings.

#### **11.1.2 Playing field mowing - to receive an update on order of new equipment and training**

The new equipment had been delivered and Robert had the spare key and instruction book which he would pass to the Clerk. It was suggested keeping the second key in the referee's box in the changing rooms for ease of access by the sports club members. Graham Walker had the other tractor key. It was agreed to purchase an extra key that could be retained by the Clerk should any keys become lost. It was noted that the new belt and blades had not been received so Robert agreed to chase this up. The tractor would need servicing after 50 hours of use initially, then annually. Five members had attended the training on using the new equipment, and the Clerk would arrange another date for the remaining members. It was agreed the Clerk would contact the Sports Clubs members to reiterate the importance of them not being permitted to use the equipment until they had attended the training and signed off certificates to confirm this.

It was also agreed that as the tractor would have to be driven a short distance on the public highway, to check if it was insured for this use or to obtain a quote from the Parish Council insurance company. The Clerk would arrange this.

**Action:** Robert to chase up belts and blades, Clerk to enquire re insurance, order new key, arrange extra training date and contact Club members re training as above.

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

There was nothing further to report on this. Robert would contact Eynsham Park Sawmill to arrange a quote for a steel framed building.

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

### **11.1.4 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**

As Jane had now resigned, Mary Ann agreed to take on this work and would produce a brief report and plan for the next meeting.

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

### **11.1.5 Overhanging trees in play park – to discuss and approve quote for trimming back tree in play park, and quote to lift tree in village hall garden to a more suitable height**

A quote of £80 had been received to trim back the lime tree in the play park, plus an additional lime tree was also recommended to have cut at the same time which would cost £50. The village hall oak tree would cost £170 to have lifted. Council **resolved** to approve these quotes and the Clerk would arrange the work.

**Action:** Clerk to arrange tree work with contractor.

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

### **11.2.1 Highways reports: Overgrown grassy area in Blenheim Lane**

A resident had contacted the Clerk that the small grassed area in Blenheim Lane near the footpath to Walkers Close was very overgrown and needed attention. It was agreed the Clerk would ask the local contractor to cut this back.

### **11.2.2 To note temporary road closure/traffic lights on Wroslyn Road due to Thames Water main replacement work**

It was noted that the water main replacement work being carried out by Thames Water was due to last for approximately 6 weeks, starting on Monday 23<sup>rd</sup> July. This may interfere with the new VAS signs being installed, although this was mentioned to Highways at the time in the hope they would make contact with Thames Water to try and work together so the road wasn't closed any longer than it needed to be. Details of the work had been placed on the village website and in the Grapevine.

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

The Clerk had finally managed to speak to someone at Eynsham Park Estate and confirmed that the work had been passed onto their local contractor who would get the trees and shrubs cut back, although they could not confirm when this would be done. It was likely it would be done in September.

### **11.2.4 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 and white marks had been painted on the road to mark their position. It was likely to be 5-6 weeks before they were installed, although no fixed date had been given. A suggestion from Hanborough Parish Council of possibly sharing a mobile speed watch device was also discussed, but it was felt this would be very cumbersome as it would be attached to a very large pole, and the general feeling was that the logistics of moving it would prove difficult for the Speedwatch Team. This suggestion was therefore declined.

### **11.2.5 Missing chevron sign on Eynsham Road bend – update on progress**

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.

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

Mary Ann had the book and was holding on to it until the Footpath Officer from OCC could attend a site visit to discuss the signage problems at FP8, FP9 and BR1. No response had been received from OCC, so Mary Ann agreed to chase this up.

**Action:** Mary Ann to chase up Footpath Officer site visit.

**11.3.1 To receive an update on any response received from OCC re footpath signage issues on FP8, FP9, & BR1**

See item 11.3.

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

No reports were received.

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

Tim and Mary Ann had been busy watering all the plants and trees in the recent prolonged hot weather. Lots of water had been used from the Allotments, and the Allotment Association Treasurer was aware of this usage. At some point the Parish Council would need to contribute to the water bill, and the Clerk had emailed the Association to ask for a copy of their latest bill, but no response as yet had been received.

It was reported that the signs had been delivered but the archway had been delayed. Three quotes had been received from local contractors for the disabled ramp and installation of the signs, and lowering of the kerb, these were read out to the Councillors. One other contractor was due to provide a quote, but it had not yet been received. Council **resolved**, that once the final quote had been received to accept the cheapest quote for the work. It was also noted that the various books and stationery items for the administration of the GOR were now required and the Clerk would get these ordered.

**Action:** Mary Ann to contact contractor to arrange ramp and sign installation and Clerk to order stationery items.

**11.4.2 To receive an update on installation of ramp and to discuss and approve further quotes if necessary**

See item 11.4.1.

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

See item 11.4.1.

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

A very brief report was given. A complaint about noise had been received from a resident regarding an event that took place at the Hall recently. Robert had responded, and this was duly noted. It was also reported that a new battery for the clock in the Newell Room was required – Robert would arrange this.

**Action:** Robert to arrange battery replacement in clock.

**12. RISK ASSESSMENT STATEMENT – ANNUAL REVIEW**

The Risk Assessment Statement had been circulated to Councillors prior to the meeting. Council **resolved** not to make any changes to the document and approved the statement. It was signed by the Chairman.

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

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

(b) OPFA – invite to AGM – details had been emailed around.

Plus additional items received since agenda sent out:

(c) Complaint re noise from Village Hall events – details emailed around (see also item 11.5).

**14. CIRCULATION**

July circulation – out at meeting.

No June circulation.

May circulation – still out.

No April circulation.

March circulation – returned.

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

There was very little to report, apart from the annual summer fundraising event was due to take place on the 21<sup>st</sup> July at the school from midday till 10pm (FreeFest). The event would be very family friendly with lots of activities and stalls and live music and Councillors were encouraged to attend.

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

Freeland House Summer Fete – details of the summer fete were given to the Councillors and everyone was encouraged to attend.

**17. DATE OF NEXT MEETING:**

**There was no meeting in August, therefore next meeting would be Monday 17<sup>th</sup> September 2018, 7.30pm in the Newell Room.**

There being no other business the meeting closed at 9.33pm.