

FREELAND PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF FREELAND PARISH COUNCIL, HELD ON THE 20TH MAY 2019, IN THE NEWELL ROOM, FREELAND, IN THE COUNTY OF OXFORDSHIRE AT 7.45PM.

PRESENT:	Chairman:	Peter Newell
	Vice-Chairman:	Robert Crocker
	Councillors:	Tim Webster, Peter Foster, Matthew Ruddle, Vero McCoy, Bill Phillips
	District Councillors:	Alaa Al-Yousuf (from 7.45pm – 9.15pm)
	County Councillor:	Not present
	Clerk:	Lisa Smith

1. PUBLIC PARTICIPATION SESSION

No-one was present for this session.

2. TO RECEIVE APOLOGIES FOR ABSENCE – Mary Ann Canning, Marilyn Davies and Liam Walker. Lisa was welcomed back to the meeting following her accident last month, and Peter Foster was thanked for taking the minutes last month in her absence.

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.

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

4. APPROVAL OF MINUTES

4.1 To approve and sign as a correct record the Minutes of the Ordinary Meeting held on Monday 15th April 2019

The Minutes of the Ordinary Meeting held on 15th April 2019 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 Parish Meeting held on Friday 26th April 2019

The Minutes of the Annual Parish Meeting held on 26th April 2019 were approved and signed as a true record of those proceedings.

5. URGENT BUSINESS

There was no urgent business to report.

6. MATTERS ARISING FROM THE MINUTES

6.1 Mobile coverage in Freeland – to receive an update on progress to improve mobile signal

There was nothing further to report. There had been an article in the press this week that reported that the introduction of 5G may be delayed by a few years due to ongoing issues with the new legislation. The preferred site for a mast at Whitehouse Farm was still being explored but no formal agreement had been made as yet.

Action: Peter to update Council with any progress as above.

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

The planning application for change of use of the Methodist Church to a dwelling was heard at the Uplands Area Planning Committee on 29th April. Peter Newell (as Chairman of the Parish Council),

Alaa Al-Yousuf (as a District Councillor) and Roger Faulkner (on behalf of the proposed Shop and Café) each made a presentation in opposition to the application. WODC had sought legal advice on whether the application for change of use to residential should be granted or opposed. Council Planning Officers had recommended (with regret) that the plans should be approved, as the proposals fell in line with the district's local plan.

In their presentations, Peter, Alaa and Roger explained that the church was a vital community asset used by residents for many years and that the nearby village hall was oversubscribed. They also mentioned the high degree of social isolation in the village, exacerbated by the imminent cancellation of the number 11 bus service. They explained there was an urgent need for a community hub since the closure of the church and village shop, the latter 20 years ago. The Uplands Planning Committee overall agreed with the objections put forward and unanimously refused the application for change of use to a dwelling. It was not yet clear whether the Methodist circuit would lodge an appeal against the decision.

6.3 Little Free Library – to update on progress and to finalise location for new larger Library

Matthew was in the process of obtaining quotes from local carpenters. One of the quotes received so far was only for the materials, and did not cover any labour charge.

The builder who built the original Little Free Library had confirmed they could match the quotes received, so a further quote was awaited.

Matthew had received some concerns from residents about locating the library by the school, where a tree had recently fallen down. Some residents had queried applying for planning permission to be able to locate the new library in the current's library's location. However, this would prove tricky as not only would planning permission be required, but permission would have to be obtained from all the utilities companies in case there were pipes or cables nearby that could be affected. The builder would also need public liability insurance for working on the public highway (up to £10m). It was agreed to wait to hear back from the carpenters and review next month. It was unlikely the work on the new library would start before August at the earliest.

Action: Matthew to collate quotes and review next month.

6.4 The Big Lunch – to update on progress

The Big Lunch Community Picnic event was due to be held on Sunday 9th June from 12.30 – 3.00pm in the Village Hall. Adverts had been placed in the Grapevine and on social media to encourage residents to attend. The Hall was booked from 11.00am and help would be required to set up and clear away after the event. Matthew also asked if anyone had any tablecloths and serving spoons that they could lend to let him know.

6.5 CLP Working Group - to update on setting up a group to discuss progress subsequent to the Community Led Plan of 2014

Unfortunately, this was not mentioned at the APM so a note had been placed in the next Grapevine asking for volunteers.

7. PLANNING - Applications received & WODC Decisions plus:

7.1 Applications Received:

- | | |
|---------------------|---|
| 19/00980/HHD | 13 CHURCH VIEW, FREELAND.
Erection of single and two storey front extension and single storey rear extension for Mr Mark Gaul. |
| 19/01161/HHD | WRESTLERS MEAD, 35 WROSLYN ROAD, FREELAND.
Conversion and extension to garage to create annexe and utility room for Mr & Mrs J Bartrip. |
| 19/00954/FUL | FREELAND HOUSE, WROSLYN ROAD, FREELAND.
Construction of three timber cabins for use as staff accommodation for Mr Patel. |

Council agreed not to make any comments or observations on the above three applications. However, it was noted that the site plans being viewed on the applications were out of date as they

did not show the up to date view of houses that had been extended. It was agreed to feed this back to the WODC Planning Department.

19/01149/S73

LAND BETWEEN WYCHWOOD HOUSE AND MALVERN VILLAS, WITNEY ROAD, FREELAND.

Removal of condition 9 of planning permission 16/01353/OUT (No requirement for fire hydrants).

Condition Number(s): Condition 9- Fire hydrants shall be installed in accordance with details, including the phasing of installation, which have first been submitted to and approved in writing by the Local Planning Authority. Conditions(s) Removal: We are informed the local fire authority have confirmed there is no requirement for an on-site main when there is an adequate local main already at the site. This was raised originally with LPA around January 2018.

Council did not fully understand the implications of the above application and why there was now no need for fire hydrants as they felt they would be required. The Clerk would feed this back to the Planning Department.

Action: Clerk to submit responses as above.

7.2 Applications Approved:

19/00254/HHD

185, WROSLYN ROAD, FREELAND.

To extend the existing dropped kerb for vehicular access to front of property for Mr Ted Pinkney.

19/00447/HHD

185, WROSLYN ROAD, FREELAND.

Erection of single storey front extension for Mr and Mrs Pinkney.

19/00482/HHD

9 WALKERS CLOSE, FREELAND.

Erection of first floor side extension and single storey pitched roof extension to front for Mr And Mrs R Dunn.

7.3 Applications Refused:

18/03423/FUL

FREELAND METHODIST CHURCH, WROSLYN ROAD, FREELAND.

Change of use of Chapel to Dwelling for Witney and Faringdon Methodist Church.

7.4 Applications Withdrawn: None.

7.5 Applications Awaiting Decision: None.

7.6 Advertising flags at Mears Development – to note whether these have now been reduced and to confirm name of development

It was reported last month that the Mears development on the A4095 had erected 8 advertising flags, when they were only permitted to have 2. This had been reported to the WODC Planners, but as yet they had not been removed. It was felt likely that Mears may well submit a planning application to regularise their excessive number of poles, but so far no application had been received. It was also noted that the name of the development was being advertised as Oakland Grange, although Councillors thought it was due to be named Freeland Gate.

7.7 To discuss concerns raised re large transformer placed by Mears near garden of 2A Wrosllyn Road

Residents had raised concerns about a large electricity sub-station (transformer) that had been erected on a concrete base near the garden of 2A Wrosllyn Road. The residents were unhappy about the location and had spoken to Alaa and the Chairman (of the PC) about their concerns regarding the visual impact (it could be seen above their fence) and the continual humming noise emitted from such a transformer. The residents had tried speaking to the site manager without success, and Alaa and the Chairman had spoken to the WODC Planning Department who advised that legally there was nothing that could be done as it fell under permitted development, but they would try and put informal pressure on the builder to get it moved.

Alaa had written to the Managing Director of Mears to arrange a meeting on site but as yet had received no reply.

7.8 To discuss concerns raised regarding large Leylandii trees by 30 Wroslyn Road that require reducing in height but are located on Mears site

Another resident had raised concerns regarding a number of very large Leylandii trees by the rear garden of 30 Wroslyn Road which blocked sunlight to resident's gardens. The trees were situated on the Mears site, however Mears had recently erected a fence between the trees and where they were currently building. The resident had tried speaking with the Site Manager without success, so it was agreed to write to Mr Carpenter, the Managing Director of Mears to ask for them to be removed. It was agreed to point out that their removal would be a benefit to the new residents of the houses being built as the trees were currently blocking sunlight coming through on the South East aspect of the site.

Action: Clerk to write to MD of Mears as above.

7.9 To update on S106 funds associated with the Mears development

The S106 funds had still not been received. The Clerk had chased this again with WODC and was awaiting a response.

Action: Clerk to continue chasing WODC for S106 funds from developer.

8. REPORT OF COUNTY AND DISTRICT COUNCIL BUSINESS

The District Council update from Alaa included information about the Rural Transport Networking Forum that was due to be held on 11th June at Hanborough Pavilion, where he hoped to find out more about community transport options including those under Good Neighbour Schemes run by Volunteer Link Up. Details about this event had been circulated by email to all councillors and they were encouraged to attend. Alaa also advised that it was important to encourage residents to sign up to Volunteer Link-Up as volunteer drivers to help with lifts, especially with the imminent loss of the number 11 bus service. This needed publicising widely in the Grapevine.

Following the Garden Village presentation at the APM, Alaa had given feedback to Giles Hughes, Head of Planning at WODC with regards to the content of the presentation not being adequate or appropriate.

A factual article was being produced which would provide a timeline of the Garden Village concept of how it has got to the current point, when it was approved etc. This article would be appearing in the Hanborough Herald and the Freeland Grapevine.

Alaa was then thanked for attending and left the meeting at 9.15pm.

9. FINANCIAL MATTERS

9.1 Presentation of the monthly financial report

The monthly financial report was presented to the Council showing details of the bank balance at 30th April 2019 and the receipts and payments received or paid out in the last month. The bank statement from this month and last month were both checked as agreeing with the figures on the finance sheet and signed by Bill.

9.2 Freeland & Hanborough Scouting Group – to consider request for donation – details emailed around

A request had been received from the Freeland and Hanborough Scout Group for a donation towards some new tents. After a brief discussion, Council **resolved** to donate £100 to their cause.

9.3 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 (£)
102545	Freeland Village Hall Bookings	Hall hire 20.05.19 & Big Lunch 09.06.19	£67.50
102546	Lisa Smith	Clerk's salary May 2019	£869.59
102547	Freeland Nurseries	Trees & plants for GOR	£2,816.40
102548	The Flying Press Ltd	Printing of 700 x APM flyers	£133.25
102549	Freeland Allotment Association	50% charge for water to GOR	£141.35
102550	HMRC	Class 1 NIC for Clerk 05.11.18 - 05.04.19	£365.88
102551	1st Hanborough Freeland Scout Group	Donation towards tents	£100.00
		Total:	£4,493.97

With regards to the allotment bill for water for the GOR, it was noted that the Council was being asked for 50% of the bill. Because a considerable amount of water was used to establish the plants at the Garden of Remembrance last summer, it was agreed to pay the 50% charge. However, going forward it was anticipated that water usage from the allotments would be considerably less, and so in future the percentage contribution was to be discussed and agreed in advance. It was agreed to write to Allotment Association re the above.

Action: Clerk to advise Allotment Association re above.

9.4 Pension scheme – to update on setting up of NEST pension scheme

The Clerk gave a brief update. The NEST pension scheme had now been set up and a payment was due to be made for April's salary. NEST would submit a schedule for payment, in which the Clerk would input her gross salary details for that month. The Chairman had checked the information given to NEST. It was not possible to pay NEST via cheque, so a Direct Debit had to be set up on the account. Council **resolved** to approve this and the Direct Debit mandate was signed by the Chairman and the Vice Chairman (as authorised signatories on the bank account).

Going forward, due to the timings of the meetings and the requirement for payment to be reached by NEST by a certain date every month, it was agreed that the Clerk would input the details into the payment schedule, which would then be checked by the Chairman who had full delegate access to the NEST account. It was noted that the payments should be the same each month.

9.5 Review of VAT reclaim

Details of the VAT reclaim for Quarter 4 that had been produced from Scribe were reviewed and accepted by the Council.

9.6 Any other financial business – None.

10. IDEAS ARISING FROM APM:

10.1 To discuss a suggestion of setting up a welcome meeting for new residents

A suggestion of having a welcome pack and possibly inviting residents who were new to the village once a year to the pub to meet the Parish Councillors and to welcome them to Freeland. It was noted there used to be a pack that was given out by a previous parish councillor. Véro agreed to try and produce something for the next meeting.

Action: Véro to work on a welcome pack for new residents.

10.2 To discuss a suggestion of an interpretation panel map for Freeland to recognize history and natural wonders of the village

Details of a suggestion from a new resident of having an interpretation panel map for Freeland were circulated by email to Councillors for their consideration. The new resident was also a local artist, and it was agreed to explore the suggestion along with other ideas and to review examples on the resident's website.

10.3 To discuss siting barn owl boxes around the village or planting selected hedges with wildflower seed to encourage biodiversity and reduce mowing costs

This was another suggestion by the same resident as in item 10.2, and Councillors thought it was a great idea. It was agreed to keep this in mind for when an opportunity came up to site a barn owl box, and to encourage residents to install them (in appropriate surroundings – advice to be sought first).

11. PARISH COUNCIL STANDING ITEMS

10.1 Play areas/Playing Field – to receive any reports: Robert had the pink book and there were no problems to report. The book would be passed to Bill.

10.1.1 Play area reports – to update on trampoline tile gluing, to note play area safety matting needs attention

Mary Ann had the trampoline tile glue but was waiting for a warm dry day to carry out the work.

Action: Mary Ann to glue tile.

10.1.2 Storage building on field – to update on progress in obtaining quotes

No change to report as the S106 funds had still not been received.

Action: Robert to obtain quotes for the storage building when S106 funds are available.

10.1.3 Weed Spraying of field – to consider whether weed spraying work is required this year

Council agreed the field didn't need spraying at the current time. The decision is to be held over until the next meeting.

Action: Clerk to add to next month's agenda.

10.1.4 Shed on field – to update on repairing damaged roof

Robert confirmed that the roof had been repaired. Councillors passed on their thanks to Robert for carrying out the repair.

10.2 Village Highway Matters – to receive any reports: two broken nameplates on Broadmarsh Lane and Webster's Close

Two broken nameplates had been reported to the Clerk - new ones had been requested from WODC.

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

This work had still not been done so the Clerk would chase this up yet again.

Action: Clerk to chase up Savills to get trees and shrubs cut back.

10.2.2 Playing field signs – to update on progress on ordering 2 new signs to attach to Blenheim Lane nameplate

Only one sign had been received, so it was agreed to erect it on the pole by the entrance to Blenheim Lane, rather than on the actual nameplate. Peter Foster agreed to install it.

Action: Peter to erect the sign.

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

The Clerk had received notification that the lines were due to be painted within the next 1-2 months.

Action: Clerk to continue to pursue if necessary.

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

A response from Savills on behalf of Witney Town Charity had been received to enquire whether the Parish Council wished to lease the field or have a licence. Details of the difference between lease and licence were emailed around. Following a discussion, Council resolved that they would prefer a licence. It was noted that there would also be a reinstatement clause that the field had to be returned to its former state on completion of the licence, this was accepted. A suggestion was made of taking photos of the site before any work commenced.

Action: Clerk to respond to Savills as above.

10.2.5 Road priority on Cuckoo Lane and Wroslyn Road – to discuss a resident's suggestion of trying to change the road priorities by Cuckoo Lane/Barnard Gate/Wroslyn Road junction

Following the APM, a resident had made a suggestion of changing the road priorities at the Cuckoo Lane/Barnard Gate and Wroslyn Road junction. Various valid points were put forward and after some discussion, Council agreed to write to Highways with this suggestion, including the points made by the resident in support of the proposal.

Action: Clerk to write letter to Highways as above.

10.2.6 Traffic Sensitive Streets Consultation – to consider whether any response is to be made to consultation – details emailed around

Details had been circulated regarding a consultation about whether there were any traffic sensitive streets in Freeland that were to be included in the list of designated roads whereby traffic flow could be better managed and co-ordinated when various utility works and road works needed to be carried out. Council resolved to add Wroslyn Road to the list of traffic sensitive streets.

Action: Clerk to respond to consultation to include Wroslyn Road as above.

10.2.7 New litter bin – to discuss a request for new litter bin by bus stop by Busby Close (old one is damaged)

It had been reported that the litter bin by the bus stop by Busby Close had been damaged (lid had been completely removed). The Clerk had requested a replacement bin.

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

Tim had the book and had delegated walking FP7 & FP10 to Peter Foster. It was reported that the stile at Cuckoo Lane exit was wobbly and needed the planks replacing/tightening. The gate into the cow field by Little Blenheim had come off the hinges. Robert agreed to repair both the gate and the stile. The book would be passed to Véro.

Action: Robert to repair gate and stile as above.

10.4 Garden of Remembrance – to receive any reports

No reports had been received.

10.4.1 To receive an update on the progress for the Garden of Remembrance to include update on order and installation of archway

As Mary Ann was not present there was very little to report. Some planting was required which Tim would do when Mary Ann returned. The extra wooden support for the archway had been ordered.

10.5 Freeland Hall Management Committee – to receive any reports

A brief update was given. A lot of time was being spent removing the gutters and rebuilding the soffits on the Village Hall. The boiler was going to be replaced as there were ongoing issues with the current one.

10.5.1 To update on whether tarmacking the gravelled area of the village hall car park is possible

No change to report as the S106 funds had still not been received.

Action: Robert to obtain quotes for the tarmacking work when S106 funds are available.

10.5.2 To update on whether bike racks in Blenheim Lane are moveable to the Village Hall

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

Action: Robert to move bike racks to the Village Hall.

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

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

(b) WODC – Review of Polling Places and Districts – details had been emailed around.

(c) WODC Emergency Planning Meeting – to be held on Thursday 13th June, 6.30pm, Wood Green offices, Witney – details had been emailed around.

(d) A suggestion for a “Rail based Cotswolds Necklace of eco villages” from Ray Hall and further correspondence between the Chairman and Ray Hall had been emailed around. It was agreed that no further communication would be made at this stage.

(e) Allotment Expansion - To note request for additional land to allow more allotments to be available for residents – this request was noted but it was for the Allotment Association to write to Witney Town Charities about their proposal.

13. CIRCULATION

May circulation – out at meeting.

No Feb, March or April circulation.

January circulation – returned.

November circulation – still out.

14. TO RECEIVE A MONTHLY UPDATE REGARDING FREELAND PRIMARY SCHOOL

The Clerk gave a brief update. The Year 6 SATs tests had now been completed. The School had celebrated being awarded the Bronze Eco Award. Mr Lambert had been working with the School/Eco Council towards this award and their aim is to receive the Green Flag Award and the title of Eco School, and they now have an action plan to work towards the Silver Award. Currently they are working on attracting more wildlife to the outside spaces, so if anyone had any spare bird feeders, bird food or a bird table that could be donated they would really appreciate it. Flower Power day was due to be held on Friday – children were giving a donation for plants as the School would be opening its grounds to celebrate 100 years of the church and school in July.

15. ANY OTHER BUSINESS – FOR PRELIMINARY DISCUSSION ONLY

WODC Garden Village Design Charette – Robert gave a brief update on the design charette that he attended about the Garden Village.

16. DATE OF NEXT MEETING:

Next ordinary meeting would be Monday 17th June 2019, 7.30pm in the Newell Room.

There being no other business the meeting closed at 10.15pm.