

FREELAND PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF FREELAND PARISH COUNCIL, HELD ON THE 15TH FEBRUARY 2016, IN THE NEWELL ROOM, FREELAND, IN THE COUNTY OF OXFORDSHIRE AT 7.30PM.

PRESENT:	Chairman:	Peter Newell
	Vice-Chairman:	Robert Crocker
	Councillors:	Bill Phillips, Janet Dalton, Mary Ann Canning, Jane Linnell,
	District Councillors:	Not present
	County Councillor:	Not present
	Clerk:	Lisa Smith

1. PUBLIC PARTICIPATION SESSION

2 members of the public were present for this session – Margaret Hewitt and Phil Huxley.

1.1 Chair of Eynsham Parish Council to give brief talk on the views of Eynsham PC regarding the North Eynsham planning proposals and the Eynsham Neighbourhood Plan

Gordon Beach, Chair of Eynsham Parish Council was present for this session and had agreed to give a brief talk on the North Eynsham planning proposals and the Eynsham Neighbourhood Plan.

North Eynsham planning proposals

Gordon gave a brief outline of Eynsham Parish Council's involvement in the planning proposals being put forward to develop land to the north of the A40 at Eynsham. An initial discussion had been held with Savills, with the original draft plans being for 1,200 properties, but this had since been revised down to 750 properties, with a proportion of these being set aside as affordable housing. Eynsham PC's view was that 1,200 homes was too many, but that they could possibly be supportive of the 750 homes' option if some amendments were made. Concerns had been raised over the local infrastructure being able to support the plans, with the primary and secondary school both operating at full capacity with no prospect of building on the primary school site. The local GP surgery was also operating at full capacity and had no space for expansion. Feedback received from the village was that Eynsham needed some development so that future generations could still reside in the village, and there was very little opportunity to the West of Eynsham for this to be possible. North of the village seemed to be the best solution. Feedback was now awaited from a questionnaire that had been sent out to all Eynsham residents about the plans. A possible re-routing of the A40 to the North of the development proposals had been suggested and this was being investigated. Gordon confirmed that Eynsham PC had made it clear to Savills that they did not support either proposal at the present time.

Eynsham PC had also been made aware of a further option being put forward by West Waddy for approximately 10-20 thousand homes which would spread right up to the parish boundary with Freeland. Apparently some landowners in the area were supporting this option, but Eynsham PC had made it very clear to WODC that they did not support the development proposals. However, West Waddy had not yet approached Eynsham PC and no plans for this development were currently in the public domain.

Gordon also advised that Eynsham PC had written a very strong letter to OCC stating how disappointed they were in the recent consultation carried out about the A40. He had been advised that a possible further consultation about the future of the A40 may be carried out later in the year.

Eynsham Neighbourhood Plan

Gordon gave a brief overview of how Eynsham Parish Council was progressing in setting up a Neighbourhood Plan. Eynsham PC had been in the process of producing a Neighbourhood Plan for just over a year. It had involved a great deal of work and they had been lucky enough to have some expertise in the village so the expenditure had not been too high. Each time something was changed in the Plan, the village had to be consulted which had made it a long drawn out process. A separate group had been set up to create the Plan with the Parish Council overseeing the whole process. Progress had been made but it was slow. They were aiming to hold the referendum process in 2017, although this could prove tricky now that the WODC Local Plan had to be revised. Gordon advised

that it was something not to enter into lightly, as it does take a great deal of time and patience to move forward. However, he confirmed he was very happy to come along again to another meeting to discuss further if required.

After a couple of questions, Gordon was thanked for attending, and then Gordon Beach, and the two residents all left the meeting at 8.05pm.

2. TO RECEIVE APOLOGIES FOR ABSENCE – Matthew Ruddle & Tim Webster – both ill.

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

Robert Crocker (personal) as member of Freeland Charitable Foundation (FCF) and as having a local business, plus item 7 - Planning.

Mary Ann Canning (personal) as member of Freeland Charitable Foundation (FCF) and as having a local business.

All of them signed the book accordingly.

4. APPROVAL OF MINUTES

4.1 MINUTES OF THE ORDINARY MEETING HELD ON 18TH JANUARY 2016

After one minor amendment, the Minutes of the Ordinary Meeting held on 18th January 2016 were approved and signed as a true record of those proceedings.

5. MATTERS ARISING FROM THE MINUTES

5.1 Mobile phone coverage in Freeland – update on response received from Vodafone Rural Open Sure Signal/David Cameron

A response from Vodafone had been received via David Cameron's office. Vodafone had advised that coverage in Freeland will be improved as part of their multibillion pound network infrastructure investment programme. This would result in the remaining mobile masts in the local area being upgraded with the latest technology and would deliver better quality voice and mobile internet coverage to customers in Freeland. Subject to planning and landlord consent and the availability of BT fibre, this upgrade would be completed within 18months. Council noted this response and agreed no further action was required so this could be removed from the agenda.

5.2 Old shop site – to receive an update on what is happening with the old shop site

There was nothing further to report at the current time. The property agents had advised that they were still talking to the developers on behalf of the Receivers. The Clerk would chase this up again next month.

Action: Clerk to chase property agents next month for information.

5. Defibrillator training – update on training sessions

The Clerk had contacted Beth Elgar, the Regional School and Community Training Coordinator for St John Ambulance and Beth was happy to arrange some training for a nominal fee. The charge would be £77 + VAT for a 1 hour session, or £90 + VAT for a 2 hour session (this could be split as 2 x 1 hour sessions). Council resolved to book Beth for 2 x 1 hour sessions at a cost of £90 + VAT. The Clerk would arrange the date and times over the Easter Half Term when the Hall would have better availability.

Action: Clerk to contact Beth to book date and to book Village Hall, plus place a note in the Grapevine to advertise the training.

5.4 Queen's 90th Birthday celebrations/The Big Lunch – to update on any response received from Grapevine advert

No response from the Grapevine advert had been received. Matthew was organising "the Big Lunch" and this had been moved to the same weekend as the Queen's birthday celebrations. The Hall had been booked for Sunday 12th June and Matthew would organise publicising the event.

Action: Matthew to publicise the Big Lunch/Queen's birthday celebration event.

5.5 Parish Council elections 2016 – to discuss any further actions required for the elections in May

An advert had been placed in the Grapevine to try and generate some interest and this would appear in the publication at the end of the month. Jane had an electronic copy of the candidate booklet used at the last election and she would email it to the Clerk or put on “Dropbox” for the Chairman (if too big a file to email).

Action: Jane to email candidate document to the Clerk or Chairman.

5.6 Adoption of BT phone box outside Village Hall – to receive an update on progress

The Clerk wrote to BT last month and they had advised that the kiosk outside of the village hall was available for adoption although they would need to obtain consent from WODC so they would need to write to them placing the kiosk under a consultation process. They also advised that BT were going to be proposing this kiosk for removal in the forthcoming rationalisation programme.

They also advised that obtaining a phone for emergency use was likely to prove tricky as it would not be classed as residential or business use. It was also likely that there would be ongoing charges (standing charge for being connected to the network) if an emergency phone was installed.

The Clerk had asked BT to start the consultation process with WODC which would take 90 days.

Councillors were having second thoughts about the whole adoption process and agreed to await the outcome of the consultation process.

5.7 Annual Parish Meeting – to confirm date and finalise topics for discussion

The APM had been booked for Monday 4th April at 8.00pm and the Village Hall had also been booked. Councillors agreed the following as final topics for discussion:

- Plans for Garden of Remembrance – Mary Ann to present
- The Big Lunch/Queen’s 90th birthday celebrations – Matthew
- Parish Council Elections
- Play Park development update – Mary Ann
- Discussion on Affordable Housing from Working Party in Freeland
- Could Eynsham & Freeland merge – new plans being proposed.

The Clerk would place an advert in the Grapevine to advertise the APM.

Action: Clerk to place note in Grapevine re the APM.

6. PARISH COUNCIL STANDING ITEMS

6.1 Urgent Business

There was no urgent business to report.

6.2 Play areas/Playing Field/Play Equipment Book – to receive any reports

The Chairman had the book and would pass it next to Mary Ann. The entrance to the play park was very muddy and slippery and needed attention. Robert agreed to put some rubber matting and sand down at the entrance way. As Tim was not present there was no information about the quote for the rust on the junior slide.

Action: Robert to install rubber matting and sand as above.

6.2.1 Play park development – update on progress to develop the park

Mary Ann gave a brief update. The contract had now been received from WREN. The new equipment had been ordered and the installation was planned for after the Easter Holidays and should take approximately 2 weeks to complete. A meeting in early March was being held to arrange hedge cutting for the zip wire and it was hoped that the school would open the new improved play park upon completion of the project.

6.2.2 Shed on the playing field – to receive an update on progress of the demolition of the old shed

The shed had not yet been removed; a skip would need to be hired to dispose of the rubbish. Robert would arrange this.

Action: Robert to arrange hiring of skip and removal of shed.

6.3 Village Highway Matters – to receive any reports

No reports were received.

6.3.1 Minor pothole repairs - to receive an update on when work will be carried out

Robert had passed details of the contractor's insurance to the Clerk for safekeeping. No date had been agreed for the work to be carried out; it was likely to be when the weather improved, around March/April time.

6.3.2 Notice boards by Village Hall – update on producing a new board

The new notice board had been made and delivered by Roy Pierce Joinery and had recently been installed inside the bus shelter by Robert. The final invoice for the board had been received and had been included on the list of invoices for payment. Councillors wished to pass on their thanks to Robert for carrying out the installation.

6.3.3 Dog waste bin – update on installing an additional dog waste bin at the end of Parklands by entrance to woods

The new dog waste bin had now been installed by the entrance to the woods in Parklands.

6.3.4 Loose dog in village – concerns from residents re a loose dog seen in village

Two residents raised concerns to the Clerk this month regarding a loose dog seen around Broadmarsh Lane in January. The owner of the dog had been found and the dog was now contained.

6.3.5 Footpath repairs for Broadmarsh Lane/Wroslyn Road - concerns raised from residents re state of pavements and weeds around telegraph poles

A resident had contacted the Clerk this month to raise concerns about the increasingly poor state of some of the footpaths in the centre of the village, particularly the stretch on the corner of Broadmarsh Lane and Wroslyn Road and the stretch that leads to Websters Close. They report that the tarmac has crumbled away and there are weeds growing out of the ground surrounding the telegraph post. Some Councillors had reviewed the footpaths and felt that they were not in a bad enough state to warrant a request to be made to OCC, especially in view of all the cuts to services currently being made. Council agreed not to report this to OCC and the Clerk would advise the residents accordingly.

Action: Clerk to write to residents as above.

6.3.6 Damaged road nameplate – nameplate on Broadmarsh

The road nameplate by no 94 Broadmarsh Lane was recently hit by an ambulance and had been badly damaged. This had been reported to WODC who had removed the debris and a new nameplate had been requested.

Two additional reports had been received since the meeting papers had been circulated:

6.3.7 Speed of buses along Wroslyn Road – concerns raised about speed of no 11 bus along Wroslyn Road at school drop off time (8.45am), especially in icy conditions

Concerns had been raised about the speed of the no 11 bus along Wroslyn Road at school drop off time when there were lots of cars parked on both sides of the road. Whilst the bus may have been within the speed limit, it was felt it was still travelling too fast and would have had no chance of stopping if a child had stumbled into the road. Council **resolved** to write to Stagecoach to advise of the incident.

Action: Clerk to write to Stagecoach as above.

6.3.8 Little Free Library update

A brief report had been received to advise that the residual WODC grant money had now been spent on used books, and Matthew would be submitting a report to WODC in the next few weeks.

6.4 Footpath & Bridleway Matters/Footpath Book – to receive any reports

The footpath book was passed to Jane ready for the rota to start up again in March.

6.4.1 Trees by footpath in Broadmarsh Lane Woods – concerns raised from resident that trees are getting too big and need pruning

A resident had contacted the Clerk to report their concerns about the trees in the woods at the back of Broadmarsh Lane. Some of them were getting too large and were overhanging the footpath that runs along the back of the houses, the resident was also concerned as they were blowing quite considerably in the wind. They asked if the Parish Council could make a request to Savills to have

them assessed and cut back. Council **resolved** to approve this request and the Clerk would write to Eynsham Park Estate who would liaise with Savills if they felt work needed to be done.

Action: Clerk to write to Eynsham Park Estate as above.

6.5 Garden of Remembrance – to receive any reports

No reports were received.

6.5.1 To receive an update on the initial plans for the design of the Garden of Remembrance

Verbal feedback had been received from the last meeting, but no feedback had yet been received since the plans had been placed on the village website. The Clerk would forward on the comments that had been received from the last meeting to Mary Ann.

Action: Clerk to forward comments to Mary Ann as above.

6.6 Allotments – to receive any reports

No reports had been received.

6.7 Freeland Hall Management Committee – to receive any reports

A brief report was given. There were ongoing problems with the lights in the sports changing rooms, so all of the light fittings in the home changing room were being replaced, plus some in the away changing rooms. Some of the door handles also required innards to be replaced, and these had now all been fixed. Consideration was being given to hiring someone as a regular maintenance person to attend to the small DIY jobs that needed doing – this would be mentioned at the Annual Parish Meeting to see if anyone in the village was interested.

The Management Committee had held their AGM and all officers had been re-elected. The annual accounts for the Hall had been received and circulated to Councillors for their information. The Councillors wished to congratulate the Management Committee for managing the Hall so successfully and attracting so much custom. The Hall was well used and was proving a real community asset.

7. PLANNING - Applications received & WODC Decisions:

7.1 Applications Received:

16/00361/HHD 63 BROADMARSH LANE, FREELAND

Erection of single storey rear extension, conversion of existing garage to create utility room and store. Erection of front entrance porch and insertion of dormer window to front roof slope for Mr Lee Harris (*re-submission of 15/04033/HHD*)

After a brief discussion, Council agreed not to make any comments or objections to the above application.

16/00076/FUL 2 CUCKOO WOOD CARAVAN PARK, EYNHAM ROAD, FREELAND

Building for the storage of Fairground Vehicles and Equipment for Mr William Sheldon.

Council **resolved** to request that the cladding for the building be made of wood rather than metal to ensure it fitted in with the rural landscape setting.

Action: Clerk to write to WODC Planners re the above.

It was also noted that the Clerk had just received notification that the application shown below had had an appeal lodged against its planning refusal:

15/00908/FUL LAND EAST OF 35 PIGEON HOUSE LANE, FREELAND.

Erection of a dwelling for Mrs Jennifer Cherry.

7.2 Applications Approved:

15/04032/HHD 144 WROSLYN ROAD, FREELAND.

Construction of replacement double garage with study over for Mr Stephen Hall.

7.3 Applications Refused:

15/02687/OUT LAND SOUTH OF WITNEY ROAD, LONG HANBOROUGH.

Erection of up to 169 dwellings with new Doctor's surgery to be up to 740Sq metres in size, with around 27 car parking spaces (means of access only) for Mr Graham Flint (Pye Homes).

7.4 Applications Withdrawn: None.

7.5 Affordable Housing – suggestions of possible sites received from resident for consideration, plus suggestion for Parish Council to consider becoming a member of the “Need not Greed Coalition” linked to the CPRE – details emailed round

A couple of local sites for affordable housing in Freeland had been put forward by a resident, but unfortunately both were privately owned and therefore had no immediate prospect of building on the land. Councillors also felt that the Parish Council should remain neutral rather than joining pressure groups such as the “Need not Greed Coalition”. The Clerk would write to the resident to inform them of the above.

Action: Clerk to write to resident as above.

8. FINANCIAL MATTERS

8.1 Presentation of the monthly financial report

The monthly financial report was presented to the Council showing details of the bank balance at 29th January 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. A request was made to have the village bench donations showing separately on the report, the Clerk would arrange a new cost code for this. It was also agreed to remove the noticeboards budget code as there was no budget funds held for this year.

Action: Clerk to make changes as above.

8.2 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 (£)
102256	Lisa Smith	Clerk's salary Feb 2016	£600.42
102257	Freeland Village Hall Bookings	Hall hire 15.02.16	£12.50
102258	Volunteer Link -Up	Donation	£150.00
102259	Roy Pierce Joinery	Noticeboard final balance	£586.40
102260	Lisa Smith	Petty cash refund	£107.36
102261	Scribe 2000 Ltd	Accounts software licence 2016-17	£294.00
102262	Matthew Ruddle	Refund expenses - used books	£15.30
		Total:	£1,765.98

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

Matthew and Bill had met with the Clerk on Friday 23rd January to carry out this review. A report of their findings had been circulated to Councillors prior to the meeting. Council noted and accepted the report and agreed that no actions were required at the current time.

8.4 Review of VAT reclaim

The VAT reclaim was reviewed by the Chairman and accepted.

8.5 Any other financial business:

A £340 donation had been received from the Freeland Teddy Girls from funds raised at their Valentines Coffee Morning/Sale on Saturday 13th February. This donation was to be put towards the new village bench. The Clerk had thanked Helen Molden verbally and Councillors were delighted and very grateful for the donation.

9. CORRESPONDENCE

The following were received, noted and/or considered:

- (a) OALC – members update January – details emailed round.
- (b) Freeland Guides – letter of thanks received from Freeland Guides for donation – copy emailed round.
- (c) WODC – Local Plan update – details emailed round.
- (d) OALC – information received re Council's use of S137 funds for subsidising commercial buses – details emailed round.
- (e) Age UK – invitation to Community Information Network Spring Partnership meeting to be held on Thursday 17 March, 11am - 1pm at Upper Hall of Witney Methodist Church, High Street, Witney – details emailed round.
- (f) OCC - Submission of Oxfordshire Minerals and Waste Local Plan: Part 1 – Core Strategy Proposed Submission Document, August 2015 – details emailed round.
- (g) OALC Training courses in March/April – details emailed round.

10. CIRCULATION

No February circulation.

January circulation – still out.

December circulation – returned.

November circulation – still out.

11. REPORT OF COUNTY AND DISTRICT COUNCIL BUSINESS

As there were no District or County Councillors present there was nothing to report.

12. TO RECEIVE A MONTHLY UPDATE REGARDING FREELAND PRIMARY SCHOOL

A brief update about the school was given by the Clerk. A new floor in the School Hall would be installed over the February Half Term and work to improve the school reception area would be carried out over the Easter holidays. Science & Maths week would be held during w/c 14th March, and a joint Sports Day event with Hanborough Manor School was due to be held in June. 16 glockenspiels had been purchased with a £200 donation received from Eynsham Rotary Club. The School Chess Club had also had some recent success against Oxford's Magdalen College team.

13. ANY OTHER BUSINESS – FOR PRELIMINARY DISCUSSION ONLY

Robert gave a brief update about a discussion he had had with the Combe Reading Room Committee about retaining the Combe Chapel as a Village asset. As Freeland Chapel was in danger of closing due to falling numbers in the congregation, Robert felt it was worth tracking their progress and would be liaising with the Chairman of the Combe Reading Room and would update the Council as and when there was something to report.

14. DATE OF NEXT MEETING: Monday 21st March 2016, 7.30pm in the Newell Room.

There being no other business the meeting closed at 9.50pm.