

## **FREELAND PARISH COUNCIL**

**MINUTES OF AN ORDINARY MEETING OF FREELAND PARISH COUNCIL, HELD ON THE 21<sup>ST</sup> MARCH 2016, IN THE NEWELL ROOM, FREELAND, IN THE COUNTY OF OXFORDSHIRE AT 7.30PM.**

<b>PRESENT:</b>	Chairman:	Peter Newell
	Vice-Chairman:	Robert Crocker (from 7.50pm)
	Councillors:	Janet Dalton, Mary Ann Canning, Jane Linnell, Tim Webster, Matthew Ruddle
	District Councillors:	Colin Dingwall
	County Councillor:	Not present
	Clerk:	Lisa Smith

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

No-one was present for this session.

### **2. TO RECEIVE APOLOGIES FOR ABSENCE – Bill Phillips – 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**

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.

Tim Webster (personal) 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 15<sup>TH</sup> FEBRUARY 2016**

The Minutes of the Ordinary Meeting held on 15<sup>th</sup> February 2016 were approved and signed as a true record of those proceedings.

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

#### **5.1 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 the receivers were checking out the legal documentation, but there was no likelihood of exchanging contracts any time soon. It was agreed to remove this item from the agenda for the current time and to perhaps contact the property agents in a few months' time to see if anything had changed.

#### **5.2 Defibrillator training – reminder about date for training sessions**

The training had been arranged for Wednesday 30<sup>th</sup> March at 2.00pm and 7.00pm in the Village Hall. Beth Elgar, the Regional School and Community Training Coordinator for St John Ambulance would be carrying out the training. Councillors were asked to arrive early to help set up the Hall.

#### **5.3 Queen's 90<sup>th</sup> Birthday celebrations/The Big Lunch – to update on progress**

Matthew was organising "the Big Lunch" and an article had been placed in the Grapevine this month to advertise the event. Details were also now on the village website. The Hall booking for Sunday 12<sup>th</sup> June had been extended until 5pm that day, and help would be required to set up and pack away the Hall. Matthew would organise publicising the event.

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

#### **5.4 Parish Council elections 2016 – to discuss any further actions required for the elections in May**

Nomination packs were now available from WODC offices at Woodgreen in Witney or from the Clerk. This would be publicised. It was also suggested and agreed to contact the members of the Affordable

Housing Group to see if any of their members would consider becoming a Councillor – the Clerk would contact them.

**Action:** Clerk to email Affordable Housing Group members.

### **5.5 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 but needed to be placed under a consultation process. No further response from BT had been received as the consultation would take 90 days. It was agreed to remove this item from the agenda until a response from BT had been received.

### **5.6 Annual Parish Meeting – to confirm final arrangements and to hand out flyers for distribution**

The APM flyers were handed out at the meeting for distribution. As Bill was away the Clerk would contact him to check if he would be back in time to deliver the flyers. Janet had agreed to sort out the refreshments and Councillors were asked to arrive early to help set up the Hall. Mary Ann would do a brief presentation on the Memorial Garden and the Play Park, and Robert agreed to talk about the Eynsham North development proposals.

## **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**

Janet had the book and would pass it next to Matthew. There were no problems to report. The rubber matting and sand had not yet been put down at the entrance way to the play park - this would be done shortly.

**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. A pre-start meeting had been held with representatives from Russell Play and Sawscapes which had all been satisfactory. The work was due to commence on 12<sup>th</sup> April and would take approximately 3 weeks to complete. It was noted that the new play equipment would need to be added onto the Parish Council insurance policy once it was installed – the Clerk would arrange this.

**Action:** Clerk to contact insurance company to add on new play equipment as above.

#### **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.

#### **6.2.3 Barbed wire at rear of play park – concerns raised from resident**

A resident had raised concerns about some barbed wire that was situated in the hedge at the rear of the play park. Robert agreed to take a look at removing the wire.

**Action:** Robert to remove barbed wire.

#### **6.2.4 Bad language used by footballers – concern raised from resident**

A concern had been raised by a parent who felt they could not take their children to watch the football due to the bad language that was often used by the footballers. Councillors noted these concerns and agreed to write to the Football Club Chair and Secretary (Ben Symonds and Matthew Hardy) to see if there was anything they could do to try and ensure this type of language was avoided. Robert would also speak to Sam Walker on the FHMC who was also a member of the Football Club.

**Action:** Clerk to write to Football Club members as above.

#### **6.2.5 Freeland Cricket Club – to consider Simon Brown's report (Chair of Freeland Cricket Club) on Cricket Club membership, plus to make a request to the Council to fix the roller and service the mower**

Simon Brown, Chair of Freeland Cricket Club had sent in a report to the Council that had been circulated prior to the meeting. The report gave details of the number of matches and youth teams

that had now been set up. For the next season they would be running 6 teams and there were 20 matches to be played in Freeland. Graham Walker and Simon had been acting as groundsmen to try and get the pitch up to the required standard, and they wished to make a request to the Parish Council for the following:

1. Reconnect the battery to the roller so it was usable;
2. Service the mower;
3. Check the tractor is working so they can cut the grass on the outfield;
4. Create an easy access out of the garage for the roller and tractor.

Councillors were very impressed with the progress that had been made to re-establish the Cricket Club within the village and were happy to assist. It was reported that both the roller and cylinder mower (and scarifier) were currently at a repair centre to be checked to see if they work and are safe to use and to then have a quote for service/repair. The tractor had been checked and whilst it did work, it needed a new battery so this had also been requested at the repair centre. The old shed was due to be dismantled shortly so an easy access would then be created.

After a brief discussion, Council **resolved** to agree an expenditure limit of £500 (exc VAT) for the above work to be carried out. The Clerk would advise Simon Brown.

**Action:** Clerk to contact Simon Brown as above.

### **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 confirmed he had spoken to the contractor and it was likely the work would commence after Easter.

#### **6.3.2 Speed of buses along Wroslyn Road – to receive an update on response from Stagecoach**

A response had been received from Stagecoach to advise that a poster has been put up in the bus depot to remind drivers about driving safely near parked cars along the route and to remind them that 30mph is the maximum speed limit in Freeland. They have also identified and interviewed the driver of the bus on the day in question. The drivers are monitored by a system that tracks the vehicle on route and the speed of the bus which was 30mph. They will be monitoring this driver's standard of driving so that they maintain a high standard of defensive driving. This was duly noted.

#### **6.3.3 Litter from recycling lorry – concerns raised regarding litter left in roads after bin collections**

Concerns had been raised about the amount of litter left around the village after the recycling lorry had visited Freeland. The Clerk telephoned WODC to raise concerns and they were going to send the recycling team back out to Freeland to clear the mess, and have highlighted this to the Department Manager too so he can be alerted to this problem. This was duly noted.

#### **6.3.4 Flooding on Wroslyn Road by Oaklands Close – to discuss the ongoing problems of flooding in this area and any remedial action that can be taken**

Following the recent torrential downpour of rain the problem of flooding by Oakland Close had been raised as over half of this section of Wroslyn Road had been flooded. It was noted that the pipe that carried the water under the road was not big enough to cope with sudden downpours of rain. In order to solve the problem it required a new culvert to be dug, but unfortunately it was noted that this was not a high priority for OCC. Councillors agreed to monitor the situation as there was very little further action that could be taken.

#### **6.3.5 OCC Oxfordshire Together briefing – to consider if the Council wishes to get involved in taking on more services as detailed in the briefing**

As part of the Oxfordshire Together programme, Parish Councils are being asked if they wish to take on more services such as pothole repairs, drain clearing and nameplate cleaning instead of these being carried out by OCC. However it was not yet clear if any funds would be made available to parish councils to take on this work. The Chairman warned the Council about taking on work for which we had no precepted funds and suggested exercising caution until further information was known. Council **resolved** to wait until more information about available funding was known.

**6.3.6 Street nameplate cleaning – concerns raised from resident re dirty road signs and to consider if the Council wishes to use the services of a local company to clean road nameplates**

After a brief discussion, because services such as street nameplate cleaning were currently under review with OCC, Council agreed to wait until the outcome of the Oxfordshire Together programme was known.

**6.3.7 Memorial bench – to note updated quote received for memorial bench in village**

A revised quotation had been received and the price had increased slightly by £35. This was duly noted and accepted.

**6.3.8 Broken signpost by Barnard Gate junction – concern raised from resident re broken signpost**

Concerns have been raised by a resident about the wooden signpost by the Barnard Gate T-junction that has been hit by a car and damaged. Only the post now remains and Highways have no plans to replace it (low priority) and if they did it would be replaced with a metal one. It was agreed to ask OCC for a quote to have a sign made or to ask if the Parish Council could have one made and installed themselves. It was also suggested having a sign that read "Witney" to try and direct traffic away from the village. The Clerk would contact OCC to make the request.

**Action:** Clerk to contact OCC as above.

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

Jane had the book and reported that the fence post on the kissing gate by Little Blenheim was leaning and needed attention. Robert agreed to take a look.

**Action:** Robert to review and repair fence post.

**6.4.1 Broken stile on Nash Lane – concerns raised from resident**

It had been reported that one of the wooden struts on the stile at the end of Nash Lane by the entrance to the woods was broken. This had been inspected and whilst half of the strut had broken off so that it was quite narrow, it was felt to still be usable so Council agreed to leave it as it is and to take no further action.

**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**

Some feedback had been received from the Allotment Association, with some reservations about the dropped kerb allowing vehicle access on the Elm Farm side which would benefit from being moved closer to the entry gates to facilitate access for manure and other heavy loads. The other concern was the ultimate size of the trees along the shared boundary and the risk of shading the nearest plots. These concerns were duly noted and Mary Ann would take them into account when coming up with the final plan that would be shown at the APM.

**6.6 Allotments – to receive any reports**

No reports had been received. As the Allotment Association were now managing the allotments, it was agreed to remove this item from the agenda.

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

A brief report was given. Lights had been replaced in both changing rooms in the CRF and some new outside lights had been installed on the corner of the store room to help light up the car park. A new caretaker role was required to help with all the small maintenance jobs that needed doing, but it was proving very difficult to find someone suitable to carry out this work.

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

**7.1 Applications Received:**

**16/00548/HHD**

**23 BROADMARSH LANE, FREELAND**

Erection of single storey front extension to 23 with pitched roof to extend over garage of 25 Broadmarsh Lane for Mr David Hobley.

- 16/00412/FUL**                      **23 BROADMARSH LANE, FREELAND**  
Erection of attached dwelling (amendments to approved application 15/02842/FUL) for Mr David Hobley.
- 16/00556/HHD**                      **87 WROSLYN ROAD, FREELAND**  
Alterations and erection of extensions for Mr Ian Henry.
- 16/00750/HHD**                      **20 NASH LANE, FREELAND**  
Rear, side and front extension to provide annexe, including internal alterations. Construction of single detached garage for Mrs & Mrs C Onslow.
- 16/00678/HHD**                      **3 BLENHEIM LANE, FREELAND**  
Single storey flat roof extension to rear for Mr & Mrs T Harden.

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

- 16/00619/HHD**                      **176 WROSLYN ROAD, FREELAND**  
Proposed two storey side and rear extension for Mr James Eaton.

With regards to the above application, Council **resolved** there were no objections, but that as the current building was made of natural stone, that it should be a condition of the permission that the new extension was also built of natural stone. It was also noted that there was a rather large horse chestnut tree in the grounds of the convent that was very close to the proposed extension, Councillors agreed to point this out to the WODC Planners.

It was also noted that one additional application shown below had been received since the meeting papers were circulated:

- 16/00679/FUL**                      **LAND EAST OF WILLOUGHBY FIELDS, WROSLYN ROAD, FREELAND**  
Construction of detached dwelling (revised scheme) with private garden office for Mr Gary Findlay.

After a brief discussion, Council **resolved** to object to the application due to overdevelopment of the site and that the proposed development was too large. The Clerk would contact the WODC Planners.

**Action:** Clerk to write to WODC Planners as above.

## **7.2 Applications Approved:**

- 16/00076/FUL**                      **2 CUCKOO WOOD CARAVAN PARK, EYNHAM ROAD, FREELAND**  
Building for the storage of Fairground Vehicles and Equipment for Mr William Sheldon.

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

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

## **7.5 Affordable Housing Survey – updated figures**

Details of the latest Housing Needs Survey had been received and circulated to Councillors. The contents of the survey were duly noted.

## **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 29<sup>th</sup> February 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 Matthew (in Bill's absence). A request was made to move the village bench donations from S137 cost code to Village Maintenance cost code in Scribe. Councillor agreed to this and the Clerk would make the necessary changes in the system.

**Action:** Clerk to make changes in Scribe 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 (£)
102263	Lisa Smith	Clerk's salary March 2016	£600.42
102264	Freeland Village Hall Bookings	Hall hire 21.03.16	£12.50
102265	Nigel Green	Hedgecutting & general clearance Feb 2016	£285.00
102266	OPFA	Membership renewal	£40.00
102267	Community First Oxfordshire	Membership renewal	£70.00
102268	OALC	Membership renewal	£294.32
102269	WODC	Mowing 25.11.15 & 11.12.15	£163.32
102270	WODC	Empty dog waste bins weekly March 2016	£58.67
102271	Lisa Smith	Petty cash refund - March 2016	£16.88
		<b>Total:</b>	<b>£1,541.11</b>

## 8.5 Any other financial business

None.

## 9. CORRESPONDENCE

The following were received, noted and/or considered:

- (a) OALC – members update February – details emailed round.
- (b) Volunteer Link- Up – letter of thanks received for donation – this was duly noted.
- (c) Nielsen Global Impact Day – to consider request for volunteers to carry out tasks in the village – after a brief discussion Councillors agreed there was nothing that could be offered this time.
- (d) WODC Community Activities Grant – to consider if Council wish to apply for funds this year and to decide what the grant would be used for – Councillors were asked to consider ideas for the grant and to let Matthew know who was happy to submit the application.
- (e) OCC – Oxfordshire Devolution briefing – details emailed round.
- (f) Community First Oxfordshire – newsletter Feb/March 2016 – details emailed round.
- (g) OALC – Confirmation of S137 expenditure sum per elector – details emailed round.

Plus additional items received since agenda sent out:

- (h) OPFA – Playground Inspection Training – to be held on Saturday 7<sup>th</sup> May at Ardley Village Hall, 9.30 – 1.30pm – no-one wished to attend.

## 10. CIRCULATION

March circulation – out at meeting.

No February circulation.

January circulation – still out.

December circulation – returned.

## 11. REPORT OF COUNTY AND DISTRICT COUNCIL BUSINESS

A brief update was given about the Local Plan. The budget meeting had been held last month and £300K of reserve funds would need to be used this year. The 20/20 vision programme was also going ahead, and although WODC had not raised the parish precept for the past 6 years, it would be raised this year by 10 pence per week. The proposal of having unitary councils was also mentioned, and it was also reported that there were plans being looked at to rebuild and replace the Windrush Leisure Centre in Witney which was over 50 years old.

## 12. TO RECEIVE A MONTHLY UPDATE REGARDING FREELAND PRIMARY SCHOOL

A brief update about the school was given by the Clerk. The new floor in the School Hall had now been installed and work to improve the school reception area would be carried out over the Easter holidays. The temporary headteacher Miss Sarah Kerswell was due to finish at the end of this term, and the new headteacher, Mrs Sarah Nickelson was due to start in post after the Easter break.

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

Tree on Church View triangle – it was reported that the tree may be rotten inside the trunk – it was agreed to place this item on the next agenda.

Dogs on the playing field – a concern had been raised about dogs fouling on the field, and if they could be banned from the field. The Chairman would mention this in his report at the APM.

Queen's 90<sup>th</sup> birthday – it was suggested asking if there were any other residents who would be turning 90 this year so their birthdays could also be celebrated at the Big Lunch event –Matthew would mention this at the APM.

Bus shelter seat – it was reported that the seat on the new bus shelter was too high off the ground – Robert agreed to take a look although it was noted that it may be fixed and therefore unmoveable.

**14. DATE OF NEXT MEETING:**

**Monday 4<sup>th</sup> April 2016, 8.00pm in the Village Hall (APM)**

**Monday 18<sup>th</sup> April 2016, 7.30pm in the Newell Room.**

There being no other business the meeting closed at 9.45pm.