

## **FREELAND PARISH COUNCIL**

### **MINUTES OF AN ORDINARY MEETING OF FREELAND PARISH COUNCIL, HELD ON THE 21<sup>ST</sup> DECEMBER 2015, IN THE NEWELL ROOM, FREELAND, IN THE COUNTY OF OXFORDSHIRE AT 7.30PM.**

**PRESENT:**

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

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

No-one was present for this session.

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

#### **3. CODE OF CONDUCT:**

##### **3.1 TO RECEIVE ANY AMENDMENTS TO THE REGISTER OF MEMBERS' INTERESTS**

There were no amendments to the Register of Members' Interests.

##### **3.2 TO RECEIVE ANY DECLARATIONS OF INTERESTS FROM COUNCILLORS FOR MATTERS TO BE CONSIDERED AT THE MEETING**

Tim Webster (personal) as having a local business.

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.

Matthew Ruddle (personal) as a member of Freeland School Society.

All of them signed the book accordingly.

#### **4. APPROVAL OF MINUTES**

##### **4.1 MINUTES OF THE ORDINARY MEETING HELD ON 16<sup>TH</sup> NOVEMBER 2015**

The Minutes of the Ordinary Meeting held on 16<sup>th</sup> November 2015 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**

The Clerk had written to David Cameron MP to report unsatisfactory correspondence to date from Vodafone and to see if there was anything he could do to assist. A response had been received to advise that he had written to Vodafone to ask them to investigate siting a new mast in Freeland as soon as possible. A response was now awaited from Vodafone.

**Action:** Clerk to chase if no response received.

##### **5.2 To note donation received for Memorial Bench by Busby Close**

A £200 donation had been received this month from the Freeland Teddy Girls from funds raised at their chocolate tombola held at the Christmas Tree Lighting Event at the Village Hall on Friday 6<sup>th</sup> December. This donation was to be put towards a new village bench. A letter of thanks would be sent to Helen Molden to thank the Teddy Girls for this very generous donation.

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

##### **5.3 Old shop site – to receive an update on what is happening with the old shop site**

The Clerk had spoken to John D Wood property agents and there was still no further progress to report. The site was still under offer, but no contracts had yet been exchanged. The Clerk would ring back again in a few weeks to get an update on the situation.

**Action:** Clerk to contact property agents next month for update.

#### **5.4 Defibrillator training – update on training sessions**

The Clerk was currently trying to arrange a training session in the Hall during February Half Term which would hopefully include CPR training. She had left a message for Dick Tracy to contact her and a response was awaited.

**Action:** Clerk to arrange training for a date in February half term 2016.

#### **5.5 Response from resident re broken fence by Church View – to note response from resident re fence**

The resident had responded with some background information about the footpath and its ownership, which was owned by Pye Homes. The resident had asked Pye Homes in the past for help in keeping the undergrowth by their fence under control; unfortunately Pyes were unable to assist. Council noted the contents of the letter and agreed to write to the resident and offer help to remove the fencing by contacting Tim.

**Action:** Clerk to write to resident as above and ask them to contact Tim if assistance removing fence is required.

#### **5.6 Draft Budget/Precept Requirement for 2016/17 – for review**

Details of the proposed budget/precept requirement figures for 2016/17 had been circulated with the monthly financial report for review. Council **resolved** not to make any changes to the figures. The Clerk would now submit these figures to WODC.

**Action:** Clerk to submit precept requirement figures to WODC.

### **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**

Matthew had the book and passed it to the Clerk for a new rota to be drawn up. There were no problems to report.

**Action:** Clerk to do new rota then pass on book to appropriate Councillor.

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

Mary Ann gave a brief update. She had been to the school and spoken to a group of children to show them the new plans for the play park and to receive any feedback. One idea put forward was to have a sand pit – this would be investigated.

A concern was raised that the contract had not yet been received from WREN and it was hoped to appoint the contractor as soon as possible as there was a 13-week lead time for the equipment and it was likely the prices would increase in January 2016. The contractor had been pencilled in to start in February/March time and Council were anxious not to lose this slot. It was agreed that Mary Ann would chase WREN to see if the contract could be issued so that the equipment could then be ordered.

**Action:** Mary Ann to chase up WREN for contract to be issued.

##### **6.2.2 Design of the new shed on the playing field – to receive an update on the initial designs for the new shed**

Apologies were offered that the plans for the new shed were not ready for the meeting. However they were nearly complete and would hopefully be ready for the next meeting.

**Action:** Robert to bring plans for shed to January meeting.

##### **6.2.3 Hopscotch area by The Blowings – to note response from resident re cutting back the hedge**

The residents had responded to advise that whilst they had done some maintenance work on the hedge in the past, this was by no way a precedent and they were unaware as to the ownership status of the hedge.

As some work had already been carried out by a local contractor to tidy up the hopscotch area, Council agreed that no further action was required.

##### **6.2.4 Pitch cutting – to note and approve that an additional cut on the field was carried out which may attract a small additional charge due to the equipment used by WODC**

The Football Club had made a request to have the field cut this month, and the Clerk had contacted WODC to arrange the cutting. On the first visit the cutting had to be stopped as the equipment was tearing up the field as it was too wet, but after another visit, WODC used some different equipment and have managed to successfully cut the field. However, the Clerk was informed there would be a slight increase in the charge to be made due to the type of equipment used; this was likely to be in the region of an additional £25-£30. Council **resolved** to approve this additional expenditure.

#### **6.2.5 Play area inspections – to approve transferring inspections company from RoSPA to The Play Inspection Company (as per quote detailed last month)**

Details of another play park inspection company had been passed to the Clerk last month to obtain a quote. Details of the quote were read out at the November meeting and the new company (The Play Inspection Company) were very competitive in terms of pricing compared to RoSPA, and many Parish Councils were now using them for their play area inspections. An annual inspection costs £62.50 + VAT per year. The Post installation Inspection for once the Play Park Project is complete would cost £295 + VAT which would also include an annual inspection of our play equipment (this would be charged separately under RoSPA).

Council **resolved** to approve transferring to the Play Inspection Company and the Clerk would contact both companies to arrange the transfer.

**Action:** Clerk to contact both inspection companies as above.

#### **6.3 Village Highway Matters – to receive any reports**

No reports were received.

##### **6.3.1 Minor pothole repairs - to update on whether a different contractor is able to assist**

The Clerk had contact OCC for a list of approved contractors and a named contact at Skanska was awaited. The Clerk would chase this up. Robert had also met with a local contractor who had carried out some work for Kingham Parish Council. It was agreed that the Clerk would contact Kingham PC to obtain some feedback on the contractor, and a quote was awaited from the contractor himself.

**Action:** Clerk to chase OCC and contact Kingham PC as above.

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

The Clerk had ordered the new notice board but a deposit was required before the work could commence. This deposit was included in the list of cheques to be authorised for payment this month. A request was made to have toughened glass rather than polycarbonate if at all possible – the Clerk would contact the carpenter to arrange this.

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

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

A new dog waste bin had now been installed by the entrance to the woods in Broadmarsh Lane. A new bin by the entrance to the woods in Parklands had been ordered and would hopefully be installed shortly.

**Action:** Clerk to chase up additional bin for Parklands.

##### **6.3.4 Bus stop sign obstructed by new VAS Sign – to receive an update on moving the sign**

The bus stop sign had now been moved so that it was visible from behind the VAS sign.

##### **6.3.5 Overgrown hedge – concerns from resident re overgrown hedge on Wroslyn Road**

A resident had commented that the hedge by 165/167 Wroslyn Road was overgrown. However it was noted that the hedge wasn't protruding out over the pavement currently and that this resident normally did try to keep the hedge under control – the recent spell of particularly wet weather had not helped. Council agreed not to take any action at the current time.

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

The footpath rota was now complete for this year and the book was returned to the Clerk. The Clerk would do a new rota ready for the Spring.

**Action:** Clerk to organise new rota.

#### **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**

Both plans (formal and less formal layout) were due to be presented to the village at the meeting on 18<sup>th</sup> January so that residents could give their feedback on their preferred option. Mary Ann would also circulate some memorial garden rules for comment from a small village in Buckinghamshire called Stoke Poges. The new plans for the Garden of Remembrance would also be placed on the noticeboards in the village and put on the village website. A poster advertising the meeting would also need to be placed in the A-frame – Mary Ann would arrange this.

**Action:** Mary Ann to email round memorial garden rules and plans to Councillors, plus place poster in A-frame. Peter to place plans on website.

#### **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. Cycle racks were currently being researched but these were very expensive so it was likely only one would be ordered for the current time. An investigation had been done to see if an emergency-only phone could be installed next to the defibrillator, however BT had advised this was not possible, and there was no plan to remove the existing phone box from outside of the Hall. It was agreed to place an item on the next agenda to see if the existing phone box could be adopted.

**Action:** Clerk to place item on next agenda as above.

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

#### **7.1 Applications Received: None.**

#### **7.2 Applications Approved:**

##### **15/03521/HHD 50 BROADMARSH LANE, FREELAND.**

Single storey front extension and garage conversion for Mrs C Smith.

##### **15/03580/HHD 5 HURST LANE, FREELAND.**

Convert part of garage to enlarge utility for Mr & Mrs Tom & Vero McCoy.

##### **15/03786/FUL 6 WROSLYN ROAD INDUSTRIAL ESTATE, FREELAND.**

Change of use from B1 to B2 (microbrewery) for Mr Ian Hemingway.

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

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

#### **7.5 Landscaping by footpath at Cuckoo Wood Farm – to discuss the landscaping planting/screening at CWF**

It was reported that footpath walkers had been commenting about the lack of landscaping near Cuckoo Wood Farm, the site of which was recently visited by a small group of Councillors and the Clerk. It was thought that there should be a bund, plus much more landscaping planting than was in place currently. It was also noted that coaches had been spotted entering the site on a number of occasions, despite the planning permission for the coach park being refused. After a brief discussion, Council resolved to write to WODC to ask them to inspect the site and to point out that the landscaping is not sufficient, and to point out about the coaches entering the site.

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

#### **7.6 Eynsham North – to discuss proposals for a development at “North Eynsham” submitted to the West Oxfordshire Local Plan Examination.**

Councillors had been made aware of a proposal to build a development at “North Eynsham” for 1,200 homes, a new primary school and a new park and ride service. A Vision Strategy document which was being led by Corpus Christi College Oxford and their consultancy team (which included Savills) had been submitted to the West Oxfordshire Local Plan Examination. This had been circulated to Council prior to the meeting and Councillors were concerned about the development proposals. Some Councillors quoted other rumours that the site was to eventually include up to 10,000 houses, but this had not been confirmed. The Clerk had spoken to Gordon Beach, the Chairman of Eynsham

Parish Council who agreed to attend the February Parish Council meeting to provide some feedback about the views of Eynsham Parish Councillors regarding the proposals.

## **8. PARISH COUNCIL ELECTIONS 2016 – TO DISCUSS THE FORTHCOMING ELECTIONS, THE PROCESS AND HOW BEST TO PUBLICISE IT TO ENCOURAGE APPLICATIONS.**

Freeland was due to hold Parish Council elections in 2016, and nominations would be needed. It was also noted that a main article in the Grapevine would be required to publicise the elections and encourage residents to apply. It was agreed that the Chairman and the Clerk would work together to produce an entry for the Grapevine, and Robert would forward on the form that was done previously regarding each nominee.

**Action:** Chairman and Clerk to produce article for Grapevine and Robert to forward election nominee document to Clerk.

## **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> November 2015 and the receipts and payments received or paid out in the last month. The bank statement was checked as agreeing with the figures on the finance sheet and signed by Bill.

### **9.2 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:

<b>Cheque Number</b>	<b>To whom paid</b>	<b>Details</b>	<b>Amount (£)</b>
102243	Lisa Smith	Clerk's salary Dec 2015	£600.42
102244	Freeland Village Hall Bookings	Hall hire 21.12.15	£12.50
102245	Peter Newell	Website hosting fee	£63.53
102246	Nigel Green	Mowing	£875.00
102247	R A Crocker Ltd	Shingle for Hall car park & new gates	£748.51
102248	Roy Pierce	Notice board deposit	£281.20
102249	WODC	New dog bin by woods at Broadmarsh Lane	£248.96
102250	Freeland Allotment Association	Transfer of outstanding funds	£671.82
		<b>Total:</b>	<b>£3,501.94</b>

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

It was agreed that Matthew and Bill would carry out this review this year which needed to be completed by the end of January. They would arrange to meet with the Clerk to go through the necessary process.

**Action:** Matthew and Bill to arrange to meet Clerk to carry out review.

### **9.4 To discuss a request for funds from Freeland Guides**

A letter had been received from Freeland Girl Guides requesting assistance with funding for a number of international trips for which they had been selected to attend. One trip was to Iceland and the other to Mexico, for which they needed to raise £6,000. After a brief discussion, Council **resolved** to give them £100 towards the trip.

**Action:** Clerk to write to Guides with decision and organise payment.

### **9.5 Any other financial business: None.**

## **10. CORRESPONDENCE**

The following were received, noted and/or considered:

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

(b) OPFA membership renewal – Membership dates to change from 1<sup>st</sup> April 2016 (April to March rather than from membership subscription renewal date). Details had been emailed round and details duly noted.

(c) WODC – Community Infrastructure Levy –Settlement Boundary consultation – details had been emailed round. No comments were made.

- (d) OPFA Autumn newsletter – details had been emailed round.
- (e) WODC – West Oxfordshire Design Guide – Second Consultation – details had been emailed round. No comments were made.

Plus additional items received since agenda papers circulated:

- (f) WODC – Cotswold Broadband – update received about full funding for the project to provide 100% Superfast Broadband in West Oxfordshire – details had been emailed round.
- (g) OALC – members update December – details had been emailed round.
- (h) OALC – training programme 2016 – details had been emailed round.
- (i) WODC Local Plan – Planning Inspector's initial findings report – details had been emailed round.
- (j) Queen's 90<sup>th</sup> Birthday Celebrations in June 2016 – Weekend of 11<sup>th</sup> and 12<sup>th</sup> June to be national celebration weekend – Councils and Parishes are being encouraged to support and encourage celebrations. It was agreed to place an article in the next Grapevine to ask for ideas for a possible village event and volunteers to help organise it.

**Action:** Clerk to place note in Grapevine as above.

## **11. CIRCULATION**

December circulation – out at meeting.

November circulation – still out.

No October circulation.

September circulation – returned.

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

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

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

A brief update about the school was given by the Clerk. The Christmas Plays had now been completed, £1,300 was raised from the Christmas Fayre, £210 had been raised from Christmas cards drawn by the children and £153 was raised for the Poppy Appeal. There was an inset day on 4<sup>th</sup> January 2016 where teachers would be looking at the new national curriculum requirements in Maths.

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

Note of thanks – had been received from Brian Wildblood (Internal Auditor) for the bottle of wine from the Parish Councillors.

## **15. DATE OF NEXT MEETING: Monday 18<sup>th</sup> January 2016, 8.00pm in the Village Hall.**

There being no other business the meeting closed at 9.15pm.