

FREELAND PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF FREELAND PARISH COUNCIL, HELD ON THE 15TH JANUARY 2018, 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, Jane Linnell, Peter Foster, Mary Ann Canning (from 8.05pm), Matthew Ruddle
	District Councillors:	Colin Dingwall
	County Councillor:	Liam Walker (from 8.25pm)
	Clerk:	Lisa Smith

1. PUBLIC PARTICIPATION SESSION

Three residents were present for this session – Angela Spriggs, James Bartrip and Andrew Sharp. Angela and Andrew did not wish to speak during this session.

James Bartrip was in attendance to briefly discuss the RAF Brize Norton consultation re increasing air space to cover Freeland. James worked as a commercial pilot, and prior to that was a military pilot so had a great deal of experience in the airline industry. James gave a brief outline regarding the changes being proposed in the RAF Brize Norton and Oxford Airport consultations. The Oxford Airport consultation was likely to have little or no impact on Freeland whatsoever. However, the Brize Norton consultation contained a proposal to increase the controlled airspace coverage, which meant that increased air traffic could be going across Freeland and Church Hanborough areas following a new flight path from Woodstock/Bladon area. It was noted that the consultation was very difficult to follow if you were not familiar with flight paths and contained a great deal of technical information. However, the extra approach pattern for Brize Norton meant that some aircraft's flight paths would be migrated from the south to the north, meaning aircraft currently going across Witney and Standlake were being diverted to fly across Woodstock, Bladon and Church Hanborough. This could have a negative impact on the neighbouring villages in terms of extra noise as the aircraft would be flying at around 2000 feet.

Councillors thanked James for his time in giving his views and explaining the changes within the consultation and he then left the meeting at 7.45pm.

After a brief discussion, Council agreed to write a letter asking for the key changes and benefits to be provided in layman's terms and to state their concerns re the extra noise the changes could create.

Action: Clerk to write letter as above.

- 2. TO RECEIVE APOLOGIES FOR ABSENCE** – Carol Reynolds – away, Mary Ann Canning would be late arriving.

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 having a local business and 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 Ordinary Meeting held on Monday 18th December 2017**

The Minutes of the Ordinary Meeting held on 18th December 2017 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

A brief update was given. Unfortunately, the suggested Downhills Farm site in Church Hanborough was outside of the search area and could therefore not be considered. The suggested site on the corner of the allotments had raised a number of concerns with CTIL, namely vehicular access to the site for building the mast and for ongoing maintenance, and concerns about if there was sufficient land without losing land from the current allotments as the base would be approx. 10mx10m in size. In view of this Council agreed not to pursue the allotment site as a viable option as it was highly likely that at least 1 or 2 allotments would potentially have to be removed. A planning application for permitted development for the Whitehouse Farm site in Pigeon House Lane had been submitted to WODC on the 15th December, but as yet no consultation with the Parish Council had been done. The Clerk would contact the WODC Planners to see if they had received the application and to confirm that the Parish Council would not be making any objections.

Action: Clerk to contact WODC Planning Dept as above.

6.2 Freeland Methodist Church: To receive an update on future of Church and to note invoice for printing costs now received. Plus, to receive an update on re-nomination of Church as an Asset of Community Value

The third re-nomination had been submitted to WODC and an outcome was awaited. A change of use planning application had been submitted to WODC costing £350, and this was currently under consideration. The Working Group had joined the Plunkett Foundation to try and obtain some funding for the project. Colin confirmed he had met with Giles Hughes (WODC Head of Planning) and Blenheim who were both keen to help with community projects, so he was keen to be kept informed regarding what exactly was needed with the Methodist Church project once decisions had been made.

6.3 Mowing the grass on the Green – to update on finding an alternative contractor to carry out future mowing

Nigel Green was due to meet with the contractor very shortly and then the contractor would provide a quote to the Council.

6.4 GDPR (General Data Protection Regulations) - to receive any update following meeting of Working Group to discuss new Data Protection Regulations

The GDPR Working Group had met on 10th January 2018 and discussed the new GDPR regulations. However, it was still not entirely clear what this would mean for Parish Councils and no firm solutions had been offered from the advice obtained so far. The Chairman and Clerk were due to attend a training course on GDPR in February and it was hoped things would then be clearer. The recommendations from the Working Group were for them to meet again after the GDPR training course to go through Clerk's PC documents and to bin those that are no longer required, plus all Councillors to attend Data Protection training in due course. It was also important that all Councillors considered data protection when implementing decisions! It was also noted that the Clerk may not be able to perform the role of Data Protection Officer, that was required to be appointed, but some external companies were providing this service for a charge of approximately £150 pa. It was suggested contacting Keith Butler at WODC as WODC may possibly be providing a DPO service to Parish Councils as a county wide service.

Action: Clerk to contact Keith Butler to confirm above, Working Group to arrange meeting after GDPR training course.

7. PLANNING - Applications received & WODC Decisions plus:

7.1 Applications Received:

APP/D3125/W/17/3184056

Land West of Church Road, Long Hanborough

Residential development comprising 94 dwellings, including starter homes for Cantay Estates Ltd (original application number 16/03948/OUT) (**appeal lodged**)

It was noted that the above application had had an appeal lodged with WODC Planning Department. After a discussion, Council **resolved** to submit their previous objections to the application to WODC.

Action: Clerk to submit previously lodged objections to WODC.

17/02996/RES

Land between Wychwood House & Malvern Villas, Witney Road, Freeland ("significant" amendments to plans)

Residential development comprising 41 dwellings together with associated works for Mears New Homes & Sovereign Housing Associates.

Councillors noted the "significant amendments" were difficult to spot from the previous plans, however it was noted that there were additional parallel parking spaces provided and the play area was now an open space. After a brief discussion, Council **resolved** not to make any objections to the changes.

7.2 Applications Approved:

17/03787/HHD

189 WROSLYN ROAD, FREELAND.

Insertion of two dormer windows and a porch to front elevation and a single storey rear extension (with rooms in roof space) for Mr Jason Rowland.

7.3 Applications Refused: None.

7.4 Applications Withdrawn: None.

8. REPORT OF COUNTY AND DISTRICT COUNCIL BUSINESS

A report was given which included an update that Gladman Developers had announced that a planning application had now been submitted to WODC for the Barnard Gate Garden Village scheme. An update was also given on the Growth Board meeting that Colin recently attended, where there was the potential to obtain £250m for infrastructure priorities, and £60m for affordable housing. However, nothing was definite at this stage.

Liam gave an update on the transfer of staff from Carillion over to OCC, (following the recent public announcement that the government services contractor had gone into liquidation). He also advised that the chevron sign for Cuckoo Lane and the new nursing home sign had both been ordered, and the request for a zebra crossing on Wroslyn Road by the school had been included in the S106 funding bid at his request. He was also still working on trying to get the zig zag lines extended by the school.

It was reported that there appeared to be very little maintenance work being carried out on trees at the edge of the road on the A4095 between Cuckoo Lane and North Leigh Football Club, plus the trees on the left of the bend on Cuckoo Lane past Heritage Cottage (heading towards A40). Council agreed to write to Nick Dalby, Tree Officer at WODC to get the trees assessed and to write to David Mason, Eynsham Park Estate to request some maintenance work was carried out.

Action: Clerk to write letters re trees as above.

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 31st December 2017 and the receipts and payments received or paid out in the last month. The bank statement from last month and this month were both 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.

Council therefore **resolved** to approve all of the following invoices for payment:

Cheque Number	To whom paid	Details	Amount (£)
102426	Freeland Village Hub	Refund printing expenses for Methodist Church	£336.00
102427	Lisa Smith	Clerk's salary January 2019	£612.38
102428	Freeland Village Hall Bookings	Hall hire 15.01.18	£12.50
102429	OALC	GDPR training course x2 & End of Yr Acc trng x2	£192.00
102430	Bill Phillips	Litter collection Oct/Nov/Dec	£250.00
102431	Lisa Smith	Refund expenses - Microsoft Office & Calendar	£62.98
		Total:	£1,465.86

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

The Chairman and Jane were due to meet with the Clerk on 24th January and would then report back at the next meeting.

Action: Chairman and Jane to meet Clerk to carry out review and report back.

9.4 Review of VAT Reclaim

Details of the VAT reclaim for Quarter 3 that had been produced from Scribe were reviewed and accepted by the Council.

9.5 Any other financial business – To approve request to purchase a new dongle, wireless keyboard and mouse for Clerk's laptop following recent connection problems

Following some recent technical issues with the Clerk's laptop, Council approved the purchase of a new wireless keyboard, mouse and dongle which would cost approximately £20 in total.

10. PARISH COUNCIL STANDING ITEMS

10.1 Play areas/Playing Field – to receive any reports:

Mowing of the field – A request had been received from the Football Club to revert back to the Club members cutting the field themselves using the tractor and gangmowers. They had previously expressed their dissatisfaction at some of the cuts provided by WODC contractors. Councillors had some reservations about this, although recognised that some of the more recent field cuts had not been up to scratch. A suggestion was made of asking a health and safety advisor in the village to provide an assessment of the health and safety implications of allowing Club members to use such equipment on the field on behalf of the Parish Council. The Clerk would request this.

Action: Clerk to contact health and safety advisor as above.

10.1.1 Play equipment book – to receive any reports

Tim had the book and would pass it to Bill. There were no problems to report.

10.1.2 Zip wire – to update on progress in replacing damaged safety mats

Some of the safety mats had been replaced, the rest would be done shortly.

Action: Robert to repair/replace mats.

10.2 Village Highway Matters – to receive any reports:

10.2.1 Highways reports: Tree removal in Church View; Large laurel hedge along Broadmarsh Lane had been cut

Tree removal in Church View – concerns had been raised by a resident regarding a tree removal in Church View on land that was thought to belong to the Parish Council. After a brief discussion it was not thought to be located on Parish Council land, so no further action was required.

Large Laurel hedge in Broadmarsh Lane – the laurel hedge opposite the terraced houses in Broadmarsh Lane had been cut back significantly. It was reported that this work was carried out and paid for by a neighbouring resident as a favour to the village. It was agreed to write a letter of thanks to the resident concerned as this very kind gesture was greatly appreciated.

Action: Clerk to write letter of thanks.

10.2.2 To note any reports from Working Group re proposed position of new VAS sign on Wroslyn Road, and relocation of existing VAS sign;

The costing information provided by Highways last month had been reviewed and the VAS Working Group were due to meet the following day and would then report back at the February meeting.

10.2.3 To note any response received from Highways re: suggested Cuckoo Lane junction alterations; missing chevron sign on Eynsham Road bend; request for zebra crossing on Wroslyn Road.

No response from Highways had been received regarding the Cuckoo Lane junction alterations, the missing chevron sign or the request for a zebra crossing. However, updates regarding these items had been given by Liam, and the Cuckoo Lane junction alterations had been included in the S106 funding bid submitted to WODC last month.

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

The footpath rota had been completed so the book was being held by the Clerk until the Spring.

10.4 Garden of Remembrance – to receive any reports

No reports were received.

10.4.1 To receive an update on the progress for the Garden of Remembrance

Further planting would be carried out in the Spring. Mary Ann was currently investigating suitable signs and obtaining costings. A drawing of the gazebo had been drafted and this would be circulated for comment. Following on from last month, details of the Scribe Cemetery package had been circulated to Councillors and it was agreed to do a month's free trial at a suitable time – Mary Ann would liaise with the Clerk as to when to start the trial.

Action: Mary Ann to obtain costing for signs and to circulate drawing of gazebo.

10.4.2 To note update on St Mary's Churchyard and grave spaces received from Rev Tyler

An email had been received from Reverend Tyler to confirm that, in view of the issue of a lack of burial space in Freeland churchyard, the PCC had decided to in future use the space around the war memorial for further burials. They expect at current usage rates that this may allow St Mary's churchyard to stay open for a further 10 years. This was duly noted.

10.5 Freeland Hall Management Committee – to receive any reports

A very brief report was given. The gutters had not yet been fixed due to difficulties in getting the right brackets. The FHMC annual accounts summary had been received by the Clerk and would be circulated to all Councillors. These would also be available to residents at the APM.

Action: Clerk to circulate annual accounts summary to Councillors.

11. ANNUAL PARISH MEETING – TO CONFIRM DATE AND TOPICS FOR DISCUSSION

Possible dates for the Annual Parish Meeting (APM) were suggested as either Friday 13th April or Friday 20th April. The Clerk would check the availability of the Hall. Possible topics for discussion were suggested as:

- Garden of Remembrance – update on plans
- Speedwatch Team – update on findings re speeding in Freeland
- Village Hub update (to include update on Methodist Church nomination as an Asset of Community Value)
- WODC Local Plan – it was agreed to ask Giles Hughes to attend to give an update on the final results of the Local Plan
- Double Yellow Lines – update on getting them installed in village

The topics above would be considered, and a final decision made next month.

Action: All Councillors to consider topics for discussion at APM, Clerk to book Village Hall and to email Giles Hughes to invite to APM.

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

(a) Temporary electricity sub-station – concerns from resident re temporary sub-station erected by Cuckoo Lane near saw mill - the resident that had raised the concerns was present at the meeting and confirmed that this issue had now been resolved so no further action was necessary.

(b) OCC – Oxfordshire Minerals & Waste Local Plan: Part 2 Site Allocations: Informal Consultation and Renewed Call for Site Nominations – consultation had been emailed around – Council did not wish to submit a response.

Plus additional items received since agenda sent out:

(c) Oxfordshire Association for the Blind – donation request received – after a brief discussion Council resolved not to provide a donation on this occasion.

Action: Clerk to write letter to advise of decision.

(d) Oxfordshire Waste Consultation – details had been emailed around – Council did not wish to submit a formal response; however individual Councillors were encouraged to complete the consultation which was a brief questionnaire regarding recycling and how it could be improved.

(e) WODC – query raised re road names for Eynsham Road, Freeland Road, Cuckoo Lane – a query had been raised regarding road names for the above 3 roads as there were differences showing on Royal Mail website, Google Maps and the Register of Electors. A couple of residents were suggested who may be able to assist with historical knowledge and the Chairman would contact them.

Action: Chairman to contact residents as above.

13. CIRCULATION

January circulation – out at meeting.

No October or November circulation.

September circulation – still out.

July circulation – still out.

14. TO RECEIVE A MONTHLY UPDATE REGARDING FREELAND PRIMARY SCHOOL

A brief update about the school was given by the Clerk. The new Class 2 teacher Mr Lambert had started in post. The School Choir were due to open the Church Hanborough Beer Festival on 3rd February!

15. ANY OTHER BUSINESS – FOR PRELIMINARY DISCUSSION ONLY

Broadmarsh Lane Amenity Area – it was noted that many of the trees on the boundary line of the amenity area had been felled, and a new house was due to be erected on the adjoining land. It was suggested monitoring the area to ensure the boundary line was retained in its current position.

17. DATE OF NEXT MEETING:

Monday 19th February 2018, 7.30pm in the Newell Room.

There being no other business the meeting closed at 9.05pm.