

FREELAND PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF FREELAND PARISH COUNCIL, HELD ON THE 20TH JUNE 2016, IN THE NEWELL ROOM, FREELAND, IN THE COUNTY OF OXFORDSHIRE AT 7.30PM.

PRESENT:	Chairman:	Peter Newell
	Vice-Chairman:	Robert Crocker
	Councillors:	Peter Foster, Jane Linnell, Matthew Ruddle, Bill Phillips, Mary Ann Canning
	District Councillors:	Colin Dingwall, Carol Reynolds
	County Councillor:	Not present
	Clerk:	Lisa Smith

1. PUBLIC PARTICIPATION SESSION

No-one was present for this session.

2. TO RECEIVE APOLOGIES FOR ABSENCE – Tim Webster – commercial interest in item 8 – Planning.

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.

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

Matthew Ruddle (personal) as a Freeland School Society Member.

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 Annual Meeting held on 16th May 2016

The Minutes of the Annual Meeting held on 16th May 2016 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 Ordinary Meeting held on 16th May 2016

The Minutes of the Ordinary Meeting held on 16th May 2016 were approved and signed as a true record of those proceedings.

5. MATTERS ARISING FROM THE MINUTES

5.1 Queen's 90th Birthday celebrations/The Big Lunch – review of the event and to discuss whether to run the event again next year

Councillors passed on their thanks to Matthew for organising the event which was a great success and enjoyed by many. Matthew in turn also thanked everyone for their help on the day in setting up, packing away and general support and assistance. The Big Lunch was an annual event, and Council agreed to consider running the event on an annual basis

5.2 Adoption of BT phone box outside of Village Hall – update on progress

The contract to adopt the phone box had been signed and returned to BT and a request had been made to have the power disconnected. This would take approximately 16-20 weeks to be actioned.

5.3 Purchase of large plastic signs for the 2017 APM – to update on progress

Two new yellow signs had been ordered from MG Graphics with the wording to read "*Annual Parish Meeting tonight – Village Hall. All residents welcome.*"

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 on to Mary Ann. There were no major problems to report. However, the red handles on the wobbly bridge equipment were rusty and needed sandblasting, and the litter bin within the toddler play park was overflowing. The Clerk had asked Tim to obtain a quote for the red handles whilst he was getting the quote for the slide, this would be chased up as Tim was not present. It was also agreed to ask WODC to empty the bin in the toddler play park.

Action: Clerk to chase Tim re sandblasting quote, and to ask WODC re bin emptying as above.

6.2.1 Play park development – to discuss items brought up in Post Installation Inspection Report and to update on progress in getting the rubber matting impact tested

The items identified in the Post Installation Inspection report had been emailed to Sawscales (the equipment installation company) to request these items be addressed and to adjust the zip wire. Mary Ann would also contact the Play Inspection Company to discuss getting the impact testing done as a matter of urgency.

Action: Mary Ann to follow up on Sawscale items to be addressed and to arrange impact testing.

6.2.2 Play park – removal of barbed wire – update on progress

The barbed wire had not yet been removed – it was agreed to ask the rep from the Play Inspection Company if they could remove it.

Action: Mary Ann to ask rep about barbed wire removal.

6.2.3 Shed on the playing field – to receive an update on progress of the demolition of the old shed and new entranceway to field by Blenheim Lane

The shed had not yet been removed. Quotes were now required for the entrance ways to be created – Robert would arrange this.

Action: Robert to obtain quotes for the field gateways.

6.2.4 Junior slide – to consider quote for de-rusting/painting the slide and the red handles on Junior Multiplay equipment

As Tim was not present there was nothing further to report. The Clerk would chase this up.

Action: Clerk to follow up with Tim.

6.2.5 To consider quote for painting play park railings

Two quotes had been obtained for the painting of the play park railings – one from Tom Robinson and one from David Hollis, both local contractors. After a brief discussion, Council **resolved** to approve the quote from David Hollis which was slightly cheaper.

Action: Clerk to confirm quote with David Hollis and arrange for work to be carried out.

6.2.6 To discuss the plans and associated costs in getting a new path across field from Village Hall to play park plus new access gates by Pigeon House Lane

A brief update was given regarding some ideas around installing a new path across the field from the Village Hall car park to the Pigeon House Lane entrance, plus some new access gates by Pigeon House Lane. Councillors were very receptive to these proposals and Robert gave some details about the possible dimensions of the path and materials to be used. After further discussion, it was agreed that Robert would provide a specification for the path and gates, Mary Ann would format the spec so that quotes could then be obtained for the work.

Action: Robert to provide specification for work, Mary Ann to format and circulate spec, Clerk to obtain quotes for work.

6.2.7 Litter bins on playing field – to discuss if additional bin is required

It was reported that the bin by the Pigeon House Lane gates to the field needed disposing of as it had a large lump of concrete underneath it. There had also been a large amount of rubbish left by the youth shelter. Council resolved to obtain a new litter bin from WODC and to request that it be emptied each week – the bin would be sited next to the youth shelter. It was also agreed to ask the James brothers to lay the concrete base for the new bin.

Action: Clerk to request new bin from WODC.

6.2.8 Dogs off lead on field – concerns raised re dogs off lead

A concern had been raised about boisterous dogs off the lead on the playing field that had approached residents and made them nervous. Council agreed to place a note in the Grapevine about ensuring dogs were kept under control at all times on the field.

Action: Clerk to place note in Grapevine as above.

6.2.9 Playing Field spraying

A request had been received from the Football Club to have the field sprayed. The Council reviewed the field and unanimously agreed that it did not require spraying at the current time, but this would be monitored.

Action: Clerk to respond to Football Club enquiry.

6.2.10 Dog fouling on field

Unfortunately there had been an incident where there had been some dog's mess on the field near the basket swing, and a child had trodden in it and subsequently smeared the faeces over the basket swing. This was the third time that dog's mess had been spotted near the play equipment. Council agreed to place a note in the Grapevine asking dog owners to clear up after their pets.

Action: Clerk to place note in Grapevine as above.

6.3 Village Highway Matters – to receive any reports

A report had been received about the large laurel hedge opposite the terraced houses in Broadmarsh Lane that had become very overgrown and was overhanging the road quite considerably. A resident had been in contact with Highways to ask for it to be cut back, who had agreed to carry out the work. Council agreed to ask Highways to cut a large amount off the top of the hedge and the side so that it would not need doing so often.

Action: Clerk to make request to Highways as above.

6.3.1 Broken signpost by Barnard Gate junction – to update on response received from Highways

The Clerk had chased this up with Highways and they had confirmed that this would not be done any time soon as it was not a high priority. The Clerk would chase again in a few months' time.

Action: Clerk to chase in a few months.

6.3.2 Bus shelter seat – to receive an update as to whether seat can be lowered

The seat needed lowering by 2 inches and moving further forward from the shelter by 2 inches. As this had not yet been done, Council agreed to ask a different local carpenter to carry out this work.

Action: Clerk to ask local carpenter to lower seat and bring it forward.

6.3.3 Small tree saplings – concerns raised regarding tree saplings growing from resident's garden wall

Some concerns had been raised from a resident about some small ash tree saplings that appeared to be growing from a resident's garden wall in Broadmarsh Lane. It was agreed to ask the residents to talk to one another to address this concern.

Action: Clerk to respond to resident.

6.3.4 Covered nameplate – concerns raised re Broadmarsh Lane covered nameplate

A resident had raised some concerns about some resident's plants that were covering a road nameplate on Broadmarsh Lane. It was agreed to ask the residents to talk to one another to address this concern.

Action: Clerk to respond to resident.

6.3.5 Poor road surface in Broadmarsh Lane

A resident had reported a number of areas in Broadmarsh Lane that required attention. Councillors had reviewed the areas of concern and did not feel they were bad enough to warrant a notification to Highways, especially in view of the all the cutbacks to services.

Action: Clerk to respond to resident.

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

Bill had the book. It was reported that there was a broken stile on FP7 at the end of Nash Lane by the entrance to Broadmarsh Woods. The wooden slat was broken – this would be reported to the Footpath Officer at OCC. There was also a fallen tree blocking FP10 that also needed to be reported.

Action: Clerk to report stile and fallen tree to Footpath Officer at OCC.

6.4.1 Overhanging bushes on Broadmarsh Lane footpath

It had been reported that there were some resident's plants/bushes overhanging the footpath that led from number 76 to number 64 Broadmarsh Lane. There was also a large laurel hedge on the opposite side which was also overgrown. Council agreed to write to the resident to ask them to cut back the bushes, and to ask Nigel Green to cut back the laurel hedge.

Action: Clerk to contact resident and Nigel Green as above.

6.5 Garden of Remembrance – to receive any reports

The Freeland WI now had enough money to purchase a new memorial bench and they had made a request to site the bench within the Garden of Remembrance. Council **resolved** to agree to this request, on the proviso that the Parish Council had the final say on the positioning of the bench.

Action: Clerk to write to WI to advise of above.

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

Now that the play park work was largely complete, Mary Ann would work on drawing up the specifications for the contract documents for the Garden of Remembrance.

Action: Mary Ann to write specification documents as above.

6.6 Freeland Hall Management Committee – to receive any reports

A brief report was given. A new scaffolding tower had been purchased to enable the top of the inside of the building to be cleaned, and the purchase of some garden furniture was being investigated. The list of maintenance jobs that needed attention was gradually getting done by the new maintenance man, and a full committee was in place, with Sam Walker as the Football Club representative and Janet Dalton who was now showing potential hirers around the Hall. As the Hall was celebrating its 5 year anniversary this year, a book was being developed with stories, photos and recipes and Councillors were encouraged to send details to Josie Inaldo.

7. TO APPROVE THE PURCHASE OF A NEW MEMORIAL BENCH WITH FUNDS RAISED FROM FREELAND TEDDY GIRLS – PLUS TO NOTE FURTHER £300 DONATION RECEIVED TOWARDS BENCH

A £300 donation had been received this month from the Teddy Girls to be put towards a new bench. This brought the total amount now held for the bench to £840, which would cover the cost of a new bench. Council noted this donation and were very appreciative. Todd Fairfield (of Fairfield Building Supplies) had agreed to lay the concrete base for the bench for free as his contribution to the fund-raising. Council **resolved** to approve the purchase of a new bench and to write and congratulate the Teddy Girls on their achievement.

Action: Clerk to arrange purchase of bench and to write to Teddy Girls as above.

8. PLANNING - Applications received & WODC Decisions:

8.1 Applications Received:

16/01447/HHD	WINDY KNOWE, THE GREEN, FREELAND Installation of oil storage tank (1200 litre capacity) and flue to east elevation for Mr John Fox.
16/01448/LBC	WINDY KNOWE, THE GREEN, FREELAND Alterations to include flue to east elevations for Mr John Fox
16/01695/HHD	WOODLANDS, BROADMARSH LANE, FREELAND Replacement of flat roof with pitched roof to create loft storage area over linked double garage for Mr J Bibby.
16/01974/HHD	18 WALKERS CLOSE, FREELAND. Single storey pitched roof extension to front for Mr & Mrs P Robinson.

16/01799/HHD

15 OAKLAND CLOSE, FREELAND.

Two storey rear extension for Mr B Leech.

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

8.2 Applications Approved:

16/01197/HHD

150 WROSLYN ROAD, FREELAND

Alterations and erection of single and two storey extensions for Mr & Mrs A Westbury.

8.3 Applications Refused:

APP/D3125/W/15/3140134

LAND ADJACENT TO 35 PIGEON HOUSE LANE, FREELAND

Erection of detached dwelling for Miss Jennifer Cherry.

Appeal dismissed – application for planning permission refused. This was duly noted.

8.4 Applications Withdrawn:

16/00619/HHD

176 WROSLYN ROAD, FREELAND

Proposed two storey side and rear extension for Mr James Eaton.

8.5 16/001353/OUT - Land between Wychwood House and Malvern Villas, Witney Road, Freeland. Outline application for residential development of up to 41 dwellings (means of access only) - to discuss resident's concerns regarding place of horse burial on above planning application site

A resident had raised concerns about the above planning application as two of her horses had been buried within the site for the past 12 years, and the resident did not want the horses to be disturbed. After some discussion about possible actions, Council agreed to write to the Environment Agency to advise them of the burial site and the possibility of water drainage going through the burial site, and to also write to Terry Daniel to ask if he could treat the situation sympathetically and to copy in the WODC Planning Department.

Action: Clerk to write to Environment Agency, Terry Daniel and WODC Planners as above.

8.6 West Oxfordshire SHELAA 2016 (Strategic Housing and Economic Land Availability Assessment) – to discuss 5 sites in Freeland put forward by developers and landowners for potential development

Notification had been received from WODC regarding the SHELAA, and 5 sites had been put forward by developers or landowners for consideration as possible sites for housing. These were as follows: Site 269 – Land South of Witney Road – this had already been the subject of a planning application (15/02135/OUT) which had been granted so no further comments on this site were necessary.

Site 381 – Freeland Nursery – Councillors agreed that they would in theory support some sort of development, but this site was considered to be a site of outstanding potential architectural interest with an historic walled garden and would need to be developed very sensitively, in keeping with the surrounding area with low density housing and retaining some of the trees on site.

Site 382 – Grazing land at Wroslyn Road - Councillors agreed they would not support the development of the open field as this would be filling in of a green open space, and this area could easily be developed to be very unattractive in a very visually sensitive area of the village.

Site 383 – Stable Buildings – same response as site 381.

Site 410 – Cuckoo Wood Farm – After a brief discussion, Councillors agreed they would not be supportive of development on this site. They felt it was totally inappropriate, too rural, there were no services, and the site was totally isolated. It would be too much urbanisation of the rural country side and would also damage considerably the rural approach to Freeland coming up Cuckoo Lane from the A40.

Action: Clerk to submit above comments to the SHELAA team at WODC.

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 May 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.

9.2 To approve a proposal to increase the Clerk's salary by the nationally agreed rate of 1% (to be backdated to 1st April 2016)

The Clerk left the room for this item. Council **resolved** to approve a proposal to increase the Clerk's salary by the nationally agreed rate of 1%, to be backdated to 1st April 2016. This meant that the Clerk's salary would increase from £11.545 to £11.660 per hour (SCP 25).

9.3 To approve insurance renewal premium for Village Hall and CRF

Allied Westminster had confirmed the insurance renewal premium for the Village Hall and CRF to be £1,098.45. This included a discount for the policy being subject to a 3 year long term agreement. If the long term agreement is broken, they are at least entitled to recover the total amount of the discount allowed for the period of the agreement, up to the date it is broken.

The Clerk had also obtained a quote from Norris and Fisher for the insurance renewal and they were slightly cheaper at £961.18 for the year.

After a brief discussion, Council **resolved** to approve the insurance renewal premium from Allied Westminster, retaining the long term agreement. The Clerk would also scan the insurance renewal documents and send them to the Village Hall Management Committee Chairman and Treasurer to check the indemnity limits and contents cover to ensure it was adequate.

Action: Clerk to scan insurance documents and email out as above.

9.4 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 (£)
102290	Lisa Smith	Clerk's salary June 2016*	£600.42
102291	Freeland Village Hall Bookings	Hall hire 20.06.16 & 12.06.16 (Big Lunch)	£62.50
102292	Parish Online	Subscription renewal	£33.60
102293	Allied Westminster	Village Hall insurance renewal	£1,098.45
102294	Freeland Football Club	Bag grass seed for pitch	£47.50
102295	Lawnscience (Oxford) Ltd	Lawn treatment at Village Hall	£36.50
102296	Matthew Ruddle	Refund of expenses for Big Lunch	£23.00
		Total:	£1,901.97
* includes 1% pay award, backdated to 1st April 2016 plus backpay of £11.80 for April & May salaries			

9.5 Final Statement of Receipts and Payments 01.04.15 – 31.03.16 for approval

A final receipts and payments statement for the period 1st April 2015 to 31st March 2016 had been prepared and circulated to the Councillors prior to the meeting and the statement was accepted.

9.6 Annual Audit – approval of sections 1 & 2 of Annual Return

Council **resolved** to approve firstly Section 1 and then Section 2 of the Annual Return and these were signed by the Chairman. The Internal Auditor was due to inspect the accounts shortly and sign off his section on the annual return before it was forwarded to the external auditors.

9.7 Fixed assets register – to confirm whether field roller needs to be added to register

The Clerk had checked the fixed assets register and had concluded that the field roller did not appear to be on the register. Council **resolved** to add the roller onto the register with a purchase value of £1,000.

Action: Clerk to add on roller to register as above.

9.8 Any other financial business: None.

10. CORRESPONDENCE

The following were received, noted and/or considered:

- (a) OALC – members update May – details had been emailed round.
- (b) OCC – Subsidised buses update – details had been emailed round.
- (c) OALC – Invite to AGM on Monday 4th July at Denham College – details had been emailed round, the Chairman would attend.
- (d) OCC – Mobile Library Service closure from September 2016 – details had been emailed round.
- (e) OPFA Spring Newsletter – details had been emailed round.
- (f) West Oxon CAB – Invite to AGM on Tuesday 26th July at Witney Corn Exchange – details had been emailed round.

Plus additional items received since agenda sent out:

- (g) ROBIN event in Witney – to be held on 22nd September at Witney Corn Exchange – details had been emailed round.

11. CIRCULATION

No May or June circulation.

April circulation – still out.

March circulation – still out.

12. REPORT OF COUNTY AND DISTRICT COUNCIL BUSINESS

A brief update was given. The old shop site would be tidied up as a resident had raised concerns and there had been a possible sighting of rats around the area. The waste contract renewal was being re-negotiated and the 2020 vision programme was continuing. It had been agreed to look at starting a TEKAL company so that the District Council could trade in the open market, plus it could look at becoming an energy supplier, supplying the cheapest energy than the other market competitors. Colin had been appointed as the Broadband Champion and it was hoped to have fibre installed direct to residents' homes, rather than having copper cables. Apart from the imminent EU referendum, the other big item for negotiation was the creation of Unitary Councils, and WODC was currently investigating all possible options.

13. TO RECEIVE A MONTHLY UPDATE REGARDING FREELAND PRIMARY SCHOOL

A brief update about the school was given by the Clerk. The children had been invited to participate in the Oxford Half Marathon schools challenge. A new school website was being developed, and it was anticipated it would go live in September. An open day for the Queen's 90th Birthday was to be held on 1st July including a head-teacher's tea party! A local band had been booked to play on the 1st July in the Village Hall – this was the summer fundraiser in place of the usual summer fair. A small working group was to be set up to try and encourage more closer working between the Parish Council and the Primary School – Jane, Matthew and the Chairman would be members and Jane would contact the school with a suggestion of dates to hold the first meeting.

14. ANY OTHER BUSINESS – FOR PRELIMINARY DISCUSSION ONLY

West Oxfordshire Sailing Club – it was reported that the Sailing Club had been forced to lose its charity status and was investigating the possibility of receiving rate relief from WODC. However a letter of support was required as many families in Freeland used the Sailing Club. However no further information was available, so Jane would obtain some further information and report back next meeting.

Mobile signal in Freeland – an update on the current situation had been emailed round to Councillors prior to the meeting and there was nothing further to report. The Clerk would place this on the next agenda for a further update.

15. DATE OF NEXT MEETING:

Monday 18th July, 7.30pm in the Newell Room.

There being no other business the meeting closed at 10.35pm.