

## **FREELAND PARISH COUNCIL**

### **MINUTES OF AN ORDINARY MEETING OF FREELAND PARISH COUNCIL, HELD ON THE 16<sup>TH</sup> MAY 2016, IN THE NEWELL ROOM, FREELAND, IN THE COUNTY OF OXFORDSHIRE AT 7.50PM.**

<b>PRESENT:</b>	Chairman:	Peter Newell
	Vice-Chairman:	Robert Crocker
	Councillors:	Peter Foster, Jane Linnell, Tim Webster, Matthew Ruddle
	District Councillors:	Colin Dingwall (from 8.10pm)
	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 & Mary Ann – both away, Carol Reynolds - allergic reaction to an insect bite.

#### **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.

Tim Webster (personal) 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 Ordinary Meeting held on 18<sup>th</sup> April 2016**

The Minutes of the Ordinary Meeting held on 18<sup>th</sup> April 2016 were approved and signed as a true record of those proceedings.

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

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

Matthew was organising "the Big Lunch" and was still promoting the event. Some invitations were circulated for Councillors to give out to neighbours/friends who they wished to invite along.

An article had been placed in the Grapevine to advertise the event and details were also on the village website.

##### **5.2 Adoption of BT phone box outside Village Hall – to note outcome of consultation from WODC regarding consultation process and to agree to sign contract with BT, plus to note response regarding disconnection of power**

The second consultation period was now over and WODC had taken a final decision to consent to the adoption of the kiosk. The formal contract from BT had been received ready for signing and the Council needed to return the contract together with a cheque for £1.00 to finalise the agreement.

The Clerk had also contacted BT to find out how to disconnect the power from the kiosk and a formal request needed to be made upon return of the signed contract. BT had confirmed there was no charge for disconnecting the power, but it could however take a while to be actioned.

**Action:** Clerk to return contract and request the disconnection of the power supply.

### **5.3 Purchase of large plastic signs for the 2017 APM – to consider quote for large signs for next APM**

The Clerk had obtained a quote from the same company that produced Hanborough Parish Council's banners. MG Graphics in North Leigh had quoted £70 + VAT for two banners hemmed and eyeleted measuring 8' X 2' with "Parish Meeting tonight – Village Hall" as wording. Council **resolved** to approve this expenditure and the Clerk would contact the company to arrange the banners.

**Action:** Clerk to contact MG Graphics to confirm order of banners.

## **6. PARISH COUNCIL STANDING ITEMS**

### **6.1 Urgent Business**

As Bill and Mary Ann were not present, Council **resolved** that they could sign their Declaration of Acceptance of Office forms outside of the meeting and return them to the Clerk. It was also reported that the name on Jane's Register of Interest's form and Declaration of Acceptance form was incorrect – Council **resolved** that should new forms be required to be completed, that these could also be done outside of the meeting and returned to the Clerk.

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

Tim had the book and would pass it on to Bill. There were no major problems to report. However, the standing rope on the tyre equipment was slightly frayed and needed monitoring.

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

An update report had been circulated to Councillors prior to the meeting. The WREN interim grant claim form had been submitted on 21<sup>st</sup> April and a response was awaited. Although largely completed by 3<sup>rd</sup> May, the play park opening had had to wait until the post installation safety inspection had been carried out on 6<sup>th</sup> May. Everything was deemed acceptable for opening the play area apart from the need for additional back up clamps on the zip wire. All the rest of the play area was opened for use from that afternoon, and had plenty of use over the sunny weekend. The work was finally completed on 11<sup>th</sup> May once two additional clamps were fixed to the zip wire, as required by the safety inspection. The fence behind the seats was also adjusted back to the correct angle.

The grass was growing back well, and though some of the more recently laid turf had suffered from the heat after it was laid, it was recovering well thanks to the subsequent rain.

The Post Installation Report together with the report on the existing equipment was received on 12<sup>th</sup> May and was circulated to Councillors – these highlighted further issues to be addressed, as follows:

a) ID label required on Terrano – this was actually there – a small disc on one upright nearest the football pitch.

b) Troll Garden Climber – potential finger trap – low risk – Councillors suggested that this could be a design fault and it was agreed to report this to the manufacturer, Russell Play to see what could be done.

**Action:** Mary Ann to contact Russell Play as above.

c) Troll Garden Climber – safety mats required statement of suitability from the manufacturer. This had now been received and circulated, but it needed to be impact tested. This could be done by the Play Inspection Company. Councillors agreed for Mary Ann to obtain a quote for the impact test to be carried out.

**Action:** Mary Ann to obtain quote as above.

d) Existing equipment – there were a number of minor maintenance and wear and tear issues. It has been suggested appointing Stuart Ward from Sawscapes to carry out a maintenance visit and replace the worn rope, bolt covers etc as he would have access to the specialist suppliers. Councillors agreed to ask Stuart if he would be willing to do this and to obtain a quote for the work.

**Action:** Mary Ann to contact Stuart for a quote as above.

The completion report and final claim to WREN would be sent off this week.

Future work to the play area including paths and further equipment would be discussed at the next Parish Council meeting. The official opening of the play park was being planned for the 27<sup>th</sup> May with the help of Victoria Eaton and the primary school. Suggestions were required for someone to do the official opening – Councillors suggested approaching the new School Headteacher and asking her to do it, whilst also involving the children.

**Action:** Mary Ann to contact School Headteacher as above.

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

The barbed wire had not yet been removed but would be done shortly.

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

### **6.2.3 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. The roller was back from the repair centre and was now operational. A query was raised as to whether the roller was included in the list of fixed assets – the Clerk would check.

**Action:** Robert to arrange hiring of skip and removal of shed, Clerk to check fixed assets register.

### **6.2.4 Junior slide – to consider quote for de-rusting/painting the slide**

Tim had requested a quote from a local contractor who had a mobile shot blaster for the de-rusting and painting of the slide. It was also agreed to obtain a quote from Dave Hollis plus one other contractor in the Grapevine for painting the railings around the play park.

**Action:** Tim to obtain quote for slide, and Clerk to request quote for painting of the railings.

### **6.2.5 Seeding of the playing field – to consider quote for grass seed and drilling**

The Football Club had provided a quote for 10 x 20kg bags of grass seed at a cost of £47.50 per 20kg delivered. They had also obtained a quote for the drilling of the seed, at a cost of £215.00 + VAT using a precision Charterhouse disc seed drill. This would cover the whole field, not just the pitch. Councillors felt the field was recovering well and did not require the whole field to be seeded, plus it was getting very late in the season to seed the entire field. It was agreed to provide 1 x 20kg bag of seed at the Parish Council's expense for seeding the goal mouths and to advise the Football Club that next year the seeding needed doing immediately after the football season had finished.

**Action:** Clerk to advise Football Club of above.

### **6.2.6 Playing field mowing – to agree to a 1% increase in charge made by WODC to cut the playing field**

WODC had advised that there would be a 1% increase in charge for the next financial year for the cutting of the playing field. This means that the cost would increase from £68.05 per cut to £68.73 per cut. Council **resolved** to approve this slight increase in charge.

**Action:** Clerk to confirm cost increase with WODC.

### **6.2.7 To discuss associated costs in getting a new path across field and new access gates by Pigeon House Lane**

It had been hoped to get the hard area for parking to be carried out by play park contractors whilst the equipment installation was being done, but unfortunately this needed further consideration of where the access gates and parking area would be located. Robert would try and get the shed dismantled by the next meeting, so that an agreement could be reached about the site of the new path across the field and the access gates. It was also suggested having a path that ran down the side of the field from the Village Hall to the Pigeon House Lane gates, and the Gardening Club could be asked whether they would be prepared to maintain the border nearest the houses by planting bulbs. It was agreed that Robert would report back at the next meeting with some suggestions of possible locations for the access gates and paths.

**Action:** Robert to bring ideas of site locations 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 response received from OCC re quote for repair work**

A quote for the repair work had been requested from OCC and a response had been received that day. They advised that the County Council's Asset Team was planning to undertake some minor patching work in this location to address the failed utility trenches. This work was currently programmed to commence on 3<sup>rd</sup> June and would last for approximately 11 days. This was duly noted.

#### **6.3.2 Broken signpost by Barnard Gate junction – to update on response received from Highways**

OCC Highways had confirmed that the wooden sign could be replaced with a metal one at their expense from their maintenance budget. The Clerk had emailed Highways with the request for a replacement sign that also reads "Witney" and it had been agreed to get this ordered. It had also been agreed that the sign could be placed on the opposite side of the road to where it was previously, so that it would be more visible. A timescale of when the sign would be ready was not given – Clerk to chase if necessary.

**6.3.3 Tree on Church View triangle – to note contents of tree report received and to discuss any actions arising from the report**

Boward Trees surgeons have been to assess the tree on the triangle on Church View and their report had been circulated for information. Their report concluded that there were no signs of any significant disease, decay or other damage noted at the current time and recommended re-inspecting the tree within one year. This was duly noted.

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

The Chairman had looked at the seat and advised it needed lowering by 2 inches and moving further forward from the shelter by 2 inches. Robert advised that a local carpenter was due to visit the village hall to carry out some work so he would see if he could also take a look with a view to moving the seat.

**Action:** Robert to ask carpenter to lower seat.

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

Mary Ann had the book and as she was not present it was not known if there were any problems to report. The broken stile by the sewage works in Pigeon House Lane has been reported to the Footpath Officer at OCC.

**6.4.1 Kissing gate by Little Blenheim – update on repairing the fence post**

This had now been done.

**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**

Mary Ann had sent in a brief report to advise that she would start working on contract documents now that the play area was largely completed.

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

A brief report was given. A new maintenance man (Arthur Trehorne) had started in post. There had been lots of discussions around the Bookings Secretary post that was currently a voluntary position but was extremely busy and they were looking at getting someone else to help out. The accounts currently showed a £20K surplus, but there were regulations about how much surplus charities were allowed to hold and this was being looked into. Overall the Hall was a good value, very well used facility.

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

**7.1 Applications Received:**

**16/01311/HHD**

**83 BROADMARSH LANE, FREELAND**

Single storey pitched roof extension to side to replace existing conservatory for Mr J Langford.

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

**16/01536/HHD**

**12 BLENHEIM LANE, FREELAND**

Conversion of loft to include rear dormer and front and rear velux for Mrs A Chodkowski.

Council agreed not to make any objections to the above application, but to suggest lowering the ridge line of the dormer window so that it didn't meet the ridge line of the roof.

**Action:** Clerk to forward comments to WODC Planners.

**16/01197/HHD**

**150 WROSLYN ROAD, FREELAND**

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

Council agreed not to make any objections to the above application but to point out that there was possible overlooking from the bathroom window and roof light, and to suggest the bathroom window should be frosted.

**Action:** Clerk to forward comments to WODC Planners.

**16/01353/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) for Daniel Family Homes.

After a brief discussion, Council agreed to object to the above application on the same grounds as previously when the application for 29 houses was submitted, plus the access onto the A4095 was too close to the Wroslyn Road junction.

**Action:** Clerk to write letter of objection to WODC Planners.

**7.2 Applications Approved:**

**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.

**16/00788/HHD**

**HERITAGE COTTAGE, EYNHAM ROAD, FREELAND**

Erection of detached replacement garage for Mr Lee Buckingham.

**16/00678/HHD**

**3 BLENHEIM LANE, FREELAND**

Single storey flat roof extension to rear for Mr & Mrs T Harden.

**7.3 Applications Refused:** None.

**7.4 Applications Withdrawn:** None.

**7.5 To note policy on advertising signs placed outside residential properties**

A concern had been raised by a resident regarding a possible permanent sign that had been put outside a private house that seems to be there as an advertisement (and with the firm not apparently doing any work at the property).

A query had been raised with WODC Planners to establish whether planning permission would be required for such a sign. WODC had responded to advise that this had been passed to their Enforcement Team.

**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> April 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 Robert (in Bill's absence). The first half of the precept had been received and these figures had been input into Scribe. A few issues had arisen with the end of year accounts in Scribe and the Clerk was currently working with the designer of the system to iron these out.

**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 (£)
102282	Lisa Smith	Clerk's salary April 2016	£600.42
102283	Freeland Village Hall Bookings	Hall hire 16.05.16	£12.50
102284	Sawscapes Play Ltd	Installation of play equipment	£20,212.08
102285	Peter Newell	Everweb website hosting fee refund	£30.00
102286	St John Ambulance	Defibrillator/CPR training	£108.00
102287	The Play Inspection Company	Post installation inspection of play equipment	£354.00
102288	BT Payphones	Adoption of BT phonebox outside V.Hall	£1.00
102289	Lisa Smith	Refund for new laser printer	£86.99
		<b>Total:</b>	<b>£21,404.99</b>

### 8.3 Final Statement of Receipts and Payments 01.04.15 – 31.03.16 for approval

This item was deferred until next month whilst the Clerk ironed out the issues with producing the end of year accounts in Scribe.

### 8.4 Review of VAT reclaim

The VAT reclaim was examined and accepted.

### 8.5 Annual Audit – approval of sections 1 & 2 of Annual Return – to be circulated at meeting

This item was deferred to the next meeting as the Clerk wished to double check the figures produced from Scribe.

### 8.6 Any other financial business: None.

## 9. TO CONSIDER THE CONSTRUCTION OF A NEW SEPARATE WEBSITE FOR THE PARISH COUNCIL PART OF THE FREELAND VILLAGE WEBSITE

The Chairman gave a brief report. He had been working on a new Website for the Parish Council which he planned to link to the Village Website and would replace the Parish Council pages, including the Planning Applications. The new website was run by HugoFox who do commercial websites but they also host "Community websites" such as for Parish Councils on their servers for free. Besides being a good professional-looking site, they had an automatic system for Planning Applications which would save a lot of time and effort in manually having to type this in by hand, but also automatically allowed linkage to the WODC site showing details of the planning applications without the need to copy and paste numbers.

The HugoFox website ran on a different principal from the EverWeb system that was used for the Village Website. Changes could be made directly on the HugoFox server meaning that more than one person could add things to the site without the risk of each person over-writing each other. After a brief discussion, Council agreed to the construction of the new separate website via HugoFox.

**Action:** Chairman to set up the new website and link to the village website.

## 10. CORRESPONDENCE

The following were received, noted and/or considered:

- (a) OALC – members update April– details had been emailed round.
- (b) BT – Community Fibre Partnerships – details had been emailed round.
- (c) BBC Countryfile Live – Parish Council presentation – details had been emailed round.
- (d) Community Information Network – Autumn meeting – details had been emailed round.
- (e) Cotswold Friends – community transport/befriending service – details had been emailed round.
- (f) Community First Oxfordshire – Spring Newsletter – details had been emailed round.
- (g) OCC – Devolving powers to Towns & Parishes– details had been emailed round.
- (h) OCC - Oxfordshire Together update April 2016 – details had been emailed round.

- (i) Thank you letters – letters received from Freeland Grapevine, Hanborough Day Centre and Freeland Methodist Church for annual donation, plus thank you card from Janet Dalton for flowers – these were all duly noted.
- (j) Bonfires – concerns raised from resident re bonfires in gardens – note had been placed in Grapevine.
- (k) WODC – Unitary Government in Oxfordshire – details had been emailed round.

Plus additional items received since agenda sent out:

- (l) Nuisance dogs – concerns had been raised by a resident regarding dogs being let off the lead before they got to Broadmarsh Woods leading to them running over resident's gardens, in their houses and fouling their property. One toddler had been left very frightened after being approached by a very bouncy dog in their garden. A note had been placed in the Grapevine.
- (m) Hedge by Nursing home – a report had been received from a resident that the sign to the nursing home was obstructed by an overgrown hedge which needed cutting back. Tim agreed to cut this back.

**Action:** Tim to cut back hedge.

- (n) WODC – West Oxfordshire Brownfield Land Register – WODC were asking for suggestions so Council agreed to submit the old shop site in Parklands and the Industrial Estate on Wroslyn Road as possible options to be investigated.

**Action:** Clerk to forward suggestions to WODC.

- (o) OCC – Invitation to County Council "unitary" workshop – to be held on Thurs 9<sup>th</sup> June, 7.00 – 8.30pm, venue TBC. Parishes to send 2 representatives – the Chairman would be attending.

#### **11. LITTLE FREE LIBRARY – TO DISCUSS IDEAS TO CELEBRATE THE FIRST YEAR ANNIVERSARY OF THE LIBRARY**

Matthew briefly advised the Council that he was considering holding a small event to celebrate the first year anniversary of the Little Free Library, this was likely to be an Open House at his home. Further details would follow in due course.

#### **12. CIRCULATION**

No May circulation.

April circulation – still out.

March circulation – still out.

No February circulation.

January circulation – returned.

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

A brief report was given. Following the elections on 5<sup>th</sup> May, Carol Reynolds had been elected as the District Councillor for Freeland and Hanborough wards. Carol replaced Toby Morris who had been elected to serve in Witney North.

A huge amount of discussions were taking place over whether a unitary council would be formed, which would mean WODC would no longer exist if a unitary council was agreed. The Leader of the Council, Barry Norton had retired due to ill health, and his successor was James Mills. Many district councils were investigating the possibility of becoming energy suppliers, so that cheaper gas and electricity could be supplied to residents.

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

A brief update about the school was given by the Clerk. On Thursday 26<sup>th</sup> May the children would be taking part in a community day (visiting the local community and 'helping-out'). The children would be doing these activities for a short amount of time during the day and would be learning the importance of looking after the environment and the people in their local community.

Foundation Stage and Year 1 children would be visiting Freeland Nursing home to sing to the residents. Year 2 children would be looking at ways they can look after the local environment (e.g. litter picking). Year 3/4 children would be visiting the convent and helping out in the garden. Year 4/5 children would be visiting St Mary's Church and helping to clean it. Year 5/6 children would be sharing stories with the residents of Freeland Nursing home.

The school had also said farewell to Mrs Maeder (French teacher) who would be going to work at a language school in Headington. Road to Rio workshops were taking place on 24<sup>th</sup> May for all children.

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

Peter Foster gave a brief update about mobile phone coverage in the local area. The 3 mast sites closest to Freeland were one by the Kardos Recovery unit on Cuckoo Lane, one by Hewdens in Long Hanborough and one in the trees by North Leigh Football Club. All mobile operators used all 3 sites, but upgrades were only being done on the Vodafone/O2 networks. The Kardos mast was due to be upgraded to 4G later this year. Peter agreed to see what he could do about getting the mast by North Leigh Football Club upgraded, and would email the Councillors with an update.

**16. DATE OF NEXT MEETING:**

**Monday 20<sup>th</sup> June, 7.30pm in the Newell Room.**

There being no other business the meeting closed at 10.16pm.