

FREELAND PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF FREELAND PARISH COUNCIL, HELD ON THE 21ST OCTOBER 2019, IN THE NEWELL ROOM, FREELAND, IN THE COUNTY OF OXFORDSHIRE AT 7.30PM.

PRESENT:	Chairman:	Peter Newell
	Vice-Chairman:	Robert Crocker
	Councillors:	Bill Philips, Vero McCoy, Matthew Ruddle, Mary Ann Canning, Tim Webster, Peter Foster
	District Councillors:	Alaa Al-Yousuf Meryllyn Davies (until 8.40pm)
	County Councillor:	Liam Walker (from 8.55pm)
	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

Mary Ann Canning (personal) as having a local business.

Robert Crocker (personal) as a member of Freeland Charitable Foundation (FCF) and as having a local business.

Matthew Ruddle (personal) as a member of the Scout Committee.

Tim Webster (personal) as having a local business.

4. APPROVAL OF MINUTES

4.1 To approve and sign as a correct record the Minutes of the Ordinary Meeting held on Monday 16th September 2019

The Minutes of the Ordinary Meeting held on 16th September 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. The site at Whitehouse Farm had no further progress to report. Peter had spoken to a resident who had made a few suggestions about improving the mobile signal in the village with the use of microcells being attached to posts. This was currently being explored further as a possible option and Peter was in the process of obtaining costs and information about how many would be required. Microcells were linked to individual mobile providers and tended to be used to cover small blackspot areas in urban environments, rather than rural locations. It was suggested having a few installed near the school and the village hall which could help to improve the mobile signal in the main two areas of the village where people congregated. Peter would report back next month once he had more information.

Action: Peter F to explore costs of microcells and to report back next month.

6.2 Freeland Methodist Church: To receive an update on future of Methodist Church

There was nothing further to report.

6.3 Little Free Library – to update on progress, to discuss a proposal to modify the telephone box by the village hall to turn it into a library, and to approve request to use some of the Teddy Girl's LFL funds to repair the existing LFL to extend its life

Matthew gave a brief update. The Teddy Girls had been consulted about using the phone box and they were in favour of this following some initial concerns. A note was also being placed in the next Grapevine to gain feedback from residents. Matthew raised concerns about the gap at the bottom of the phone box that may allow damp to get in and ruin the books, plus there was also concern about how to attach the shelves to the phone box. Robert offered to assist with this. The phone box would also need painting to make it more attractive. The door on the current library needed replacing and Matthew was going to ask a local carpenter to make it. Council approved the use of the Teddy Girl's funds to repair the existing library to extend its life.

If the phone box went ahead as a new little library, Matthew reported that he would be recruiting a small team of volunteers to help with the running of it.

Action: Matthew to gain feedback about phone box and to advise re costs of new door. Robert to assist with shelving and gap on phone box as above.

6.4 Welcome pack for new residents – to update on progress in creating a new pack

This had not yet been done but would be done shortly.

Action: Vero to work on new welcome pack for Freeland residents.

6.5 Parish Councillor Profiles – to update on progress

The second profile had appeared in the Grapevine (Vero's) and Mary Ann had emailed her profile to Matthew for inclusion in the next Grapevine. The remaining Councillors were asked to email their profile to Matthew and he would pick one each month to be published. Matthew would prompt Councillors to remind them to produce their profile.

Action: All Councillors to write their profile and email it to Matthew.

7. PLANNING - Applications received & WODC Decisions plus:

7.1 Applications Received:

19/02563/HHD

2 HURST LANE, FREELAND.

Erection of garden room (Retrospective) for Mr & Mrs Rogers.

19/02890/HHD

56 BROADMARSH LANE, FREELAND.

Alterations and erection of single storey front and rear extensions for Mr David Cascone.

Councillors had no comments or objections they wished to make about the above two applications.

7.2 Applications Approved:

19/02182/FUL

4 CUCKOO WOOD CARAVAN PARK, EYNHAM ROAD, FREELAND.

Erection of building for the storage and maintenance of fairground rides, vehicles and equipment for Mr And Mrs Stanley And Celine Irvin And Farr.

19/01669/ADV

LAND BETWEEN WYCHWOOD HOUSE AND MALVERN VILLAS WITNEY ROAD, FREELAND. (AMENDED APPLICATION)

Erection of various signs (retrospective) for Mr Dean Roberts.

19/02307/HHD

GOLDTHORN HOUSE, WITNEY ROAD, FREELAND.

Erection of replacement conservatory for Mr Hemsworth.

7.3 Applications Refused: None.

7.4 Applications Withdrawn:

19/00954/FUL

FREELAND HOUSE, WROSLYN ROAD, FREELAND.

Construction of three timber cabins for use as staff accommodation for Mr Patel.

7.5 Applications Awaiting Decision:

19/00021/APPEAL

LAND WEST OF FRUITLANDS, EYNHAM (NEIGHBOURING PARISH)

Erection of five dwellings with associated works **(Appeal lodged).**

(Original Application Number: 16/03873/FUL, Appellant's name: Mr Ashley Maltman, Appeal Reference: APP/D3125/W/19/3229814).

7.6 Leylandii Trees between the Industrial Estate and the 41 house Mears development - To update on progress in getting trees cut back

The Leylandii trees had now been cut back and the residents had confirmed they were happy with the results. No further action was required.

7.7 Receipt of S106 Funds - To update on S106 funds associated with the Mears development

There was nothing further to report. Receipt of the Play Facilities and Public Art Contributions were still awaited.

7.8 Oxfordshire Cotswolds Garden Village Area Action Plan Consultation – to approve submission of formal response prepared by local landscaping expert (retrospective) – details emailed around

After a brief discussion, Council **resolved** to approve the retrospective submission of the formal response to the above consultation that had been prepared by Russ and Mary Ann Canning. Council passed on their thanks to Russ and Mary Ann for preparing such a detailed and informative response.

7.9 Oxfordshire Cotswolds Garden Village Design Code Scoping Workshop – details emailed around

Details of the Design Code Scoping Workshop had been circulated to Councillors. It was due to be held on Tuesday 22nd October from 5.30 – 7.00pm at Eynsham Baptist Church.

8. REPORT OF COUNTY AND DISTRICT COUNCIL BUSINESS

Merilyn was trying to resolve the issue of the graffiti on the wall and was currently having discussions with colleagues at WODC. (See item 10.3.1 below) . Merilyn also advised she was now on the Climate Working Committee and would feed back to the Parish Council any useful information. It was also suggested prompting Robert Courts regarding the review of the regulations following the residents' dissatisfaction about the building work at 10 Nash Lane – the Clerk would contact him to ask for an update.

Alaa had nothing further to update the Council about currently as he was working on a number of items and would have more to update next month.

Liam's update (which was held later in the meeting after his arrival) included details on the Cuckoo Lane road closure that would take place from 13th November until 6th December for resurfacing work (patchwork not whole resurfacing). He also gave an update about Hanborough Station and the future plans for this Cotswold line.

Merilyn, Alaa, and Liam were thanked for attending and Merilyn left the meeting at 8.40pm.

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 30th September 2019 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 was signed by Bill.

9.2 Review of Financial Regulations and Standing Orders

This had not been done, but the Chairman and either the Clerk or Mary Ann would carry out the review of the Financial Regulations and Standing Orders shortly.

Action: Chairman and Mary Ann/Clerk to review documents.

9.3 Approval of invoices for payment

The Council approved invoices for payment as listed on the invoices for payment 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 (£)
102578	Freeland Village Hall Bookings	Hall hire 21.10.19	£12.50
102579	Lisa Smith	Clerk's salary Oct 2019	£902.57
102580	Ubico Ltd	Litter bin emptying 01.04.19 - 30.09.19	£218.44
102581	WODC	Dog bin emptying 01.04.19 - 30.09.19	£100.48
102582	Lawnsience (Oxford) Ltd	V.Hall autumn lawn treatment	£40.00
102583	The Play Inspection Company Ltd	Annual play area inspection	£180.00
102584	Bill Phillips	Litter picking July/Aug/Sept	£250.00
102585	Jason Footitt	Mowing July/Aug/Sept	£255.00
102586	Freeland Nurseries	Plants & compost for GOR	£42.89
102587	WODC	Mowing June & July (2 x invoices)	£271.95
		Total:	£2,273.83
Plus:	NEST pension payment of £67.64 (employee & employer contributions). £38.65 has been deducted from Clerk's salary for October salary payment.		

9.4 Review of VAT reclaim

The VAT reclaims for Quarters 1 and 2 were reviewed and accepted by the Council.

9.5 Any other financial business – Councillors were reminded again that the budget setting meeting in November was fast approaching so they were encouraged to start considering anything they may wish to bring up which may need funds put aside in the Precept at the November meeting.

10. PARISH COUNCIL STANDING ITEMS

10.1 Play areas/Playing Field – to receive any reports: Mary Ann had the pink book and there were no problems to report. The book would be passed to Peter F.

10.1.1 Play area reports – to update on trampoline tile gluing, to ensure zip wire bolt is inspected for signs of wear

As the weather had been wet recently the trampoline tile had not been glued. Mary Ann had the trampoline tile glue and would get this done shortly. It was also suggested re-seeding/re-turfing around the trampoline at the same time and Mary Ann would liaise with Tim about getting this done.

Action: Mary Ann to glue tile and liaise with Tim re turf/grass seed. Robert to provide temporary fencing around trampoline if needed.

10.1.2 New storage building on field – to update on progress in obtaining quotes

Tim had carried out some investigative work regarding the dimensions of storage shed required for the tractor and mower. Due to the height of the tractor with the roll bar up, the height of the shed required would be 2.5 metres, with the roof height to the apex being nearly 3.5 metres. The roll bar was not easily folded down and Councillors expressed their concerns about storing it with the roll bar folded down in case it was not put back up again and would therefore be a health and safety concern for tractor users. One quote so far had been obtained and Tim would carry on and obtain further quotes for a steel framed building, built from fabricated steel which was agreed to be the most economical option. Councillors passed on their thanks to Tim for carrying out this work.

Following on from the last meeting, Simon Brown had also obtained some online quotes which had been emailed to the Clerk and which she would forward on to Tim for information.

Action: Tim to continue to obtain quotes, Clerk to forward quotes to Tim from Simon Brown.

10.1.3 Weed Spraying of field – to consider whether weed spraying work is required this year

Council agreed the field didn't need spraying at the current time. The decision was to be carried over until the Spring.

Action: Clerk to remove from agenda until the Spring.

10.1.4 Broken drain cover on field at back of Newell Room – to update on getting this fixed

This had been done. Council thanked Robert for carrying out this work.

10.1.5 Large Leylandii trees on playing field – to discuss any action on getting trees cut back

The Clerk had spoken to the residents about the large leylandii trees and they were going to have a think about what to do and get back to her.

10.1.6 Picnic bench on field – to approve the installation of a new picnic bench on the playing field, exact location to be decided

The Clerk had received a £475 donation from the Teddy Girls from a fund-raising coffee morning/sale held on 19th October which was to be put towards a new picnic bench on the field. Councillors were thrilled with this donation and the Clerk would write a letter of thanks to the Teddy Girls.

Council agreed in principle to have a picnic bench on the field, but the exact location would need careful consideration, and the sports clubs would need to be involved. It was agreed to set up a working group to look at the options of location and the members were the Mary Ann (Chair), Bill, Robert and the Chairman.

Action: Picnic bench working group to meet and discuss location options for new bench on field, Clerk to write letter of thanks.

10.1.7 Annual inspection report – to discuss and agree any actions arising from inspection report carried out in September

The annual play area inspection report had been received from The Play Inspection Company and had been circulated to Councillors prior to the meeting. Many items identified were for monitoring only or were classed as either low risk or very low risk.

However, the wooden climber equipment with hanging tyres had been identified as a moderate risk item as some of the wooden posts have rotted (2 out of 5 posts) and needed replacing. There was also sign of wear on the ropes and some of the fixings were loose and needed securing, and there were some bolt caps missing or damaged that also needed replacing. Tim and Mary Ann agreed to take a look at the wooden climber to see how much the wood had rotten.

The zip wire had also been checked but the actual bolt couldn't be checked without dismantling the whole thing. The Clerk had obtained a quote for another company to fully check the zip wire including all the bolts and mechanism and the seat, and this would cost £450 + VAT, which was felt to be rather expensive. It was agreed to ask Hanborough Parish Council who they used to check their zip wire as they had emailed in the past few months to raise awareness about the need to check the zip wire bolt as theirs was found to be in need of repair. A suggestion was also made about installing some safety surfacing around the trampoline.

Action: Clerk to contact Hanborough PC as above, Mary Ann and Tim to check wooden climber.

10.2 Village Highway Matters – to receive any reports

10.2.1 Highways reports – to receive any reports: Overhanging shrubs on Hurst Lane/Connecting Oxford consultation

Some concerns had been raised by residents about some overhanging shrubs on Hurst Lane that were making the road quite narrow by the bend. It was agreed to find out who owned the shrubs and then to ask the resident or a local contractor to cut them back.

The Connecting Oxford Consultation had been emailed around to Councillors for their comments regarding some new proposals by OCC to introduce a Workplace Parking Levy (WPL) in various areas of Oxford City as a way to ease congestion and to boost funds to help with improving transport options. Council overall commended the overall attempt of the Connecting Oxford paper and they supported the general policy of the report.

However, they did have some concerns and wished to make the following comments:

- The Parish Council would like to see the reinstatement of the rural bus services that have been cut over the past years with the money that has been saved via the introduction of the WPL and the £80 million funding. These rural bus services are vital for the health and well-being of our residents and to provide accessibility to the most vulnerable. The policy of preventing car journeys into Oxford only works if buses are actually available to people living in villages around Oxford and the recent cancellation of the number 11 bus service (the only bus serving Freeland) runs counter to the policy described in the report.
- The Parish Council feel that there needs to be a more forward-looking approach to transport in the centre of Oxford – electric buses or trams are much more environmentally friendly and so many other cities seem to be able to provide this – why is Oxford any different?
- Councillors feel that the park and ride schemes need to be expanded out from the centre of Oxford to be located more around the outskirts of Oxford city. At present too many of them are too close to the centre of Oxford causing a large amount of traffic to be travelling to

access these facilities. They need to be located much more around the outskirts to ease congestion and to make them more easily accessible.

Action: Clerk to find out ownership and then get shrubs cut back as above, and to submit comments as above to consultation.

10.2.2 To update on getting overhanging trees and shrubs cut back on Eynsham Road

This work had still not been done so the Clerk had chased this up and had been advised that the contractor could not carry out the work without traffic control, so they were now in the process of obtaining quotes from tree surgeons.

However, it was noted that Cuckoo Lane was due to have a road closure for resurfacing work from 13th November to 6th December. It was suggested the tree work could be carried out during this time when traffic control would not be required. The Clerk would advise Eynsham Park Estate.

Action: Clerk to notify Eynsham Park Estate re road closure as above.

10.2.3 White line painting by Primary School and across residents' driveways on Wroslyn Road – to receive an update

This had also been discussed with James Wright and Lynn Morgan who shared the Council's frustration about the time it had taken to get this work done.

Unfortunately, the external contractors being used by OCC for line painting had massively under resourced the line painting team and OCC had very limited powers in trying to push to get the work done as the work had been awarded as an exclusive contract (this was under review). However, reassurance was given that this would continue to be chased up to get this work done.

Action: Clerk to continue to pursue if necessary.

10.2.4 Parking near the Church – to discuss any response from Witney Town Charity re suggestion of leasing their field as a temporary car park

The Clerk chased this up last month but no further response had been received from Savills. It was agreed that the Clerk should chase this up again. The Council members expressed their frustration at the current lack of response, as parking near the Hall was an important issue that needed urgent resolution.

Action: Clerk to chase up a response.

10.2.5 Road priority on Cuckoo Lane and Wroslyn Road – to discuss any response from Highways to a resident's suggestion of trying to change the road priorities by Cuckoo Lane/Barnard Gate/Wroslyn Road junction

The Clerk and Chairman had met with James Wright and Lynn Morgan to give a number of suggestions about their wish to change the road priorities at Cuckoo Lane and the A4095 junction. They were informed that now was a good time to discuss these concerns due to the road networks being reviewed as part of the planning for the new Garden Village. They had produced an aerial view of the proposed revised road scheme showing that the road curvature would need to be altered by Cuckoo Lane junction as well as the line painting, but it was agreed Lynn and James would feed all the comments back and would report developments if and when they happened.

10.2.6 20mph speed limit/ safety zones – to discuss a suggestion of having areas of "safety zones" in village where 20mph limit could be introduced

Following on from previous discussions and residents' enquiries about having a 20mph speed limit in the village, the Clerk, Chairman and Liam Walker had met with James Wright about a number of highways related concerns that were still outstanding.

Unfortunately, the 20mph safety zone was not permissible within a 30mph mandatory area due to conflicting and confusing messages being given to motorists regarding the actual speed limit. The parish could have flashing school hazard signs but there was insufficient space on the existing posts to display these unless the VAS sign was moved. If the signs were placed on a different post then power supply would be needed which would have a significant cost attached, although money could be put aside in the precept for this. Councillors were asked to give this some consideration.

10.2.7 Bus shelter on A4095 – to note residents' request for a bus shelter on A4095 and to discuss correspondence regarding this matter to date

Various correspondence had been received regarding a new bus shelter and it had been confirmed by Geoff Barrell at OCC that as well as £9K of S106 funds for a new bus shelter that were due to be received, there would also be £41k (£1K per house) of S106 funds also payable which would be used

towards bus service improvements. These funds were due to be paid once the first property on site becomes occupied.

A resident had also raised concerns about their access to their property and a new bus shelter possibly blocking their line of sight. This had been discussed at the meeting with James Wright and Lynn Morgan from Highways who would consider transparent options for the new shelter.

10.3 Footpath & Bridleway matters/Footpath Book – to receive any reports plus:

Robert had the book and would walk the footpath shortly.

10.3.1 Graffiti on wall by Wroslyn Road/Woodlands footpath – to note response from WODC since reported in July

A brick wall at the rear of a resident's garden in the footpath leading from Wroslyn Road to Woodlands had unfortunately had some graffiti scrawled across it back in the summer. The Clerk had reported this to WODC in July, but nothing so far had been done. The Clerk had asked Marilyn to see if there was anything she could do to get this cleaned up, and she had talked to a few people at WODC and was on the case.

10.4 Garden of Remembrance – to receive any reports

No reports had been received.

10.4.1 To receive an update on the progress for the Garden of Remembrance, including the location for the timber storage cupboard

Mary Ann gave a brief report. The timber shed needed to be purchased. Mary Ann would arrange to meet with the Sawmill accountant to chase up the archway as no invoice had yet been received. Tim would replace some of the box hedging shortly.

Action: Mary Ann to chase up saw-mill re arch and purchase timber shed, Tim to replace box hedging.

10.5 Freeland Hall Management Committee – to receive any reports

There was nothing to report.

New litter bin – A suggestion was made of purchasing a new litter bin that could be placed by the boot brushes at the back of the village hall car park. Councillors agreed this sounded a good idea in principle, but it would need formal approval at the next meeting, so the Clerk would place it on the next month's agenda.

Action: Clerk to add item to next agenda.

10.5.1 To update on quotes for tarmacking the gravelled area of the village hall car park

Three quotes had been received which were read out at the meeting. After a brief discussion Council agreed to accept the lowest quote from Gordon Hill for £11,372 + VAT. The Clerk would confirm the quote acceptance and arrange for the work to be carried out.

Action: Clerk to accept quote and arrange work as above.

10.5.2 To update on whether bike racks in Blenheim Lane are moveable to the Village Hall

This had not been done but would be done shortly.

Action: Robert to install bike racks by the Village Hall.

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

(a) OALC – September update – details had been emailed around.

(b) WODC – West Oxfordshire Water Day – details had been emailed around.

(c) London Oxford Airport Consultation – details had been emailed around. It was suggested asking a local resident who had helped on a previous airport consultation if they would be willing to assist. The Clerk would make contact with them.

Action: Clerk to contact resident as above.

(d) OPFA AGM – details emailed around

(e) WODC is calling on residents to give their views on changes to its Council Tax Reduction Scheme – details emailed around

Plus additional items received since agenda sent out:

(f) OALC – VE Day 75th anniversary May 2020 – details had been emailed around.

(g) WODC – District Cycling Champion appointed – details emailed around plus associated correspondence. This was duly noted.

12. CIRCULATION

No October circulation.

September circulation – still out.

July circulation – still out.

14. TO RECEIVE A MONTHLY UPDATE REGARDING FREELAND PRIMARY SCHOOL

The Clerk gave a brief update. The key areas the school is working on over the next year are their behaviour policy, embedding a new curriculum and improving the provision for reading.

Children had learnt CPR on World Restart a Heart Day last week, and appeared on Wednesday's edition of BBC South Today.

15. ANY OTHER BUSINESS – FOR PRELIMINARY DISCUSSION ONLY

Shuttle bus – a resident had asked if the parish council could set up a shuttle bus that could take residents from the village to the bus stop on the A4095 which was quite a long walk for elderly residents. It was agreed to place this on the next agenda for discussion.

Spring walkway – it was suggested this needed attention with strimming and raking work both being required. Robert would ask a local contractor to get this work done. It was also noted that more allotment space was needed as there was a long waiting list for allotments. This was something the Allotment Association needed to look at.

16. DATE OF NEXT MEETING:

The next ordinary meeting would be held on **Monday 18th November 2019, 7.30pm in the Newell Room.**

There being no other business the meeting closed at 9.52pm.