

## FREELAND PARISH COUNCIL

### MINUTES OF AN ORDINARY MEETING OF FREELAND PARISH COUNCIL, HELD ON THE 17<sup>TH</sup> JUNE 2019, IN THE NEWELL ROOM, FREELAND, IN THE COUNTY OF OXFORDSHIRE AT 7.30PM.

<b>PRESENT:</b>	Chairman:	Peter Newell
	Vice-Chairman:	Robert Crocker
	Councillors:	Tim Webster, Bill Phillips, Mary Ann Canning
	District Councillors:	Alaa Al-Yousuf (from 7.30pm – 8.15pm)
	County Councillor:	Not present
	Clerk:	Lisa Smith

#### 1. PUBLIC PARTICIPATION SESSION

No-one was present for this session.

**2. TO RECEIVE APOLOGIES FOR ABSENCE** – Peter Foster – away, Véro McCoy – ill, Matthew Ruddle – on a course, Merilyn Davies – in London.

#### 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 a member of Freeland Charitable Foundation (FCF).

#### 4. APPROVAL OF MINUTES

##### 4.1 To approve and sign as a correct record the Minutes of the Ordinary Meeting held on Monday 20<sup>th</sup> May 2019

The Minutes of the Ordinary Meeting held on 20<sup>th</sup> May 2019 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 Annual Meeting held on Monday 20<sup>th</sup> May 2019

The Minutes of the Annual Meeting held on 20<sup>th</sup> May 2019 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

As Peter was not present there was nothing further to report.

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

It was reported that it was believed that the Methodist Circuit would not be submitting an appeal against WODC's planning decision to refuse the Methodist Church application for a change of use for to a dwelling. Instead they would be putting the Church up for sale through an agent rather than a sealed bid, without the change of use.

##### 6.3 Little Free Library – to update on progress and to finalise location for new larger Library

Matthew was having difficulty in finding a carpenter to carry out the work within the funding available.

Action: Matthew to collate quotes and review next month.

#### 6.4 The Big Lunch – to update on progress

The Big Lunch Community Picnic event was held on Sunday 9<sup>th</sup> June in the Village Hall. Overall it went very well with a reasonable turn out of around 50 residents. The Council wished to pass on their thanks to Matthew for organising this event which was a great social occasion enjoyed by many.

#### 6.5 CLP Working Group - to update on setting up a group to discuss progress subsequent to the Community Led Plan of 2014

As Véro was not present there was nothing further to report.

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

As Véro was not present there was nothing further to report.

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

##### 7.1 Applications Received: None.

##### 7.2 Applications Approved:

##### 19/00980/HHD 13 CHURCH VIEW, FREELAND.

Erection of single and two storey front extension and single storey rear extension for Mr Mark Gaul.

##### 19/01161/HHD WRESTLERS MEAD, 35 WROSLYN ROAD, FREELAND.

Conversion and extension to garage to create annexe and utility room for Mr & Mrs J Bartrip.

##### 7.3 Applications Refused: None.

##### 7.4 Applications Withdrawn: None.

##### 7.5 Applications Awaiting Decision:

##### 19/00954/FUL FREELAND HOUSE, WROSLYN ROAD, FREELAND.

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

##### 19/01149/S73 LAND BETWEEN WYCHWOOD HOUSE AND MALVERN VILLAS, WITNEY ROAD, FREELAND.

Removal of condition 9 of planning permission 16/01353/OUT (No requirement for fire hydrants).

Condition Number(s): Condition 9- Fire hydrants shall be installed in accordance with details, including the phasing of installation, which have first been submitted to and approved in writing by the Local Planning Authority.

Conditions(s) Removal: We are informed the local fire authority have confirmed there is no requirement for an on-site main when there is an adequate local main already at the site. This was raised originally with LPA WODC around January 2018.

#### 7.6 Advertising flags at Mears Development – to note whether these have now been reduced and to confirm name of development

As reported last month the Mears development on the A4095 had erected 8 advertising flags, when they were only permitted to have 2. WODC Planning Enforcement Officers had written to Mears Homes, but as yet they had not been removed. Alaa would advise the Council when he heard back from the Planners regarding any progress.

As far as anyone was aware, the name of the development would remain as Oakland Grange.

#### 7.7 To discuss concerns raised re large transformer placed by Mears near garden of 2A Wroslyn Road

As reported last month, residents had raised concerns about a large electricity sub-station (transformer) that had been erected on a concrete base near the garden of 2A Wroslyn Road. The residents were unhappy about the location and had spoken to Alaa and the Chairman (of the PC) about their concerns regarding the visual impact (it could be seen above their fence) and the continual

humming noise emitted from such a transformer. Various email correspondence had taken place between the residents and the WODC Planning Department, who had confirmed that legally there was nothing that could be done as it fell under permitted development. WODC Planners had written to Mears, but no response had been received as yet. Alaa had also written to the Managing Director of Mears to arrange a meeting on site but as yet had received no reply.

#### **7.8 To discuss concerns raised regarding large Leylandii trees by 30 Wroslyn Road that require reducing in height but are located on Mears site**

Again, as reported last month, another resident had raised concerns regarding a number of very large Leylandii trees by the rear garden of 30 Wroslyn Road which blocked sunlight to resident's gardens. The trees appeared to be situated on the Mears site, however Mears had recently erected a fence between the trees and where they were currently building. The Clerk had written to Mears to see if they could be removed, but Mears had responded to advise the trees were not situated on their land. The Clerk had then written to Koopmans, the managing agents for the Industrial Estate and they had confirmed they would investigate this matter and respond. A reply was awaited.

**Action:** Clerk to chase up reply as required.

#### **7.9 To update on S106 funds associated with the Mears development**

WODC had been in contact to advise that the first part of the S106 funds for Sport and Recreation use, £52,236 were now available and could be used for the tarmacking of the village hall car park. This was higher than the anticipated £44,608, and WODC confirmed that this was because the sum had been index linked due to the late receipt of the funds. The Clerk had also checked with WODC about claiming for the tractor and was awaiting a reply.

Council agreed to go ahead and obtain quotes for tarmacking work and the storage shed on the field.

**Action:** Clerk to continue chasing WODC for S106 funds from developer, Robert to obtain three quotes for tarmacking and for the shed.

#### **7.10 WODC Planning Policy Consultations - East Witney Issues Paper Consultation**

Details had been emailed around. Council agreed no response would be submitted.

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

The District Council update from Alaa included information about the Rural Transport Networking Forum that was held on 11<sup>th</sup> June at Hanborough Pavilion, where he found out lots of useful information about community transport options including those under Good Neighbour Schemes run by Volunteer Link Up, and the Comet Bus and Dial-a-Ride services. He also advised that the Comet bus could be booked by community groups between 10am and 2pm and is charged at £1.75 per mile, with a capacity of 16 people. Some parishes had clubbed together to book the Comet bus for their residents and split the cost accordingly. Alaa was hoping to hold a village meeting in September to invite a representative from the Good Neighbour Scheme to inform residents and to encourage them to sign up as volunteer drivers.

Alaa also advised that it was important to have a Parish Transport Representative (PTR) for Freeland who could attend Community Transport meetings and understand the issues and concerns of the residents. The Parish Council currently did not have a PTR, so a suggestion was made of Peter Leigh taking on this role, as he had an active interest in public transport. Council **resolved** to nominate Peter Leigh as the official Parish Transport Representative for Freeland and the Clerk would write to him to thank him for taking on this important position.

Alaa was also looking into single use plastics and investigating ideas on how to reduce their usage.

Alaa was then thanked for attending and left the meeting at 8.15pm.

### **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 31<sup>st</sup> May 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 signed by Bill.

## 9.2 Presentation of the final annual accounts and the annual accounts notes

Details of the final annual accounts and the accounts notes were presented to the Council showing details of the bank balance at the end of the financial year plus any uncleared cheques, explanations of any negative balances and the allocated funds and general reserve funds total at 31<sup>st</sup> March 2019. An odd couple of tweaks had been made and explanations provided by the Clerk.

An expense claim that the Clerk had claimed for various stationery items, postage and items for the Garden of Remembrance had all been allocated under Printer Items in error. This meant that the Printer Items budget showed a negative balance of -£26.75 which wasn't a true reflection. So, the £120.58 expenses claim has now been split coded so that £8.84 was allocated to postage, £77.24 was allocated to stationery (£59.99 of this was the Microsoft Office subscription renewal for the laptop) and £34.50 was charged to the Garden of Remembrance Development (this was for the specialist Registrar's Ink and fountain pens).

This now meant that the Printer Items budget showed expenditure of just £48.73 for one toner cartridge and this budget no longer showed a negative balance. The stationery budget now showed a higher overspend but this could be explained (APM flyer printing and Clerk's stationery expenses, mainly the Microsoft Office subscription).

Council noted and accepted the final annual accounts and notes including the above tweaks.

## 9.3 Village Hall Insurance Renewal – to approve the insurance renewal premium for the Village Hall & changing rooms

Allied Westminster had confirmed the insurance renewal premium for the Village Hall and CRF to be **£1,258.94** (£1,233.15 last year). The renewal premium included a discount for the policy being subject to a 3-year long term agreement that is due to expire on 23<sup>rd</sup> June 2020. If the Council breaks the long-term agreement, Allied Westminster were at least entitled to recover from the Council the total amount of the discount allowed for the period of the agreement, up to the date it is broken.

The buildings sum insured had been index linked by 3.2% and the contents sum by 2.5% this year.

The public liability limit indemnity had remained at the current level at £10,000,000.

The policy now also includes up to £5,000 cover for defibrillators belonging to the Parish Council, or for which the Council is responsible. As more and more village halls have defibrillators and they save lives in the community, Allied Westminster have negotiated this cover to be added free of charge.

There will also be no excess to pay in the event of the first claim for damage or loss of the defibrillator.

The renewal premium included cover for Trustee indemnity at £250,000.

After a brief discussion, Council **resolved** to approve the insurance renewal premium of £1,258.94.

## 9.4 Annual donations - To approve annual donations to village clubs and groups as per the ones listed on the Correspondence Sheet

Annual donations were normally given to the following village groups each year:

Freeland Parochial Church Council - £500 towards the upkeep of the St Mary's Churchyard;

Freeland Grapevine - £100 donation towards the printing of the Grapevine;

Long Hanborough Day Centre - £80 donation towards their work providing a day centre to help the elderly with social interaction/lunch etc.

Council approved donations to the clubs as listed above and cheques had been prepared for signing.

## 9.5 Annual audit - To note the internal audit report 2018/19, and to approve Section 1 and Section 2 of Annual Governance and Accountability Return (AGAR) 2018/19

The internal audit report for 2018/19 had been received and circulated to Councillors prior to the meeting. This report was duly noted and accepted with no issues arising or causing concern.

The completed AGAR had also been circulated to Councillors prior to the meeting. Council **resolved** to approve Section 1 and then Section 2 of the Annual Governance and Accountability Return 2018/19. The Clerk was working on the explanation of significant variances and hoped to have this completed shortly. Everything had to be submitted to the external auditors by 15<sup>th</sup> July.

## 9.6 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 (£)
102552	Freeland Village Hall Bookings	Hall hire 17.06.19	£12.50
102553	Lisa Smith	Clerk's salary June 2019	£902.57
102554	Freeland Grapevine	Annual donation	£100.00
102555	Freeland Parochial Church Council	Annual donation	£500.00
102556	Long Hanborough Day Centre	Annual donation	£80.00
102557	HMRC	Clerk's NI contributions	£161.75
102558	Freeland Football Club	Donation for topsoil/grass seed for goal m	£100.00
102559	Allied Westminster	Village Hall insurance renewal	£1,258.94
102560	OALC	New Councillor training course - Vero	£120.00
		<b>Total:</b>	<b>£3,235.76</b>

### 9.7 Pension scheme – to update on payment schedule for NEST pension scheme

The Clerk gave a brief update. The pension payments have to be paid by Direct Debit as NEST do not accept cheque payments. The payments have to be received by NEST by 17<sup>th</sup> of the month, otherwise the Council will be charged a late payment fee.

A payment schedule gets drawn up each month by the Clerk, detailing the payment to be made, and this is then checked by the Chairman before payment is taken.

Pension payments are being deducted from the Clerk's salary every month. Three payments had been made so far to NEST this year, these were as follows:

6<sup>th</sup> March – 5<sup>th</sup> April - £65.59 (£28.11 Employer contributions/ £37.48 Employee contributions)

6<sup>th</sup> April – 5<sup>th</sup> May - £67.64 (£28.99 Employer contributions/ £38.65 Employee contributions)

6<sup>th</sup> May – 5<sup>th</sup> June - £67.64 (£28.99 Employer contributions/ £38.65 Employee contributions)

Going forward the payment of £67.64 should remain the same every month until the end of the financial year. This was all duly noted and accepted by the Council.

### 9.8 Any other financial business – none.

## 10. PARISH COUNCIL STANDING ITEMS

**10.1 Play areas/Playing Field – to receive any reports:** Robert had the pink book and there were no problems to report, apart from the safety surfacing requiring pressure washing at some point – Robert agreed to do this. A new play equipment rota was required – the Clerk would arrange this and email it out to the Councillors. The book would be passed to Mary Ann.

It was reported that the elm saplings in the hedge by the zip wire still required removal. A quote had been obtained in December 2018 for £495. Council approved the quote and the Clerk would check the quote amount was still valid and arrange the work to be carried out.

**Action:** Clerk to produce new rota as above, Robert to pressure wash safety surfacing and Clerk to arrange elm tree sapling removal.

### 10.1.1 Play area reports – to update on trampoline tile gluing, to note play area safety matting needs attention

Mary Ann had the trampoline tile glue but was waiting for a warm dry day to carry out the work.

**Action:** Mary Ann to glue tile.

### 10.1.2 Storage building on field – to update on progress in obtaining quotes

As reported at item 7.9, quotes would now be obtained as it looked as though the S106 funds would be received imminently.

**Action:** Robert to obtain quotes for the storage building.

### 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 held over until the next meeting.

**Action:** Clerk to add to next month's agenda.

### 10.1.4 Tractor – to discuss a report that the tractor may have had a fluid leak

The Clerk had received a report last month that the tractor may have had a fluid leak. Tim and Robert had both checked the tractor and it was thought that the fuel tank may have been overfilled. However,



it was possible there may still be a leak, so this would be monitored and reported back to the Clerk. It was noted that the tractor was still useable in the meantime.

### **10.2 Village Highway Matters – to receive any reports: two broken nameplates on Broadmarsh Lane and Webster's Close; concerns from two residents re dangers of crossing point on A4095**

Two new nameplates had been ordered from WODC.

The crossing point was a tricky one to solve as significant funding plus permission from Highways was required. Liam had already confirmed that it was unlikely any action would be taken as there had been no significant accident history along this stretch of the A4095 and it was already a 40mph zone. The Clerk had included these concerns in her letter to Paul Wilson at Highways regarding the change in road priorities at Cuckoo Lane detailed in item 10.2.5.

In the meantime it was agreed to write back to the residents and advise that the Council would keep these concerns in mind for when funds became available but it was likely that a new development was required to fund any improvements to this junction as it was likely the road would need widening.

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

#### **10.2.1 To update on getting overhanging trees and shrubs cut back on Eynsham Road**

This work had still not been done so the Clerk would chase this up yet again.

**Action:** Clerk to chase up Savills to get trees and shrubs cut back.

#### **10.2.2 Playing field signs – to update on progress on ordering 2 new signs to attach to Blenheim Lane nameplate**

Not done as yet. Peter Foster had agreed to install it, Mary Ann offered to assist.

**Action:** Peter to erect the sign.

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

The Clerk had received notification that the lines were due to be painted within the next 1-2 months.

**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 had advised Savills last month that the Parish Council would prefer a licence rather than a lease arrangement, but no further update had been received. It was agreed not to chase this up for the time being.

#### **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 had written to Paul Wilson in Highways last month who advised that they would investigate the concerns raised and suggestions offered. Clerk to chase up a response as necessary.

**Action:** Clerk to chase up response if required.

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

It was thought Véro had the book – the Clerk would check. Last month it was reported that the stile at Cuckoo Lane exit was wobbly and needed the planks replacing/tightening. The gate into the cow field by Little Blenheim had come off the hinges. Robert agreed to repair both the gate and the stile. The book would be passed to the Chairman.

**Action:** Robert to repair gate and stile as above.

#### **10.3.1 To discuss request raised by resident re improving the footpaths for wheelchair users up towards A4095 end of village**

Concerns had been raised about the uneven pavements causing difficulties for wheelchair users from the school to the A4095 end of the village. It was thought it was probably not bad enough for any action to be taken, but it was agreed to write to Highways to see if anything could be done.

**Action:** Clerk to report concerns to Highways as above.

### **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 to include update on order and installation of archway**

The extra wooden support for the archway had been ordered and would be chased up. Mary Ann would look again at a possible suitable location for the storage cupboard. The first client's ashes had been placed in the GOR with a memorial plaque which looked lovely.

**Action:** Mary Ann to chase up archway supports and look at suitable locations for storage cupboard.

#### **10.5 Freeland Hall Management Committee – to receive any reports**

A brief update was given. The first phase of guttering replacement had been completed. The boiler was going to be replaced imminently as there were ongoing issues with the current one.

##### **10.5.1 To update on whether tarmacking the gravelled area of the village hall car park is possible**

As reported at item 7.9, quotes would now be obtained for the tarmacking as the S106 funds were now available from WODC for this work.

**Action:** Robert to obtain quotes for the tarmacking work.

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

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

**Action:** Robert to move bike racks to the Village Hall.

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

- (a) OALC – May update – details had been emailed around.
- (b) WODC – Review of Polling Places and Districts – details had been emailed around.
- (c) Thank you note – received from 1<sup>st</sup> Hanborough Freeland Scouts for £100 donation given last month – details had been emailed around.
- (d) OALC Annual General Meeting – details had been emailed around.

#### **12. CIRCULATION**

No June circulation.

May circulation – still out.

No Feb, March or April circulation.

January circulation – returned.

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

The Clerk gave a brief update. The School had had a visit from Claire Sibley, engineer from Formula 1 last week. Two sports days had taken place, with one more to come! July marks the 150<sup>th</sup> anniversary of the school and St Mary's Church – a celebration party would be taking place on Friday 5<sup>th</sup> July. The community performance of Joseph & his Technicolour Dreamcoat was being held on Monday 1<sup>st</sup> July at 4pm. As part of their recycling drive, the School were currently collecting crisp packets and empty plastic beauty packaging for recycling and they were hoping to win £10,000 worth of recycled play equipment. Freefest was due to be held on Saturday 13<sup>th</sup> July, 12- 10pm – all welcome.

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

Meeting re A40 Park & Ride – details about a public meeting being held in Eynsham Village Hall on Friday 12<sup>th</sup> July at 7.30pm regarding the new A40 Park and Ride scheme had been circulated and Councillors were encouraged to attend.

New bench on field – A suggestion was made following feedback from parents about having a new bench on the field near the zip wire and wooden climber as there was no seating currently available. Council agreed to investigate this.

#### **15. DATE OF NEXT MEETING:**

**Next ordinary meeting would be Monday 15<sup>th</sup> July 2019, 7.30pm in the Newell Room.**

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