

**Minutes of the Parish Council Meeting held at Freeland Village Hall in the Newell Room at 19:30 on Monday 10<sup>th</sup> July 2023**

Members Present: Cllr R Faulkner (RF), Cllr M Canning (MAC), Cllr A Bird (AB), Cllr M O'Callaghan (MO), Cllr B Phillips (BP), Cllr P Foster (PF), Cllr P Holt (PH), Cllr R Crocker (RC), District Cllr L Arciszewska and Clerk Fay Friend (FF). Additionally 15 members of the public were in attendance additionally Jane Olds from Society of Local Council Clerks (SLCC).

1. **To receive apologies for absence-** Apologies have been received from District Cllr A Al Yousuf
2. **To receive Declaration of interest in agenda items. –** RF as a vice chair of Freeland Community Benefit Society. RC as a tenant on the Spitfire homes land development. PH has a planning application under item 11 for his house.
3. **To approve minutes of the Parish Council meeting held on 12<sup>th</sup> June 2023 –** It was **RESOLVED** that the minutes to be signed as a true record.
4. **Public Participation session-** 1 member of the public wished to raise an issue about Spitfire.
5. **To discuss and agree any actions for urgent business-**  
Amy has offered to help publish on social media platforms. It was **RESOLVED** accept Amy's kind offer. It was **RESOLVED** to approve the following policies and procedures: Health and Safety at work, Parish Council Risk assessment, Investment Strategy, ICO model publication scheme, Freedom of Information policy, Lone Working policy, Complaints policy and Accessibility Statement.
6. **Update on progress from previous minutes –** 1. New Noticeboards expected this week are to be stored. It was **RESOLVED** to approve the quote for installation from Freeland Fencing. MO and PH to store if required.  
**Action: Clerk to contact Freeland Fencing for installation, send letter to house on A4095**
7. **To discuss the possibility of establishing Conservation Status and a Freeland Village Design Statement.**  
WODC have advised that they were unable to commit to a Conservation Area Appraisal in the near future. They also advised that a Village Design Statement similar to that prepared by Combe could be worthwhile, although it would not be a statutory document unless formally adopted by WODC.  
**Action: MAC to contact Combe VDS team for advice and guidance.**
8. **Traffic Calming-** Pigeon House Lane: Proposal from OCC has been circulated, following residents' meeting set up by Liam Walker. Aim is to make the junction with Wroslyn Road less attractive to vehicles. Funding from OCC may cover the majority of the costs. All in favour 1 abstained. 20MPH zone will include Pigeon House Lane. (Note: a resident requested to add 20MPH reminder half way.)  
The need for footpath to south of A4095 from Freeland to Hanborough surgery has been raised again to avoid crossing twice to access Hanborough Surgery and avoid clashes with cycles on northern path.  
**Action: Clerk to contact OCC confirming agreement to entrance proposal and to request again footpath to south of A4095.**
9. **To receive updates from District and County Councillors.**  
Lidia- WODC has launched Greenlight – a climate and nature hub for communities, charities and groups. Will be crowd funded with support from WODC. Village maintenance - Lidia is preparing a map of responsibilities for local verges.  
**Action: MAC to notify Freeland Nature Recovery Group about Greenlight.**
10. **To discuss and approve financial matters.**  
(a) To approve invoices for payment. It was **RESOLVED** to pay the account presented. Proposed by PH, seconded by MO and all in favour.

The following invoices are requested to be approved for payment:			
BACS Ref Number	To whom paid	Details	Amount (£)
BACS 35	Fay Friend- july	Salary - July	
BACS 36	HMRC - July	NI payment - July	£597.92
BACS 37	Fay Friend - August	Salary - August	
BACS 38	HMRC - August	NI payment - August	£86.79
BACS 39	Freeland Village Hall	hall hire	£12.50
BACS 40	hugofox	website fee	£24.00
BACS 41	Jason footitt	grass cutting	£240.00
BACS 42	Billy rendell	grass cutting	£80.00
BACS 43	defib store LTD	defib pads	£144.00
BACS 44	sawscapes	basket swing	£5,748.00
BACS 45	harry stebbing	noticeboards	£4,820.04
BACS 46	water plus	june/july payment	£30.13
BACS 47	Bill phillips	litter picking	£250.00
		Total:	12,033.38

(b) To approve bank reconciliation. It was **RESOLVED** to approve the bank reconciliation. This was signed by WP.

(c) To review the financial reports. Reports were circulated and presented.

(d) S106 Arts fund. After some discussion It was **RESOLVED** to accept lowest quote from Bernard Johnson for carved feature paving in the Garden of Remembrance. The idea of a carved block of Cotswold stone on The Green as entrance into the village will be investigated during next financial year.

(e) External audit and update internal audit- external audit has been submitted. Internal audit action plan is ongoing and actions are being addressed in order of priority.

(f) To consider request for funding from Naturehood Group (Freeland Nature Recovery). It was **RESOLVED** to approve funding of £250 for bat boxes and £150 for wild flower seeds.

**Action: Clerk to contact Russel and Amanda.**

(g) To consider change of pay scale for Clerk.- The Council was informed that when appointed the Clerk had been put on the wrong salary.

The Council **RESOLVED** to re-evaluate the Clerk's salary range and increase it to SCP18 at £14.21 per hour (at 18 hours a week), the start of the LC2 range. This will be backdated from the start of the Clerk's employment.

(f) Approval of invoices in August and provisions for planning applications. It was **RESOLVED** that regular payments up to £500 can be approved. Planning applications submitted over the summer break will be reviewed by the planning group with action taken if required.

(h) To consider quote for annual strimming of wildflower area at end of Parklands. It was **RESOLVED** to approve the £40 quotation. **Action: clerk to contact Jason**

**11. To discuss and receive update on new and existing planning applications including Botley West Solar Farm and Spitfire Homes**

**i. New Applications:**

23/01700/HHD 145 Wroslyn Road Freeland - No comments to be submitted.

23/01553/HHD 31 Walkers Close Freeland - No comments to be submitted.

**ii. Approved Applications:**

16/01353/OUT Variation of Conditions 12 and 13 to ensure surface water drainage to SUDS facility/pond at Freeland Gate and footpath around SUDS pond. (approved 6/7/23).

23/01514/CLP Certificate of Lawfulness for permitted development at 3 Woodlands.

**iii. Inspired Villages:** The developer's written application for a High Court hearing has been refused. They have asked to reapply at an oral hearing.

**iv. Botley West Solar Farm:** it was **RESOLVED** to approve the objection drafted by Roger with additional comments.

**Action: Clerk to send WODC letter**

**Chair was handed over to MAC**

**v. Land East of Wroslyn Road (Spitfire Homes):** Councillors and members of the public present were invited by the Chair to air their views on issues raised at Item 4. PC agreed to improve communication and re-iterated its commitment to maintain its objection to development on Chapel Field. The original objection submitted will be added to PC website, (Note – this objection was commended by WODC planning department.)

- vi. **Action: MAC to ask Amy to add to website**  
**Chair back to RF**  
**9 Members of public left**
- 12. **Working Groups Update: Sustainability and Community**  
Community group are meeting 12<sup>th</sup> July, Sustainability group is meeting 19<sup>th</sup> July. It was agreed that RC would represent the Council on the Community Group. It was **RESOLVED** that Community Group can use the PC bank account with terms of reference to be drawn up.  
**Clerk: to speak to Kathy.**  
Cinema: PH is checking dates with Village Hall for later on this year regarding the cinema.
- 13. **PARISH COUNCIL STANDING ITEMS:**
  - (a) Play Areas/Playing Field/Play Equipment Book – play park- hedge needs cutting in the play. Basket swing work has been completed. Safety Inspection of play equipment is due over the summer.  
Cricket Club- non audible alarm for the shed may be a possibility. The Yeomen are using the cricket pitch. Tenancy agreement needed. Confirmation of the 8<sup>th</sup> June 2024 is needed and to let cricket club know.  
**Action: Simon to submit written agreement to clerk**
  - (b) Village Maintenance – trees – request for removal of trees has been made and quote submitted for the work. This includes a number of trees in the amenity area between Wroslyn Road and Broadmarsh lane. Split quote required and need for work assessed for September meeting. Footpaths – meeting with Eynsham Estates and Savills 2<sup>nd</sup> August – MAC and MO'C to attend. Hedge at 1 Church View needs cutting again.  
**ACTION: RC to assess tree work quote. Clerk to send letter to 1 Church View re hedge.**
  - (c) Village Hall – alternative meeting venues at the Convent guest house and a visit there is needed.  
**Action: Clerk and MAC to visit and liaise with Convent.**
  - (d) Defibrillator and first aid training- with MOD for approval for hiring equipment.
- 14. **To receive reports from councillors representing the Council on outside meetings.**  
RF attended county hall with useful sessions on environment and highways. Powerpoint will be distributed when available RF attended Oxford CPRE Again, awaiting presentation.
- 15. **Chair's statement-**  
The Chairman gave his resignation from Freeland Parish Council. The council sent their appreciation to Roger for all his hard work over the last few years for everything he has done for the village, community and the Parish Council.  
RF left the meeting.  
Vice Chair MAC has taken over as Chair until the next meeting.
- 16. **To note the date of next Parish Council meeting - 11<sup>th</sup> September in the Newell Room.**  
**Meeting Closed at 22:21**