

Minutes of the Parish Council Meeting held at Freeland Village Hall in the Newell Room at 19:30 on Monday 13th May 2024

Members Present:

Cllr P Foster (PF), Cllr M Canning (MAC) Cllr R Crocker (RC), Cllr P Holt (PH) Cllr V Baker (VB), Cllr T Clark (TC), Fay Friend (FF), District Cllr R Faulkner and County Cllr L Walker. Additionally 6 members of the public were in attendance.

1. **To elect the Chairman for the year 2024/2025** – Peter Foster was elected as Chairman
2. **To receive apologies for absence-** Apologies have been received from Cllr P Holt (PH) and District Cllr L Arciszewska
3. **To elect the Vice Chairman for the year 2024/2025** – Mary Ann Canning was elected as Vice Chairman
4. **Declarations of Acceptance of office** – these were signed by all. PH signed on Friday prior to the meeting due to Military commitments.
5. **To receive Declaration of interest in agenda items.** – none to be signed.
6. **To approve minutes of the Parish Council meeting held on 8th April 2024** – It was **RESOLVED** that the minutes were signed as a true record.
7. **Public Participation session** –
 - i. With the WODC housing supply currently below the required 5 year level, a resident highlighted the likelihood of further speculative development applications. They said there is a diversity of view within the village on development- some for, some against- and asked for every effort be made to keep any village debate respectful and balanced in recognition of this range of views.
 - ii. Since the Methodist Church appeal has been dismissed, it was requested that the Parish Council might be able to approach the Methodist church with a letter encouraging re-engagement with the Community Benefit Society.
 - iii. Bill Phillips thanked everyone for his presentation on Friday night recognising his 40 years of service.
 - iv. Issue with meeting papers not available online due to the change over of websites. This will be resolved for next meeting.
 - v. Football club- sadly men's team has folded due to severely wet winters leading to poor pitch conditions over last 2 years. Witney Town football club have approached the club and requested to use our facilities on a temporary basis for training one day a week and matches on Saturday afternoons. Issues with the drainage and waterlogging of the pitch were pointed out by councillors, as well as concerns over parking with so many needing to drive to the venue. Decision pending.
8. **To discuss and agree any actions for urgent business** – Thanks were given to the Clerk for organising such a successful Annual Parish Meeting on Friday. The new format worked well.
9. **Governance**
 - a. General power of competence – due to the clerk not having the CILCA qualification this power to spend cannot be used for this new council period. **Action:** Clerk to circulate report explaining this.
 - b. Councillor Co-option- 2 seats are available and 1 potential new councillor. **Action:** advertise locally and in Grapevine for more councillors.
 - c. To review the risk assessment for 2024/2025 – this will be reviewed by FF and VB to be presented at the next meeting in June.
 - d. Councillor responsible for internal financial control- PH was appointed subject to his agreement.
 - e. Website domain update – the .gov website is up and running and existing website migrated to it. All new emails have been set up ready to use. **Action:** councillors to login and set up their new email addresses before June meeting.

10. Update on progress from previous minutes (items not on agenda elsewhere)

There was nothing to be discussed.

11. Planning

- a. To receive update on new and existing planning applications – no new applications have been added. None have changed status.
- b. Spitfire homes – once the application has been validated and we know what the plans are then further discussion will be held. It was noted that the initial application was rejected by inspector due to inappropriate location and this obviously hasn't changed.
- c. Methodist Church – It was **RESOLVED** to write to the circuit requesting a dialogue on the future of the building. **Action:** write to Andrew Biggs.
- d. Botley West update – nothing to be added.

12. Reports from District and County Councillors.

Roger Faulkner- was pleased to be elected. Congratulations were given. He is looking forward to working alongside the council and residents.

Liam Walker- Oxford United lease agreement has been signed to move the football stadium to Oxford North and the scheme is now in for planning. The A4095 signage upgrade is still awaiting date for installation. 20mph consultation – traffic survey on A4095 has been completed, so our consultation proposal should be on the May or June agenda at County Council. Village consultation most likely after the summer.

13. To discuss and approve financial matters.

- a. To approve invoices for payment April - It was **RESOLVED** to pay the account presented, proposed by VB, seconded by MAC and all in favour.

The following invoices are requested to be approved for payment:

BACS Ref Number	To whom paid	Details	Amount (£)
	Fay Friend	Salary	
BACS 11	HMRC	NI payment	£87.39
BACS 12	Freeland Village Hall	hall hire	£27.50
BACS 13	water plus	water payment	£15.58
BACS 14	Freeland Fencing	Playing field fencing	£535.88
BACS 15	Garden of remembrance stone	final payment	£3,270.00
BACS 16	jason	grass	£160.00
BACS 17	oalc	training- Mary-ann	£36.00
BACS 18	Parish online	new website	£342.00
BACS 19	Shield	bin collection	£52.00
		Total:	5,684.46

- b. To approve bank reconciliation April - it was RESOLVED to approve the bank reconciliation. This was signed by PF.
- c. To discuss clerk hours and annual pay review – defer to next meeting. VB and MAC to form HR sub-committee to carry this out.

14. Sustainability working group update

PF gave update was given at the Annual Parish Meeting and awaiting first meeting of the Eynsham Low Carbon Hub. **Action:** TC to consider becoming Parish Council representative for this group, now that PF is Chair.

15. Village Design Statement update

The questionnaire is ready to go. Just need QR code and online survey platform sorted.

Action: Online questionnaire needs completing. RC to get quote, agree cost by email if less than £500, and arrange printing. Delivery to all households by Councillors.

16. External Audit – all the below will be deferred to the next meeting awaiting findings from the internal audit

- (a) To receive internal audit and approve actions
- (b) To approve all accompanying documents
- (c) To approve section 1
- (d) To approve section 2
- (e) To note the dates of the public rights.

17. **Parish Matters.**

- a. Play Areas/Playing Field/Play Equipment Book- book as been given to the next councillor.
 - b. Play Area Maintenance Tasks Update- Quote for the outstanding jobs. It was **RESOLVED** to appoint Ray Jones. **Action** – MAC to write accepting quote and notify unsuccessful contractors.
 - c. Village Maintenance and Highway Matters – the peeling white gate on the A4095 has been repainted by Estelle Manor staff. There are issues with hedging along Wroslyn road and getting along the road with buggies. It was **RESOLVED** to write a polite letter to a few residents to get it cut back and add them onto fix my street.
18. **To receive reports from councillors representing the Council on outside meetings**
VHMC- RC to be the representative, now that Bill Phillips has retired, and will report monthly.
19. **To note the date of next Parish Council meeting:** 10th June 2024 in the Newell room.
Meeting closed at 21:05