

# Sydenham Parish Council

Minutes of the Annual Meeting of the Parish Council meeting held on 2<sup>nd</sup> May 2024 at the Old School Room

Present: Michael May (MM) - Chair  
 Vicki Roe (VR) - Vice Chair  
 David Wilkins (DW)  
 Hayley Smith (HS)  
 Tara Glen (TG)  
 Heather Mullins (HM) - Clerk

022	<b>Election of Chairman and officers</b>	The officers of the Council were elected as follows: Chair – Michael May was proposed by Hayley Smith and seconded by Vicki Roe Vice Chair – Vicki Roe was proposed by Tara Glen and seconded by David Wilkins	
023	<b>Signing of Declaration of Office Form</b>	This was duly completed and witnessed.	
024	<b>Review of Standing Orders and Financial Regulations</b>	These have been reviewed and adopted. It was noted that new model Financial Regulations were issued today and these will be reviewed and adapted to the Council's needs for consideration at the next meeting.	
025	<b>Review of Asset Register</b>	There have been three changes during the year. The asset register at 31.3.23 was approved as part of the audit process.	
026	<b>Confirmation of arrangements for insurance cover</b>	It was agreed that the policy with ClearGroup (previously BHIB) would be renewed with effect from 1 <sup>st</sup> June 2024, with an increase in cover in accordance with the asset register. A three year Long Term Agreement to be entered into.	
027	<b>Council subscriptions and donations/grants</b>	The list of current subscriptions was reviewed as follows: <u>Subscriptions</u> Oxfordshire Neighbourhood Plans Alliance membership (£50 paid 17.11.23) Oxfordshire Association of Local Councils (£168, paid 8.3.24) ICO annual registration (£35, paid 20.3.24) These will be renewed during the forthcoming year.  Grants and donations made during the past year were as follows: <u>Grants</u> £457.62 to Old School Room for the first year of broadband £600 to Sydenham Newsletter <u>Donations</u> £400 to Chinnor Village Centre It was agreed that donations would be considered on an ad hoc basis and that the budgeted grant of £600 would be made to the village newsletter.	
028	<b>Review of banks standing orders,</b>	The arrangements currently in place are as follows:	

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	<b>direct debits, fees and charges</b>	DD for SSE electricity supply to phone box defibrillator £4.51 plus vat per month DD for ICO registration £35 per annum SO for Virtual Landline £7.29 plus vat per month.	
029	<b>Review of Risk Assessment</b>	This has been reviewed and is adopted for the forthcoming year.	
030	<b>Review of staff contract</b>	There have been no changes.	
031	<b>Review of the Publication Scheme</b>	This has been reviewed, revised with one amendment and is adopted for the forthcoming year.	
032	<b>Review of the Data Protection and Privacy Policy</b>	This has been reviewed, revised and is adopted for the forthcoming year.	
033	<b>Determining the time and place of ordinary meetings of the full council up to and including the Next Annual Meeting</b>	The regular meetings of the parish council will continue to take place on the first Thursday of each month (unless a meeting is not quorate in which case the revised date will be communicated via the notice boards and website), excepting August when there is no scheduled meeting. The date of the next Annual Meeting will be 16 <sup>th</sup> May 2025. Meetings to start at 7.30pm during the summer and 7pm during winter.	
034	<b>Members' declaration of interests (for items on the agenda)</b>	None	
035	<b>Minutes of previous meeting</b>	The minutes of the previous meeting were approved and signed.	
036	<b>Planning</b>	None	
037	<b>Finance</b>	The following items were approved for payment: £8.75 Virtual Landline £5.41 SSE electricity supply for defibrillator £476.25 Clerk's salary £36.00 Pet Waste Solutions £444.56 Clear Group insurance renewal £120.00 DM Payroll Service Ltd £64.20 Prestige Printing – raffle tickets for Fayre £282.00 Auditing Solution Ltd – internal audit £70.00 JPS Print Consultants – APM posters £780.00 Grafham Construction Limited- playground repairs £22.90 Amazon – printer cartridge £12.75 Amazon – blackboard paint – Fayre £5.99 Amazon – blackboard pens – Fayre £325.55 Tesco, APM refreshments and Pimms for Fayre £130.00 Tesco, Pimms for Fayre £68.97 HS Village planting – Fayre £5.99 Amazon – printer paper £4.99 Amazon – blackboard spray - Fayre	

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039	<b>VAS signs and speeding</b> The Senior Traffic and Road Safety Officer will meet councillors on site in June to discuss speeding measures that could be implemented, and how to ensure the safety of pedestrians.	VR
040	<b>Drainage and flooding</b> OPC will be attending this week to flush the culverts on Sydenham Road. Two expressions of interest have been submitted for the OCC Flood Risk Management Funding Opportunity. It was agreed that the Parish Council could make contributions of up to £1000 per scheme. One scheme would deal with the runoff from the field by the pinch point and include a culvert under the road at this point, the other would deal with flooding in Brookstones by means of a gully discharging into the brook.	
041	<b>Footpaths and bridleways</b> A revised quote has been received for the gate to footpath 378, which was approved in principle, subject to the landowner agreeing. Pet Waste Solutions' estimate for adding a third dog bin to their round was considered too high and will be challenged. The cost of a new bin would be £153.82.	DW/MM HM
042	<b>Fayre Committee</b> Preparations and expenditure are on target. A schedule of volunteers is being compiled and a request for specific roles will then be circulated via Sydenham Mail and Facebook.	
043	<b>Emergency Plan Review</b> c/fwd	VR/HM
044	<b>Annual Parish Meeting</b> The event was very successful with a fantastic atmosphere. Feedback included trying to encourage younger residents to attend. Actions arising – District Councillors' emails to be given to resident in connection with littering query.	HM
045	<b>Old School Room</b> The OSR Committee are compiling the information required for the Parish Council to list this as an Asset of Community Value.	HS
046	<b>Annual review of key documents</b> In addition to the documents approved earlier in the meeting, the following documents have been reviewed: Document retention and disposal – no changes Review of effectiveness of internal controls – no changes Complaints procedure – no changes Safeguarding and child protection policy - updated in line with the OCC Safeguarding website.	
047	<b>Planning Control query</b> An enforcement enquiry has been recorded, and the parish council will be advised of the outcome of the investigation. No updates can be provided whilst the enquiry is ongoing.	
048	<b>Deed of Easement</b> Solicitors to be appointed by the parties concerned.	

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049	<b>Matters Arising</b>	<b>Coronation Stone</b> The faculty application is underway, and the parish council will be kept updated by the Churchwardens.	
050		<b>D Day flag</b> To be hoisted early on 6 <sup>th</sup> June. The flagpole will be in place following the Fayre.	
051		<b>Register of Interests</b> Routine check that this was still up to date for all councillors.	
052		Very sadly Hayley Smith will be stepping down from the parish council in the next few months. Clerk to advise on the procedure for filling a vacancy.	HM
053	<b>Correspondence</b>	Aston Rowant PC – 20mph zone consultation for Kingston Blount OCC- Community transport grants 24/25 District Councillor – Our Council Priorities, the way ahead OALC April update	
054	<b>AOB</b>	Daffodil planting - £500 was approved for purchasing bulbs – action in late summer Generator – quote to be obtained for a new battery Defibrillator course – date to be arranged	DW HS
<p>There being no other business the meeting closed at 8.50pm. The next meeting will be held on Thursday 6<sup>th</sup> June at 7.30pm in the Old School Room</p>			

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