

Sydenham Parish Council

Minutes of Annual Meeting of the Parish Council 4th May 2017

Present: Alison Isherwood (AI)
 Rachel Blake (RB)
 Mike May (MM)
 David Wilkins (DW)
 Janet Potts (JP)
 Stephanie Johns (SJ)

Apologies: Ian White (IW)

<u>Matters Arising</u>																								
Election of Chairman and Officers	The officers of the council were elected as follows: Chairman - Alison Isherwood was proposed by Mike May seconded by Janet Potts. It was noted that Alison would like to stand down as Chair at the next Annual parish Council meeting. Vice Chairman - Rachel Blake was proposed by David Wilkins and seconded by Mike May The declaration of acceptance of office forms were signed by the elected Chair & Vice-Chair																							
Minutes of last Annual Meeting	These were approved.																							
Standing Orders and Financial Regulations	These have been reviewed, amended and are adopted for the forthcoming year.																							
Asset Register	There were 3 additions to the asset register and this was approved as current and up to date.																							
Insurance Cover	The insurance cover was discussed and two renewal quotes compared. It was agreed to renew with Aon as there was only a £5 difference in the quotes and they have been very professional to date. The 3 year term was agreed as it was deemed to be more cost effective.	SJ																						
Council Subscriptions and donations/grants	<p>The list of current subscriptions was reviewed. All are to be renewed during the forthcoming year.</p> <p>The subscriptions are as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Oxfordshire Playing Fields Association</td> <td style="text-align: right;">£40.00</td> </tr> <tr> <td>Oxfordshire Association of Local Councils</td> <td style="text-align: right;">£133.07</td> </tr> <tr> <td>Society of Local Council Clerks</td> <td style="text-align: right;">£101.00</td> </tr> </table> <p>It was agreed not to subscribe to Community First Oxfordshire at this current time.</p> <p>The annual donations/grants made in 2016/2017 were:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Thame Citizen's Advice Bureau</td> <td style="text-align: right;">£100</td> </tr> <tr> <td>Sydenham Newsletter</td> <td style="text-align: right;">£600</td> </tr> <tr> <td>Surestart</td> <td style="text-align: right;">£100</td> </tr> </table> <p>It was agreed that for 2017/2018 the annual donations/grants would be as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Thame Citizen's Advice Bureau</td> <td style="text-align: right;">£100</td> </tr> <tr> <td>Sydenham Newsletter</td> <td style="text-align: right;">£600</td> </tr> <tr> <td>Chinnor Village Centre</td> <td style="text-align: right;">£250</td> </tr> <tr> <td>Old School Room Committee</td> <td style="text-align: right;">£500</td> </tr> <tr> <td>Ad Hoc (For consideration upon application)</td> <td style="text-align: right;">£200</td> </tr> </table> <p>These sums have been included in the budget.</p>	Oxfordshire Playing Fields Association	£40.00	Oxfordshire Association of Local Councils	£133.07	Society of Local Council Clerks	£101.00	Thame Citizen's Advice Bureau	£100	Sydenham Newsletter	£600	Surestart	£100	Thame Citizen's Advice Bureau	£100	Sydenham Newsletter	£600	Chinnor Village Centre	£250	Old School Room Committee	£500	Ad Hoc (For consideration upon application)	£200	
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Review of bank mandates and charges	The arrangements currently in place are as follows: SSE payment for the defibrillator electricity supply – direct debit Safe Custody fee for the playing field deeds, annual payment of £25	
Review of risk assessment	This was reviewed and updated, and the document will stand for the next twelve months.	
Review of procedure for handling requests made under the Freedom of Information Act and Data Protection Act	The information available from Sydenham Parish Council under the model publication scheme has been updated and approved.	
Determining the time and place of ordinary meetings of the full council up to and including the next annual Parish Council meeting.	The regular meetings of the parish council will continue to take place on the first Thursday of each month, excepting August when there will be no scheduled meeting. The date of the next Annual Parish Council Meeting and Annual parish Meeting will be on 3rd May 2018 providing the hall is available.	
Members' declaration of interests (for items on the agenda)	None – All Councillors will sign updated Registers of Interests before the next meeting in June. The Clerk will print these and ensure they are distributed.	
Approval of minutes	The minutes of the previous meeting were approved and signed.	
Footpaths, TOE2	The on-going TOE2 grant application has highlighted that from the site visit, the drainage requirements were potentially a lot more extensive than the proposed work suggested. The Council are currently re-looking at this with another visit arranged when a decision will be made whether to continue or withdraw the application at this stage and re-apply for the June application period.	JP
Speeding	After much chasing on a very regular basis, the temporary pinch point is to be installed this week. This is due to be in place for three months with the survey being re-conducted at some point during this period to gauge its effectiveness. In addition, a new larger VAS sign including speed indication and a 'Happy' or 'Sad' face is to be installed in the next few weeks along the Slade Farm stretch of the road. This device was chosen so that people can start to appreciate what speed they are actually doing. It also includes event logging software which enables the Council to carry out their own assessment of the average speeds at different times of the day.	AI SJ
Playing field	The replacement parts have been ordered for the goals and also for the swings. An extra £34 + VAT is needed for swing chains so the total figure is £209 + VAT @ £41.80 = £250.80. These should be installed this month. The grass will be cut every 2 weeks. Once installation has taken place for the above, RB will arrange for RoSPA to inspect the area in keeping with Insurance requirements.	RB
Road Drainage & Potholes	The storm drains have been cleared and apparently repaired. However, it is felt that the repairs to the reported potholes are completely inadequate and highly likely to become potholes again in the near future. As a result, the Clerk is to investigate who complaints should be made to and DW will write to complain about the quality of the workmanship and at the waste of public spending. This will include pictures of the work carried out.	DW/SJ
<u>Finance</u>	The following items were approved for payment: £ 3.07 to SEE for Defibrillator £ 309.29 Clerk's Salary £ 27.80 PAYE	

Signed Date

	<p>£ 9.23 Clerk's expenses (Refreshments for Annual Parish meeting) £ 29.99 Alison Isherwood expenses – Weed Killer for the Playing Field £ 81.00 Diane Malley MAAT (Annual Payroll administration charge) £ 2550.00 Thermotor (VAS with speed Indicator & event logging)</p> <p>The insurance policy with Aon is to be renewed and the expenditure of £428.52 was approved</p>	
<p>NatWest Current a/c: b/f £2,647.63</p> <p>Natwest Reserve a/c: b/f £14,10.02</p>	<p>Payments:</p> <p>£ 133.07 OALC Subscription 2017/2018 £ 12.56 SODC - dog hygiene bin 1.1.17 - 31.3.17 £ 337.09 Clerk's Salary £ 101.00 SLCC Annual membership £ 3.07 SSE - electricity supply for defibrillator £ 40.00 OPFA annual membership £ 120.00 Will Munday for hedge stump removal (£60) & Ditch Clearing (£60) £ 250.00 Will Munday Ditch Clearing</p> <p>Receipts:</p> <p>£5,000.00 Precept, first instalment</p> <p>£0.11 Interest received</p>	<p>Closing balance at 30.04.17</p> <p>£6,650.84</p> <p>£14,102.13</p>
<p><u>Planning</u> P17/S1228/FUL</p>	<p>Erection of toilet / shower block with chemical disposal point and sewage treatment tank to be used in connection with campsite at Copse Farm, Thame Road, Sydenham, OX39 4LA</p> <p>No Objections</p>	
<p><u>Correspondence</u></p> <p>Community Infrastructure Levy (CIL) – Update</p> <p>Community First Oxfordshire</p>	<p>In summary, when planning permission is granted, the applicant is issued with a Liability Notice from SODC which becomes payable when the development commences. For a residential development, this is £150 per square meter. This can include a new dwelling, a large extension, conservatory or loft extension etc. The Parish Council are told twice a year if any receipts are expected. They then choose whether to receive the money or have the funds held by SODC until they are needed.</p> <p>As Sydenham do not have a Neighbourhood plan, the Parish Council can receive 15% of the funds though this is capped at £100 per existing council tax dwelling though it is unlikely to reach this amount.</p> <p>There are rules as to what the CIL can be spent on but they include transport, flood defences, schools, medical facilities, sport & recreation, open spaces & community facilities.</p> <p>The parish Council are required by legislation to publish a record each year of what their CIL allocation has been spent on.</p> <p>It was decided not to join / subscribe to this for the time being.</p>	
<p><u>Any Other Business</u></p> <p>Sydenham Grove</p>	<p>The Clerk is to write to Richard Peacock requesting a meeting in the next month to discuss any updates to the plans. MM is to draft the letter.</p>	<p>SJ / MM</p>
<p>There being no other business the meeting closed at 8pm. The next meeting will be held on Thursday 1st June in the OSR at 7.30pm.</p>		

Signed Date