

# Sydenham Parish Council

## Minutes of Parish Meeting of the Parish Council 2<sup>nd</sup> March 2017

Present: Alison Isherwood (AI)  
 Rachel Blake (RB)  
 Mike May (MM)  
 Janet Potts (JP)  
 Stephanie Johns (SJ - Clerk)

Apologies: David Wilkins (DW)  
 D/CIlr Ian White (IW)

The meeting was pleased to welcome 2 members of the public.

<u>Matters Arising</u>		
Members' declaration of interests (for items on the agenda)	There were no declarations of interests.	
Approval of minutes	The minutes of the previous meeting were approved and signed.	
Planning <b>P16/S4269/HH</b>	<b>The Hedgerow, Brookstones, Sydenham, OX49 4LY</b> Parish Council recommendation: No Objections	
<b>P17/S0591/HH &amp; P17/S0592/LB</b>	<b>Ryders Barn, Sydenham Road, Sydenham, OX39 4LR</b> Parish Council recommendation: No Objections	
<b>P17/S0544/DIS</b>	<b>1 Holliers Close THAME Oxon, OX39 4NG</b> The Parish Council are not consultees on this discharge of conditions but have made comments due to the fact that work has already commenced with materials not detailed on the original application. Work has now been instructed to stop until this has been resolved.	
<b>P16/S0894/FUL</b>	<b>Aston Rowant Cricket Club Chinnor Road Aston Rowant OX49 5ST</b> Parish Council recommendation: No Objections but a recommendation was given that the access road should be on the opposite side of the field by the trees and the disabled spaces should be closer to the building.	
<b>Development of Sydenham Grove</b>	One parishioner has been told by SOHA that they can now return to Sydenham Grove when the development is ready. The other parishioners that moved to Bakers Piece in Kingston Blount have decided to stay there. SJ is to email Adrian Duffield at SODC Planning asking for his views on the letter from SOHA stating that Sydenham Grove IS considered a Windfall site and therefore and housing is not included within the housing numbers in the Local Plan.	MM
<b>SSE electricity supply</b>	There were discussions about the existing transformer and what the plans would be for Sydenham Grove. MM agreed to contact SSE to enquire about a new transformer being installed at ground level. More discussions with SSE have taken place and this is still progressing.	MM

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<b>Emergency plan and funds for resilience grant</b>	JP will be attending the Annual General Meeting of the Old School Rooms to raise the question of whether the generator can be sited there. This can then be discussed and voted on by the committee. Ongoing.	JP
<b>Footpaths, TOE2</b>	RB & JP have prepared the documents to apply for the grant and this will be sent from SJ on behalf of the Parish Council once permissions have been obtained from the landowners for their land to be used. The deadline is 6 <sup>th</sup> March and the next one is 6 <sup>th</sup> June. The aim is to get everything finalised so that the earlier deadline can be met. A hard copy of additional information will also be sent in the post.	JP / RB
<b>Speeding</b>	AI has chased Keith Stenning but is still awaiting some feedback to questions asked. He has confirmed that a temporary pitch-point can be erected for approximately 3 months, most likely from the middle of April. The cost of £700 for this was agreed by all. Another speed survey will be carried out after approximately one month after installation to check its effectiveness.  SJ & AI are to collate quotes for different types of VAS signs with the aim of having these installed around the same time.  SJ is to add the speed data to the new website.	AI  SJ / AI  SJ
<b>Playing Field Project</b>	One of the goals was damaged in the recent storm. RB is investigating this.  A quote of £4200 has been given by Heathfield Tree Service for the replacement A Frame which is favourable compared to others but RB will challenge this and will also investigate grant opportunities.	RB
<b>New Website</b>	RB & SJ have now met and SJ will be adding additional legal documentation over the next couple of weeks. Once added, an official launch will be made by SJ in a Parish online Newsletter. RB is arranging for a new email to be set up for the Parish Clerk due to the problems with a 'gmail' account. This replace the 2 emails that in place currently and will also be communicated in the Newsletter. SJ & RB will check whether a 'forwarding' service is available on gmail.	RB / SJ
<b>Road Drainage &amp; Potholes</b>	MM showed the Councillors a diagram which would provide a resolution to the flooding situation on Sydenham Road. The costs are estimated to be £600. MM & JP will visit the landowner to check that he is happy for a gulley to be excavated, thereby allowing the water to drain away.	MM
<b>Great British Spring Clean</b>	An announcement giving details of the Spring Clean has already been communicated in a Newsletter but a reminder will be sent a couple of days before the scheduled clean-up day of Sunday 5 <sup>th</sup> March. Carol Carney is not running it this year but she has ordered all necessary equipment & volunteers have been asked to help for a maximum of one hour starting at 11am.	JP
<b>Community Support – D of E volunteer expenses</b>	Alex, the D of E volunteer will be weeding the playing field for the next few weeks. £65.59 worth of expenses were approved for purchase (Supplies of gloves, wire brush, sand paper etc). These will be purchased on a 'when needed' basis and claimed back via expenses.	RB / JP
<b>Sydenham Mail Protocol</b>	The timing of Sydenham Mail Newsletters was discussed. A Newsletter will be sent out weekly when there is news to share. SJ will email Des & Siobhan offering to send out an automatic 'Mailchimp' Newsletter on the 1 <sup>st</sup> of each month with reminders to collect the Chinnor Pump and attend the monthly Coffee morning. If this is unsuitable, the individuals will be offered to send this	AI / SJ

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	out themselves & SJ will provide assistance. A template has now been set up giving the two village pubs the option to send out information to the Community via Sydenham Mail on a monthly basis. SJ will email the pubs, explaining this.	
<b>Payroll Services Contract</b>	The payroll services contract was approved for the year 2017/2018 with an annual invoice each year of £81.00	SJ
<b>Finance</b>	The following items were approved for payment: £ 3.07 to SSE for Defibrillator £ 120.00 to Will Munday for hedge stump removal (£60) & Ditch Clearing (£60)	SJ
NatWest Current a/c: b/f £3,974.26	<i>February</i> Payments: £ 600.00 annual grant to the village newsletter £ 12.56 Dog Hygiene Bin Emptying £ 337.09 Clerk's Salary £ 3.07 Southern Electric – defibrillator supply £ 33.75 Diane Malley (Payroll)	Closing balance at 28/02/17
Natwest Reserve a/c: b/f £14,101.67	Receipts: £ 0.12 January Interest received £ 0.11 February interest received	£2,987.79
		£14,101.90
<b>Correspondence</b>	How to respond to planning applications (an 8-step guide) – Retained by SJ SODC – Confirmation of Precept 2017/2018 - Noted ONE Oxfordshire Leaflets – On the Noticeboards Letter from OCC – Section 101 Legal Agreement – SJ to write explaining that the Parish Council will not be taking over grass cutting on behalf of OCC. The High Sheriff of Oxfordshire – Letter regarding Carers Oxfordshire - Noted	SJ
<b>Any Other Business</b>	None	SJ
<p>There being no other business the meeting closed at 9.30pm. The next meeting will be held on Thursday 6<sup>th</sup> April 2017 in the Old School Room at 7.30pm.</p>		

Signed ..... Date .....