

# Sydenham Parish Council

## Minutes of Annual Meeting of the Parish Council 5th May 2016

Present: Rachel Blake  
Mike May  
David Wilkins  
Janet Potts  
Heather Mullins  
Apologies: Alison Isherwood

<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 Vice Chairman - Rachel Blake was proposed by David Wilkins and seconded by Mike May The declaration of acceptance of office forms were signed where possible and will be completed in the following week.	
Minutes of last Annual Meeting	These were approved.	
Standing Orders and Financial Regulations	These have been reviewed and are adopted for the forthcoming year.	
Asset Register	This was approved as current and up to date.	
Insurance Cover	The insurance cover was discussed and two renewal quotes compared. Queries have been raised with Aon on certain areas of cover. Subject to satisfactory answers the policy will be renewed with Aon.	HM
Council Subscriptions and donations/grants	The list of current subscriptions was reviewed. All are to be renewed during the forthcoming year. The subscriptions are as follows: Oxfordshire Playing Fields Association                    £40.00 Oxfordshire Association of Local Councils                £133.07 Society of Local Council Clerks                            £88.00  The annual donations/grants made in 2015/2016 were: Thame Citizen's Advice Bureau                            £100 Chinnor Village Centre                                        £250 Old School Room Committee                                £500 Sydenham Newsletter                                         £600 It was agreed that these should all be repeated during this financial year. These sums have been included in the budget.	
Review of bank mandates and charges	The arrangements currently in place are as follows: SSE payment for the defibrillator electricity supply – direct debit Clerk's salary – standing order 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.	

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

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.	06
Determining the time and place of ordinary meetings of the full council up to and including the next annual 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 Meeting will be on 4th May 2017 providing the hall is available.	
Members' declaration of interests (for items on the agenda)	None	
Approval of minutes	The minutes of the previous meeting were approved and signed.	
Improving mobile signal coverage	There has been no further response from EE and both schemes are now closed. Checks will be made at intervals to see if they reopen.	
Neighbourhood Planning	The updated list of sites put forward under the Strategic Housing Land Availability Assessment is now available for viewing. SODC to be contacted to ask what process there might be for a parish council to comment on suitability of these sites, and also to query allocations and whether a Neighbourhood Plan would affect development of these sites. Grants from SODC and the government are only available for a Neighbourhood Plan with a designated area, but it might be possible to apply for Big Lottery Funding to carry out a housing needs survey. Towersey are undertaking a Neighbourhood Plan - a Towersey contact to be asked for more information on this.	JP HM/RB RB
Speeding	Keith Stenning from OCC met with parish councillors for a very useful site meeting, discussing potential options and any lighting requirements. He is commissioning a speed survey to assess the speeding situation through the village. A budget cost for the licence and building of speed tables is to be obtained, then the village consulted to see what action is favoured. The SID is in operation this week, and again is proving a useful visual deterrent.	DW
Playing field	The result of the grant application will be known in July. One of the goalposts needs repair and the part is being sourced.	RB
Development of Sydenham Grove	SOHA to be asked for another meeting to request an update, in view of another property becoming vacant.	MM
SSE electricity supply	SSE have confirmed that they can mole under the ground that was an area for concern. This will be the option with minimal disruption for the owner. Discussions continue regarding wayleaves.	MM
Broadband	Awaiting an update - c/fwd	AI
Grass cutting	OCC will still undertake the current scheduled cuts and will also respond to visibility issues at junctions. The Parish Council is able to undertake extra cuts if they wish. The grant is calculated on contractor rates and so is not viable for many small parishes. The mowing of the greens and common areas (including the playing field) to be agreed with Will Munday.	MM

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

Emergency plan and funds for resilience grant	The remaining road signs are on order and the updated plan has been circulated. A suitable portable generator has been sourced, and a trolley is not required as it has wheels and handles. It was agreed that the order should be placed and the expenditure was agreed. Electricians to be contacted regarding the manual switchover point.	07  DW DW
The Queens's 90th birthday celebrations	The grant application needs to be submitted by 4th June. The treasure hunt is being arranged and a poster for the event is ready to go out on Sydenham Mail and the notice boards. The celebrations are being held in conjunction with the Big Lunch event nationwide.	RB/HM
Clerk's appraisal objectives	Draft protocols for the use of Sydenham Mail to be circulated for comment. An inventory has been made of the filing cabinet content, and is now being checked against retention guidelines. SODC have advised that the planning applications do not have to be kept as all the information is online. Advice has been given on secure destruction. The Transparency Grant application to be submitted for the creation of a parish council website and computer equipment.	HM HM HM HM/RB
Tree works	The hedge removal along the Thame Road by the new children's assessment centre was not subject to planning permission. There is still no response from the tree officer regarding proposed works in the playing field. Cllr Ian White asking for details so that he can help progress the matter.	AI/HM
Footpaths, TOE2	The next grant phase will run from July to October. Any grant application will require two quotations for any schemes - the work required for drainage and surfacing on FP11 is being assessed in conjunction with advice from Jonathon Beale and quotes are being sought.	JP
<u>Finance</u>	The following items were approved for payment: £177.99 Rachel Blake expenses - Emergency Plan equipment £ 84.40 Fane Accountancy Services Ltd - internal audit £ tbc Samba goalpost repair piece  Subject to satisfactory answers on queries raised with Aon, the insurance policy to be renewed and the expenditure of £440.11 approved  The internal audit has been completed with no issues raised.	
NatWest Current a/c: b/f £1,814.21	Payments: £ 25.12 SODC dog hygiene bin 1.10.15-31.3.16 £253.74 Clerk's salary £ 3.07 Southern Electricity - defibrillator supply £ 46.26 Rachel Blake expenses for emergency box £190.20 HMRC - PAYE for Feb-Apr 2016 Receipts: £4,500.00 Precept, first instalment £ 290.48 VAT reclaimed for year ending 31.3.16	Closing balance at 30.04.16
Natwest Reserve a/c: b/f £16,746.95	£0.67 Interest received	£6,086.30 £16,747.62
<u>Planning</u>  P16/S1129/LB	Coopers Yard, Sydenham Road Alterations to outbuilding to provide a home-office <i>No strong views/no objections</i>	

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P16/S1049/FUL	Millfield Gardens, Sydenham Road Removal of Condition 3 (occupancy by persons employed in agriculture) of planning consent SO/N/385/83 dated 12 September 1983. <i>Recommended for refusal</i>	
P16/S1100/MPO	Millfield Gardens, Sydenham Road Removal of Section 52 planning obligation of planning consent SO/N/385/83 dated 12 September 1983 requiring occupancy by persons employed in agriculture. <i>Recommended for refusal</i>	
P16/S0003/HH	Little Brays, Kingston Stert Erection of single storey front extension <i>Permission GRANTED</i>	
<u>Correspondence</u>		
SODC OCC	A Better Deal for Oxfordshire, letter from John Cotton Subsidised buses update Oxfordshire Together update	
<u>Any Other Business</u>		
Cycling groups	Guidance to be sought on rules for how many abreast cyclists may ride.	HM
<p>There being no other business the meeting closed at 10.00pm. The next meeting will be held on Thursday 2nd June in the OSR at 7.30pm.</p>		

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