

Sydenham Parish Council

Minutes of the Annual Meeting of the Parish Council 9th May 2019 at 6.30pm

Present: Alison Isherwood (AI)
David Wilkins (DW)
Cheryl Belson (CB)
Hayley Smith (HS)
Heather Mullins (HM) – Clerk

Apologies: Mike May (MM)

| | | | |
|-----|---|--|--|
| 001 | Declaration of Acceptance of Office | The declaration of acceptance of office forms were signed by all councillors present, MM's form submitted in advance. | |
| 002 | Election of Chairman and officers | The officers of the council were elected as follows: Chairman – Alison Isherwood was proposed by Hayley Smith and seconded by Cheryl Belson Vice Chairman – Mike May was proposed by Alison Isherwood and seconded by Cheryl Belson The chairman signed a further declaration of office. | |
| 003 | Minutes of last Annual Meeting | These were confirmed as accurate. | |
| 004 | Minutes of April meeting | These were approved. | |
| 005 | Standing Orders and Financial Regulations | As part of the recent internal audit recommendation these documents need to be updated to reflect the current NALC wording. Revised documents to be circulated ready for approval at next meeting of parish council. | |
| 006 | Asset Register | There have been two additions in the past year. Approved as current and up to date. | |
| 007 | Confirmation of arrangements for insurance cover | The parish council policy with BHIB has been renewed for a further year with effect from 01.06.19 The van insurance will be due for renewal in July. | |
| 008 | Council subscriptions and donations/grants | The list of current subscriptions was reviewed as follows: Oxfordshire Playing Fields Association £40.00 (renewed 08.03.19) Oxfordshire Association of Local Councils £138.97 (renewed 08.03.19) All are to be renewed during the forthcoming year. The annual donations/grants made in 2018/19 were: Citizen's Advice Oxon and South Vale £100 Sydenham Newsletter £600 Chinnor Village Centre £250 Sydenham Old School Room £500 | |

Signed Date

| | | | | | | | | | | | | | |
|---|--|--|--------------------------------------|------|---------------------|------|------------------------|------|--------------------------|------|---|------|--|
| | | <p>It was agreed that for 2019/20 the annual donations/grants would be as follows:</p> <table> <tr> <td>Citizen's Advice Oxon and South Vale</td> <td>£100</td> </tr> <tr> <td>Sydenham Newsletter</td> <td>£600</td> </tr> <tr> <td>Chinnor Village Centre</td> <td>£250</td> </tr> <tr> <td>Sydenham Old School Room</td> <td>£500</td> </tr> <tr> <td>Ad hoc (for consideration upon application)</td> <td>£100</td> </tr> </table> | Citizen's Advice Oxon and South Vale | £100 | Sydenham Newsletter | £600 | Chinnor Village Centre | £250 | Sydenham Old School Room | £500 | Ad hoc (for consideration upon application) | £100 | |
| Citizen's Advice Oxon and South Vale | £100 | | | | | | | | | | | | |
| Sydenham Newsletter | £600 | | | | | | | | | | | | |
| Chinnor Village Centre | £250 | | | | | | | | | | | | |
| Sydenham Old School Room | £500 | | | | | | | | | | | | |
| Ad hoc (for consideration upon application) | £100 | | | | | | | | | | | | |
| 009 | Review of bank standing orders, direct debits, fees and charges | <p>The arrangements currently in place are as follows:</p> <p>SSE payment for the defibrillator electricity supply – monthly direct debit</p> <p>Safe custody fee for the playing field deeds – annual payment of £25</p> <p>A standing order to be set up for clerk's expenses for virtual landline, £7.96 per month</p> | | | | | | | | | | | |
| 010 | Review of Risk Assessment | This has been reviewed and is adopted for the forthcoming year. | | | | | | | | | | | |
| 011 | Review of staff contract | Clerk to have review in July after six month probationary period in post. The current salary is based on 23 hours per month, at salary point SCP32 (pro rata). | | | | | | | | | | | |
| 012 | Review of procedure for handling requests under Freedom of Information Act 2000 | Councillor details updated following the election. Adopted for the forthcoming year. | | | | | | | | | | | |
| 013 | Review of data protection and privacy policy | This has been reviewed and is adopted for the forthcoming year. | | | | | | | | | | | |
| 014 | Determining the time and place of ordinary meetings of the full council up to and including the next Annual Meeting | <p>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 Sydenham Mail), excepting August when there will be no scheduled meeting.</p> <p>The date of the next Annual Parish Council Meeting and Annual Parish Meeting will be on 7th May 2020 providing the hall is available.</p> | | | | | | | | | | | |
| 015 | Members' declaration of interests (for items on the agenda) | No interests declared | | | | | | | | | | | |
| 016 | Planning | <p>P19/S0482/LB The Barn, Sydenham Road OX39 4LT Demolish derelict porch and build new porch SODC decision: Listed building consent granted</p> <p>APP/Q3115/W/18/3217437 April Cottage, 13 Thame Road, Sydenham OX39 4LA Erection of a 3-bedroom detached dwelling Planning Inspectorate decision: appeal dismissed</p> | | | | | | | | | | | |

Signed Date

| | | | |
|-----|---|---|--|
| | | <p>P19/S0468/HH The Old Bakery, Sydenham Road OX39 4NB Demolition of existing garage and part rear extension. Construction of single storey part side part front extension and single storey rear extension and altered fenestration. SODC decision: planning permission granted</p> <p>P18/S3011/HH and P18/S3012/LB Ryders Farm, Sydenham Road OX39 4LR Relocation of former granary building and associated external works SODC advise applications have been withdrawn by applicant</p> <p>P19/S1401/HH The Old Bakery, Sydenham Road OX39 4NB Amendment to planning consent P19/S0468/HH Demolition of existing garage and part rear extension. Construction of single storey part side part front extension and single storey rear extension and altered fenestration. Extension of time granted to allow discussion at next parish council meeting on 6th June</p> | Rec'd 8.5.19 |
| 017 | Finance | <p>The following items were approved for payment:</p> <p>£3.09 SSE Telephone box supply – March £3.09 SSE Telephone box supply - April £786.08 Clerk's salary May, including March overtime and NALC national pay award backdated to 1.4.19 £36.83 Clerk's expenses £52.80 Grant and Stone Ltd – edging materials for playing field £244.30 Go Daddy renewal – agreement for three years £216.00 Auditing Solutions Limited – internal audit fee £3690.00 O'Neil Homer – Neighbourhood Plan consultation £282.00 Heartbeat Foundation, defibrillator battery, plus delivery £94.62 David Wilkins expenses – mower repairs £10.00 Alison Isherwood expenses – diesel for van £69.27 David Wilkins expenses – Annual Parish Meeting</p> | |
| 018 | <p>NatWest Current a/c: b/f £11,137.30</p> <p>NatWest Reserve a/c: b/f £12,120.47</p> | <p>Payments:</p> <p>£347.30 Clerk's salary, March £354.99 BHIB insurance renewal £3.09 SSE Telephone box March account £52.80 Grant & Stone Ltd, playing field edging £7.96 Buzz Networks virtual landline, repay clerk £81.00 DM Payroll Services, yearly fee £12.00 David Wilkins expenses, fuel for mower £13.09 SODC dog bin emptying 01.01.19 – 31.03.19</p> <p>Receipts:</p> <p>£5,000.00 SODC, precept 2019/20 first instalment £2,483.65 HMRC VAT repayment for period 01.04.18-31.03.19</p> <p>Receipt: £2.13 interest</p> | <p>Closing balance at 30/04/19</p> <p>£17,748.72</p> <p>£12,122.60</p> |

Signed Date

| | | | |
|-----|--------------------------------|--|----|
| 019 | | Finance report – outturn against budget circulated, bank reconciliation signed. The April statement has confirmed there are no CIL monies due. | |
| 020 | | The internal auditor’s report for year ending 31.3.19 was presented to the parish council and the three recommendations noted for action where required. | HM |
| 021 | | Approval of Annual Governance Statement and Accounting Statements for 2018/19 – sections 1 and 2 of the Annual Governance and Accountability Return were duly signed by the Chairman and Clerk. The return will now be submitted for external audit. | HM |
| 022 | Matters carried forward | SSE – the final land access and wayleave issues are being dealt with by SSE’s lawyers. Final works are subject to some limitations on access to the land imposed in the growing season. The village experienced another lengthy power cut this week which affected 147 homes for 7½ hours. | |
| 023 | | Speeding The SID belonging to Thames Valley Police is being repaired, however Chinnor Parish Council have a device which might be available for loan. This to be arranged for week commencing 20 th May if possible. Insurance for volunteers is covered by TVP. PCSO Graham Davey has offered assistance. The fixed VAS signs with a speed display can also be used for Community Speedwatch. New signs to deter speeding to be purchased – approval given for 6x A1 size correx signs (£200). Suitable locations for these signs were discussed. The installation of the pinch point by Box Cottage is scheduled for the end of July with a road closure confirmed for 29 July - 2 August. Once this is complete advice will be sought for traffic calming measures in the Park View stretch of road. | HM |
| 024 | | Playing Field The materials for the new gates will be delivered tomorrow. The monthly inspections will be handed over to David Wilkins, Rachel to go through the details and pass on the log book. | |
| 025 | | Road drainage and ditches Water is running well in the cleared ditches. The road closure at the end of July will be also to investigate the continued drainage problems opposite Byre House. This work is being done at the same time as the pinch point installation. | |
| 026 | | Neighbourhood Plan A presentation will be made at the Annual Parish Meeting this evening at 8pm | |

Signed Date

| | | | |
|--|---------------------------|---|----------|
| 027 | | <p>SODC deep cleanse and road sweeper</p> <p>The deep cleanse team will be clearing moss and weeds from the pavements throughout the village during 7-9th May.</p> <p>The road sweeper visited the village two days ago, and will be requested again following the dragon patcher works yesterday.</p> <p>The village Litterpick will be on Sunday 11th May, meeting on the green at 11am.</p> | HM |
| 028 | Matters arising | The completed register of interest forms were collected ready for submission to the Monitoring Officer at SODC. | HM |
| 028 | | <p>The defibrillator battery needed to be replaced – this has now been exchanged and the records with Community Heartbeat updated.</p> <p>It was suggested that we have an additional guardian to do site checks – HS has volunteered and Janet will show her how to do the necessary checks.</p> | |
| 029 | Correspondence | <p>OALC - executive committee nominations</p> <p>Enrych Oxfordshire – request for financial support</p> | |
| 030 | Any Other Business | <p>Dog hygiene bin – a request has been made to install a bin near Plough Corner. Costs to be researched for next meeting.</p> <p>The memorial tree on Plough Corner was taken down by SOHA as it was diseased. They have given permission for this to be replaced if they are notified of the details. Sydenham Fayre have approved funding of a replacement tree.</p> | HM CB |
| <p>There being no other business the meeting closed at 7.45pm</p> <p>The next meeting date will be Thursday 6th June at 7.30pm in the Old School Room</p> | | | |

Signed Date