

# Sydenham Parish Council

Minutes of the Annual Meeting of the Parish Council 6<sup>th</sup> May 2021 at 6.30pm

Present: Alison Isherwood (AI) - Chair  
 Michael May (MM) - Vice Chair  
 David Wilkins (DW)  
 Cheryl Belson (CB)  
 Hayley Smith (HS)  
 Heather Mullins (HM) – Clerk

Under the current restrictions concerning Coronavirus it was not possible for the scheduled meeting of the Parish Council to take place in the Old School Room. In line with The Corona Virus Act 2020 section 78(2) this meeting was held remotely.

019	<b>Election of Chairman and officers</b>	The officers of the council were elected as follows: Chairman – Michael May was proposed by Alison Isherwood and seconded by David Wilkins Vice Chairman – Alison Isherwood was proposed by Michael May and seconded by Cheryl Belson The acceptance of office form will be completed by the elected Chair	
020	<b>Minutes of last Annual Meeting</b>	The minutes from 2019 were confirmed as accurate. Due to the covid pandemic no Annual Meeting was held in 2020.	
021	<b>Standing Orders and Financial Regulations</b>	These were reviewed in September, and the Financial Regulations have been updated this month in accordance with OALC guidance.	
022	<b>Asset Register</b>	There have been two changes in the past year. Approved as current and up to date.	
023	<b>Confirmation of arrangements for insurance cover</b>	It was agreed that the policy with BHIB would be renewed with effect from 01.06.21, with an increase in cover for Street Furniture in accordance with the asset register. The optional covers for Business Interruption and Terrorism are not required. BHIB provide a free option of digital mapping for assets. It was agreed that this option should be taken up and that the extension of the long term agreement by one year is approved.	HM
024	<b>Council subscriptions and donations/grants</b>	The list of current subscriptions was reviewed as follows: Oxfordshire Association of Local Councils £146.16 (05.03.21) This will be renewed during the forthcoming year. There were no donations made in 2020/21, and a grant of £320 was made to Sydenham Old School Room. It was agreed that for 2021/22 that donations would be considered on an ad hoc basis and that the budgeted grants would be made as required.	

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025	<b>Review of bank standing orders, direct debits, fees and charges</b>	The arrangements currently in place are as follows: Direct Debit to SSE for the defibrillator electricity supply, £3.18 per month Direct Debit to Information Commissioner's Office, £35 per year Standing Order to repay clerk for virtual landline, £7.96 per month Fee for safe custody of documents at the bank, £25 per year	
026	<b>Review of Risk Assessment</b>	This was reviewed in March and is adopted for the forthcoming year.	
027	<b>Review of staff contract</b>	This formed part of the Clerk's review in April.	
028	<b>Review of the Publication Scheme</b>	This was reviewed in October and updated with the ICO registration number in April. Adopted for the forthcoming year.	
029	<b>Review of data protection and privacy policy</b>	This was reviewed in October, updated with the ICO registration number in April and is adopted for the forthcoming year.	
030	<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 Sydenham Mail), 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 5th May 2022 providing the hall is available. From September these meetings will be held in the OSR provided that covid requirements can be met. Until that point meetings will be held outside if weather permits or virtually, to ensure the safety of councillors and any attending members of the public. The location will be advertised via the agenda.	
031	<b>Members' declaration of interests (for items on the agenda)</b>	No interests declared.	
032	<b>Minutes of April meeting</b>	These were approved and will be signed in due course.	
033	<b>Planning</b>	P21/S1260/FUL Manor Farm, Brookstones, Sydenham OX39 4LZ Variation of wording of condition 5 to remove words 'and approved in writing by' in the sentence 'shall be submitted to and approved in writing by the local planning authority' on planning application P18/S0967/FUL <i>Parish Council recommendation: response submitted, no objection</i>  P21/S1433/HH The Old Rickyard, Sydenham Road, Sydenham OX39 4LR Proposed single storey rear extension, additional dormer windows and external alterations <i>Parish Council recommendation: response submitted, no objection</i>	

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		<p>P21/S1458/FUL Wayside, Stert Road, Chinnor OX39 4NL Demolition of existing three bedroom detached dwelling house and outbuildings; Construction of new private self-contained seven bedroom dwelling house with landscaping. <i>Parish Council recommendation: objects</i></p> <p>P21/S1615/LB 1 Musgrave Cottages, Sydenham Road, Sydenham OX39 4ND Window repair and refurbishment <i>Parish Council recommendation: supports</i></p> <p>P21/S0817/HH The White House, Sydenham Road, Sydenham OX39 4NE Demolition of a garage. Construction of a 2 storey side extension, single rear extension and external works. <i>SODC planning permission granted</i></p>	
034	<b>Finance</b>	<p>The following items were approved for payment:</p> <p>£3.09 SSE Telephone box supply £7.96 Buzz Networks virtual landline, reimburse clerk £418.75 Clerk's salary £12.00 Scoop Dotty Dog – dog bin emptying £120.00 DM Payroll Services Ltd – payroll administration £228.00 Auditing Solutions Limited – internal audit fee £384.41 BHIB Ltd insurance renewal – to be revised as above</p>	
	<p>NatWest Current a/c: b/f £359.25</p> <p>NatWest Reserve a/c: b/f £16,620.47</p>	<p>Payments:</p> <p>£418.75 Clerk's salary for March £12.00 Scoop Dotty Dog – dog bin emptying in March £3.18 SSE – electricity supply for defibrillator in the phone box £25.55 DW expenses, fuel for mower £7.96 Buzz Networks virtual landline, repay clerk £35.00 ICO registration, annual fee £418.75 Clerk's salary for April</p> <p>Receipts:</p> <p>£500.00 transfer from reserve account £8,000.00 SODC, precept 2021/22 first instalment £5,367.83 HMRC VAT repayment for period 01.04.20-31.03.21 £5,234.50 Construction Industry Levy</p> <p>Receipt: £0.13 interest</p>	<p>Closing balance at 30/04/21</p> <p>£18,540.39</p> <p>£16,120.60</p>
035		<p>The internal auditor's report for the year ending 31<sup>st</sup> March 2021 was presented to the parish council and the recommendation noted. The audit documentation for year ending 31<sup>st</sup> March 2021 was presented to the Council and approved.</p>	

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		Sections 1 and 2 of the Annual Governance and Accountability Return were approved and will be signed by the Chair and RFO for submission to the external auditor.	
036		The CIL monies due in April '21 had been allocated towards the chicane project and monies from general reserves used in the interim. The outturn against budget will be updated accordingly now that the CIL payment has been received.	HM
037	<b>Matters carried forward</b>	<b>Feltham Construction</b> The OSR carpark has been made available to contractor vans to reduce traffic congestion past the site.	
038		<b>Playing field</b> Prices to be obtained for play bark.	DW/HM
039		<b>Speeding on B4445 and through the village</b> OCC have produced a design for the chicane on the B4445, similar to that on Sydenham Road with the addition of lighting activated by a movement sensor (as on the Kingston Blount pinch point). The estimated cost of proceeding with both this scheme and the 20mph limit in the village would require a further £15k to the CIL monies already obtained by Councillor Matelot. It was agreed that both schemes should be progressed if possible and additional funding sought. If a priority has to be chosen the B4445 scheme would take precedence due to the dangerous nature of the Emmington junction. Swarco have not yet provided an equitable solution to the VAS. It was agreed that a sum of £1k would be withheld whilst this is resolved, and the balance of the invoice should be paid.	MM  HM
040		<b>Wildflower meadow and oak sapling</b> The meadow has been ploughed and harrowed. The main part of the field will be planted with Sainfoin which is attractive to wildlife and will not need re-seeding for three years. An area close to the brook has been prepared for wildflower sowing. The oak sapling is being looked after by nearby allotment holders.	
041		<b>Village repairs and maintenance</b> The verges towards Kingston Stert will shortly be ready for seeding, requiring a planting team of 6 volunteers to seed and rake. Permission to clear the ditch by Copse Farm has been obtained, and the best method of clearing the debris was discussed. The volunteer team to be consulted. OPC will be inspecting the drainage pipes next week. The broken Thames Water manhole cover on Sydenham Road has been reported. Repairs are complete and the verge will be reinstated.	DW  MM
042		<b>Footpaths and bridleways</b> The landowner for the Jays bridleway is considering options for surfacing solutions. An estimate for the surfacing work has been	

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		obtained by the parish council, and provisional expenditure of £500-£600 approved as a contribution. A meeting is being sought with the Countryside Services officer to discuss Sewells Lane. Any solutions using grant funding will require a detailed specification from OCC and other contractors quoting for a scheme.	MM  AI
043		<b>Faster broadband</b> The existing ducting and connections in the village have been mapped and shared with Openreach. The engineers have been asked to visit the village before finalising the cost to ensure they have a full understanding of the challenges and requirements.	MM
044		<b>Tree works</b> The landowner of the roadside willows has work in hand. The grass on the village green is starting to regrow, and once the drainage issues are resolved more can be done on this area.	DW
045		<b>Clerk's annual appraisal</b> This is complete. An audit of the filing cabinet and record storage has been identified as a key task.	
046	<b>Matters arising</b>	<b>Relocation of the original footpath map</b> The original painting was framed and a copy used for the display on the green due to potential problems with damp. The original previously hung in the Old School Room but is no longer required. As lots of walkers visit the Inn at Emmington the landlord has been asked if the framed map could be accommodated. It was agreed that this should be the new location.	
047	<b>Correspondence</b>	Mr Grosvenor – work to property affecting footpath OALC April update	MM/HM HM
048	<b>Any Other Business</b>	OCC Super User scheme – volunteer to be sought for role of SU/road warden.  Michael May thanked Alison Isherwood for her sterling work as Chairman of the Parish Council over many years.	DW
There being no other business the meeting closed at 8pm, and was followed by the Annual Parish Meeting. The next meeting date will be Thursday 3 <sup>rd</sup> June at 7.30pm – location to be agreed prior to the publication of the agenda.			

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