

# Sydenham Parish Council

Minutes of the Parish Council meeting held on 2<sup>nd</sup> September 2024 in the Old School Room

Present: Michael May (MM) - Chair  
 Vicki Roe (VR) - Vice Chair  
 David Wilkins (DW)  
 Tara Glen (TG)  
 Heather Mullins (HM) - Clerk

The meeting was pleased to welcome Cllr Ed Sadler and one member of the public.

087	<b>Members' declaration of interests (for items on the agenda)</b>	None	
088	<b>Minutes of previous meeting</b>	The minutes of the previous meeting were approved and signed	
089	<b>Planning</b>	<p>P24/S0911/FUL          Land Adjoining Park House Park View Sydenham Oxon OX39 4LQ          Erection of a detached dwelling with parking and amenity space          (additional photographs received 18th April 2024 and amended documents received 28 May 2024)  <i>SODC Planning Committee decision – permission refused</i></p> <p>P24/S1774/LB          Brook Cottage, Brookstones, Sydenham OX39 4LY          Replacement of timber framed windows  <i>SODC decision – permission granted</i></p> <p>P24/S0911/FUL Land Adjoining Park House Park View OX39 4LQ          Erection of a detached dwelling with parking and amenity space          Proposed amendment to previous application – awaiting formal application from SODC</p> <p>The recent planning enforcement query raised with SODC continues through the due process. The Parish Council has sought advice at District level from Councillors and the Head of Planning regarding what it feels is a lack of deterrent within the enforcement process.</p>	MM/HM
090	<b>Finance</b>	<p>The following items were approved for payment:</p> <p>£8.75 Virtual Landline          £5.41 SSE electricity supply for defibrillator          £476.25 Clerk's salary          £54.00 Pet Waste Solutions          £38.59 DW expenses, fuel for mower          £287.99 Mowing expenses for Chris Morgan          £252.00 Moore East Midlands – external audit          £1,458.33 ET Sheppard – deposit for Coronation Stone          £25.00 Voucher for volunteer</p>	

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		£675.77	Annual instalment of Swarco maintenance contract	
	NatWest Current a/c: b/f £151.48	Payments:		Closing balance at 31/08/24
		£476.25	Clerk's salary for June	
		£5.41	SSE - electricity supply for defibrillator	
		£30.55	DW expenses - fuel for mower	
		£36.00	Pet Waste Solutions, dog bin emptying	
		£8.75	Virtual Landline	
		£59.99	Microsoft renewal	
		£1,104.00	Grafham Construction Ltd - bark edging/filling, bench repairs	
		£5.24	SSE - electricity supply for defibrillator	
		£36.00	reimburse Barry for bus shelter paint	
		£38.59	DW expenses - fuel for mower	
		£93.60	RoSPA Play Safety	
		£287.99	Mowing expenses for Chris Morgan	
		£476.25	clerk's salary for July	
		£252.00	Moore East Midlands, external audit	
		£1,458.33	ET Sheppard stonemason - coronation plaque	
		£8.75	Virtual Landline	
		£500.00	Sydenham Newsletter - Fayre beneficiary	
		£300.00	Stokenchurch Dog Rescue - Fayre beneficiary	
		£300.00	Chinnor Activity Club - Fayre beneficiary	
		£500.00	Sydenham Church Choir - Fayre beneficiary	
		£500.00	Churchyard maintenance c/o Nick Potts - Fayre beneficiary	
		£500.00	St Mary's Church fabric fund - Fayre beneficiary	
		£300.00	Sydenham WI - Fayre beneficiary	
		£200.00	Mill Lane Breakfast Club - Fayre beneficiary	
		£250.00	Chinnor Village Centre - Fayre beneficiary	
		£100.00	Lewknor Pre-school - Fayre beneficiary	
		£300.00	Jack and Jill - Fayre beneficiary	
		£250.00	Mill Lane Outdoors project - Fayre beneficiary	
		£36.00	Pet Waste Solutions, dog bin emptying	
		£25.00	Voucher for DofE volunteer	
		£1.00	test payment to Swarco	
		£700.00	Sydenham Cricket Club - Fayre beneficiary	
		£674.77	Swarco first annual instalment of Gold Maintenance Contract	
		£300.00	Church flowers c/o H A Stancliffe - Fayre beneficiary	
		£5.41	SSE - electricity supply for defibrillator	
		Receipts:		
		£10,630.00	total of transfers from reserve account	£661.60
	NatWest Reserve a/c: b/f £42,610.48	Payments:		
		£10,630.00	total of transfers to current account	
		Receipts:		
		£54.61	interest received July	
		£42.75	Interest received August	£32,077.84
091		The external audit report was presented to the council. The audit is complete for the year ending 31 March 2024 with no matters arising.		

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		The Notice of Conclusion of Audit has been published on the notice boards and website.	
092	<b>Matters carried forward</b>	<b>Playing field</b> The annual RoSPA report has been received. As ever, huge thanks go to Dave Wilkins for maintaining the playing field and equipment so wonderfully.	
093		<b>VAS signs, existing and 20mph replacements</b> A maintenance agreement has been taken out with Swarco for the two large VAS signs on the B4445. An engineer visit was arranged for the sign that is not working and whilst on site the yearly maintenance was carried out on the sign by the chicane. When the inactive sign was inspected, theft of the internal workings was discovered (the police have confirmed a local spate of such thefts). This matter is now being dealt with by the insurance company. The Oxfordshire County Council 20mph team have given a choice of designs for the two smaller VAS signs on Sydenham Road. These were duly selected and we await an update on their installation.	HM
094		<b>Speeding</b> The Community Speedwatch scheme for Sydenham has been registered and the co-ordinator has completed their training. The sites at which the radar gun could be deployed were agreed and will be submitted for approval. CSW signage options to be investigated. Quotes for white lining and refurbishment of roundels and road markings have been sought over the summer. OCC have now incorporated these works and their cost into the planned programme for which we are very grateful. Two further additions to be queried. Quotes to replace the village entrance gates to be obtained.	HM HM  VR DW
095		<b>Village repairs and maintenance</b> The bollards by Box Tree House and village entrance gates to be painted, and reflective strips on the bollards replaced. Junction markings at Inn at Emmington junction have been reported and will be refurbished as part of the speed reminder works above. The Deep Cleanse team attended at the start of August as requested and cleared pavement weeds. Reports of suspected Giant Hogweed growth to be reported to OCC Countryside Team for the appropriate action. A schedule of the annual hedging, ditching and vegetation clearance has been compiled to enable contractors to provide a maintenance quote. This will aid the both the budgeting and a formal scheduling of the works on an ongoing basis.	DW   HM  MM
096		<b>Drainage and flooding</b> Diary reminders to be issued to residents and neighbouring parishes of the road closures in October for the culvert works. Contractor quotes are being considered for the three sections of work for which funding has been obtained. These are the culvert installations in Sydenham Road, the ditch clearance by the Inn at Emmington and the improvement of gully drainage in Brookstones. A	SM/FB/HM

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		co-ordination meeting will be held to agree working arrangements between the contactors involved. Sydenham Parish Council have committed a total of £2,000 towards these combined works. Road closure signage to include The Crown being open for business.	TG
097		<b>Footpaths and bridleways</b> Clearance of the bridleways/footpaths is included in the maintenance schedule mentioned above. The vegetation on Sewells Lane bridleway has been cleared back to wonderful effect, and it is hoped to get the surface harrowed. The additional width from the clearance will enable tractor usage to stay to one side. The new dog bin has been installed and is included on the emptying round by Pet Waste Solutions.	
098		<b>Fayre Committee</b> The Fayre Committee have agreed the beneficiaries for 2024 and the payments are being arranged.	
099		<b>Emergency Plan Review</b> The revised document will be operated by a core emergency group, who activate resources as needed. An emergency kit including a wind-up radio will continue to be held at the OSR. Purchase options to be circulated for consideration.	VR HM
100		<b>Assets of Community Value</b> The nomination has been submitted. The Community Enablement team has requested some additional information which the OSR Committee are providing.	HM
101		<b>Process for filling a Parish Council vacancy</b> SODC Electoral Services confirmed that no election was called and that co-option can proceed. Conversations are being held with interested candidates.	DW
102	<b>Matters Arising</b>	<b>Coronation Stone</b> The faculty has been approved, the order for the stone placed and a deposit paid. Lead time to be confirmed with stonemason.	HM
103		<b>Defibrillator supply</b> The electricity supplier advised that they are unable to renew the contract for the defibrillator supply due to incoming changes by the Energy Regulator. There has been lack of information or warning for this. The current supply can continue on a variable business rate but the cost is not viable. Energy suppliers are being asked for options and the possibility of moving the defibrillator to another location with an electricity source is also being explored.	HM
104		<b>Neighbourhood Plan</b> The village Neighbourhood Plan team will convene later this month to start the review of Sydenham's Neighbourhood Plan. This will be a full review to gain the best possible protection for the village, including using legal advice already obtained regarding the need to allocate sites. The review process will take at least a year and will include costs for consultation and publications. These costs are	TG/MM

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		already covered by ringfenced monies. A referendum will be required as part of the process.	
105	<b>Correspondence</b>	<p>SODC Electoral Services – councillor vacancy</p> <p>OCC - Proposed diversion of Footpath 8</p> <p>Moore – audit completion</p> <p>OALC - July update</p> <p>Parish Council Domains helper service – presentation</p> <p>SODC - Decarbonisation support policy 2024</p> <p>SODC - Planning Surgeries for Town and Parish Councils</p> <p>Diocese - Coronation Stone faculty documents</p> <p>2x allotment queries – sent on to Munday’s Charity</p> <p>SODC - Councillor Community Grants, funding for community projects</p> <p>DofE scheme – volunteer assessment</p> <p>Resident – potential sighting of Giant Hogweed</p> <p>OALC - vote regarding raise in subscriptions</p> <p>Winter Preparedness – salt orders for winter 2024</p> <p>Signage request re. The Crown to be included in road closure</p> <p>Correspondence regarding Planning Enforcement procedure</p> <p>OCC - District’s Digital Infrastructure Webinar invitation 14<sup>th</sup> Oct</p>	<p>All</p> <p>HM</p> <p>HM</p> <p>HM</p> <p>HM</p> <p>HM</p> <p>HM</p> <p>HM</p> <p>HM</p> <p>MM</p> <p>TG</p>
106	<b>AOB</b>	<p>Santa Sleigh date confirmed as 19<sup>th</sup> December</p> <p>SM to query info for Harvest Festival</p> <p>Forthcoming meeting dates, start time moving to 7pm for winter: 3<sup>rd</sup> October, 7<sup>th</sup> November, 5<sup>th</sup> December.</p>	<p>HM</p>
<p>There being no other business the meeting closed at 9.40pm</p> <p>The next meeting will be held on Thursday 3<sup>rd</sup> October at 7.00pm in the Old School Room</p>			

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