

# Sydenham Parish Council

Minutes of Parish Council Meeting 4<sup>th</sup> April 2019 at 7.30pm

Present: Alison Isherwood (AI) – Chair  
 Rachel Blake (RB) – Vice Chair  
 David Wilkins (DW)  
 Heather Mullins (HM) – Clerk

Apologies: Mike May (MM)  
 Janet Potts (JP)

The meeting was pleased to welcome two members of the public

<b>Members' declaration of interests (for items on the agenda)</b>	No interests declared	
<b>Approval of minutes</b>	The minutes of the previous meeting were approved and signed.	
<b>Planning</b>		
<b>P18/S0423/O</b>	Land adjoining Park Villa, Sydenham Road, OX39 4LH Outline application for erection of three detached two-storey/chalet-style dwellings incorporating matters of access and layout with all other matters reserved. <b>SODC decision: outline planning permission refused</b>	
<b>P19/S0230/HH</b>	The White House, Sydenham Road, OX39 4NE Variation of conditions 2 (approved plans) and 5 (parking) of planning permission P18/S0797/HH to reduce the number of parking spaces to the rear garden. Demolition of a garage. Construction of a 2-storey side extension, and single storey rear extension, (with on site parking to the rear as per amended plans received 16.04.18). <b>SODC decision: planning permission granted</b>	
<b>Neighbourhood Plan</b>	The consultation period has now finished. The comments received and replies from the statutory bodies consulted will now be evaluated and combined into the plan as appropriate. Comments will be identified and acknowledged, and the plan will state where they have been adopted. Working in conjunction with the external consultant, the Sydenham Neighbourhood Plan Group aim to re-present the finalised plan at the Annual Parish Meeting on 9 <sup>th</sup> May. After this the document will be submitted to South Oxfordshire District Council for comment, after which it will go to an independent examiner for review. The final stage will be a public referendum. The Sydenham Neighbourhood Plan Group will also respond to a query regarding an alleged conflict of interest.	

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<b>Finance</b>	<p><b>The following items were approved for payment:</b></p> <p>£3.09 SSE Telephone box February account  £347.30 Clerk's salary April  £250.00 Adrian Nicholls, ditching and maintenance  £13.09 SODC dog bin emptying 01.01.19-31.03.19  £12.00 Dave Wilkins expenses – fuel for mower  £81.00 DM Payroll Services Ltd  £7.96 Buzz Networks Limited, virtual landline (repay clerk)</p> <p>The insurance renewal documents from Aviva have been received and have been compared with an alternative quotation from Zurich.  It was decided that the parish council would renew with Aviva and the annual premium of £354.99 was approved.</p> <p>The audit documentation for year ending 31.03.19 is nearly complete and will be sent to the internal auditors in the next week once the VAT claim has been submitted.</p> <p>The draft budget for 2019/2020 was approved with one amendment on Clerk's salary. NALC pay award to be applied from 1<sup>st</sup> April, and review to take place after six months in post.</p>	HM
NatWest Current a/c: b/f £12,139.42          NatWest Reserve a/c: b/f £12,118.54	Payments: £120.00 Chris Cooper/Estate of JM Wallington, hedge trimming £42.00 Oxfordshire Playing Fields subscription £142.80 Crendon Motors, van check and battery £138.97 Oxfordshire Association of Local Councils subscription £7.96 Buzz Networks virtual landline, repay clerk £3.09 SSE Telephone box January account £250.00 Adrian Nicholls, ditches and maintenance Receipts: £50.00 Thames Water, consideration payment  Receipt: £1.93 interest	Closing balance at 29/03/19          £11,137.30          £12,120.47
<b>SSE electricity supply</b>	C/fwd	MM
<b>Speeding / Pinch point and van</b>	<p><b>Pinch point</b>  At the County committee meeting the decision was taken in favour of the pinch point project proceeding. The necessary road closure is now being applied for, although this process could take up to 3 months.</p> <p><b>Van parking</b>  Data downloaded from the VAS by Park House has proved that the van is effective in slowing down the average speed when parked on the village road.</p>	
<b>Playing Field</b>	The maintenance works to the bark area are nearly complete, with just the bark level to be topped up.	DW

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	<p>A grant application to be made for new goal posts and contribution towards the new gates.</p> <p>The monthly inspections will be handed over to another councillor when the new Parish Council forms in May.</p> <p>A payment to cover material costs for the gate was approved to enable the order to be placed - £905.00 plus vat</p>	<p>RB</p> <p>RB</p>
<b>Road Drainage &amp; ditches</b>	<p>The continued failure of the drains by Old Byre House has been reported to Highways on Fix My Street. The ongoing situation to be brought the attention of our County Councillor.</p> <p>The ditching works carried out in the village are proving very effective, with water flowing easily.</p> <p>Three potential areas have been identified for more daffodil planting, and four sacks of bulbs will be purchased in the autumn.</p>	<p>HM</p> <p>DW</p>
<b>Election</b>	<p>There is an uncontested election for Sydenham and the five councillors nominated will form the Parish Council with effect from 2nd May. The formal acceptance of office will take place at the Annual Meeting of the Parish Council on 9<sup>th</sup> May.</p>	
<b>Sydenham Grove</b>	<p>A letter has been received from Soha stating that the redevelopment of Sydenham Gove has been delayed due to the uncertainty of the housing market. A response to be sent in acknowledgement with a query regarding any review date.</p> <p>An application for discharge of planning conditions has been submitted by Soha. Whilst the Parish Council are not formally asked to respond, their views can be submitted for consideration. A letter to be sent to the Case Officer accordingly.</p>	<p>HM</p> <p>HM</p>
<b>Review of key documents</b>	<p>These have been reviewed by JP and MM, with comments and changes suggested. HM to implement changes as discussed and re-circulate. Computer protection was discussed.</p>	<p>HM</p> <p>RB</p>
<b>Tree in Brookstones</b>	<p>As LPA approval is not required for the removal of dead branches, the branch under discussion has been taken down.</p>	
<b>Arrangements for Annual Meeting and Annual Parish Meeting</b>	<p>The same format to be followed as last year, with invitations to be issued to the key groups and speakers.</p>	<p>HM</p>
<b>Matters Arising</b>	<p><b>SODC deep cleanse</b> – the team will be visiting the village 7-9<sup>th</sup> May and will undertake a thorough clean of all pavement areas, removing moss and weeds. The village litterpick will be held on the 12<sup>th</sup> so the deep cleanse team will not deal with the litter on this occasion.</p> <p>The road sweeper has been booked to come out as soon as possible to deal with road silt and a second visit might be possible before the Fayre if required.</p> <p><b>Planned roadworks in Chinnor</b> – Chinnor Parish Council have circulated the details of the necessary road closures. These will inevitably impact on the village with an increase in through traffic. The PCSO to be consulted regarding</p>	

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	possible courses of action that the village can take for traffic calming during these periods.	
<b>Correspondence</b>	Soha –delay to redevelopment of Sydenham Grove OCC – Community Emergency Planning Survey 2019 Calor Rural Community Fund – grant scheme	HM HM RB
<b>Any Other Business</b>	Records management – clerk to purchase archive filing wallets to improve space in filing cabinets (expenditure approved). Contact to be re-established with the county records office in the summer with a view to moving records. Clerk hours – record of hours worked to be reviewed quarterly with either a balancing payment made for overtime or unspent hours carried forward. March overtime to be paid.	HM HM
<p style="text-align: center;">There being no other business the meeting closed at 21.55pm The next meeting will be the Annual Meeting of the Parish Council on Thursday 9<sup>th</sup> April 2019 at 6.30pm in the Old School Room, followed by the Annual Parish Meeting at 8pm.</p>		

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