

Sydenham Parish Council

Minutes of virtual Parish Council meeting 7th May 2020 at 7.30pm

Present: Alison Isherwood (AI)
 Michael May (MM)
 David Wilkins (DW)
 Cheryl Belson (CB)
 Heather Mullins (HM) – Clerk

Apologies: Hayley Smith (HS)

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.

025	Members' declaration of interests (for items on the agenda)	No interests declared.	
026	Approval of minutes	The minutes of the previous meeting were approved and will be signed in due course.	
027	Planning	None	
028	Finance	<p>The following items were approved for payment:</p> <p>£3.17 SSE telephone box £7.96 Buzz Networks virtual landline £354.20 Clerk's salary for May £30.00 CB expenses, webinar for quiz £120.00 DM Payroll, payroll services for 2020/2021 £222.00 Auditing Solutions Ltd, internal audit £120.00 CB expenses, Kahoot virtual quiz £13.81 SODC dog bin emptying 01.01.20--31.03.20 £750.00 Fayre payment to Sydenham Newsletter £31.53 DW expenses, fuel for mower £358.56 BHIB insurance renewal</p>	
029	NatWest Current a/c: b/f £1,542.29	<p>Payments:</p> <p>£354.20 Clerk's salary for March £7.96 Buzz Networks virtual landline £120.00 DM Payroll, payroll services 2020/2021 £23.53 CB expenses, Zoom webinar £13.81 SODC dog bin emptying 01.01.20-31.03.20 £13.81 SODC dog hygiene bin emptying 1.10.19-31.12.19 £3.17 SSE telephone box £120.00 CB expenses, Kahoot virtual quiz, shared equally with Fayre £10,000.00 transfer to reserve account</p>	Closing balance at 30/04/20

Signed Date

	NatWest Reserve a/c: b/f £25,657.76	Receipts: £8,000.00 SODC precept, first instalment £2,792.60 HMRC, VAT claim for 01.04.19-31.03.20 Receipts: £4.71 Interest for April £10,000.00 transfer from current account	£1,692.22 £35,662.47
030		The internal auditor's report for the year ending 31.3.20 was presented to the parish council and the four recommendations noted. Sections 1 and 2 of the Annual Governance and Accountability Return will be signed by the Chair and RFO for submission to the external auditor. The Council considered donations to be made during this financial year including a request from the OSR Committee. Funding was approved for the time capsule being organised by Rachel Blake and for the village quizzes which Cheryl Belson is holding during lockdown. The insurance renewal documents have been considered and the cover checked against the asset register. It was agreed that the policy with BHIB would be renewed with a 3 year undertaking.	AI/HM HM
031	Matters carried forward	Community actions during the coronavirus outbreak A news sheet to be compiled for door to door delivery. This is to ensure that information is reaching residents who may not have email or internet access.	HM
032		Defibrillator The weekly checks are being undertaken.	
033		Feltham Construction Site work recommenced on 4 th May with suitable restrictions in place. The immediate neighbours are being consulted on plans to double stack cabin units towards the front of the site, which will make more parking space available inside the compound. Feedback to be given to Feltham regarding speeding by delivery lorries and the haulage route being used in and out of the village with reference to the Construction Transport Management Plan.	HM
034		SSE Works currently in abeyance.	
035		Playing Field In line with current guidance the playing field is closed to the public.	
036		Speeding and proposed chicane The OCC consultation is open until 15 th May. A quotation has been received from ODS, and two further quotations to be sought from contractors approved by OCC.	MM

Signed Date

037		Neighbourhood Plan The public referendum has been postponed in line with government recommendations.	
038		Website accessibility Compliance checks have been completed.	
039		Clerk's annual review Discussion to be held by councillors at the end of the meeting and a follow up meeting to be arranged with the clerk.	AI
040	Matters Arising	Traffic survey on B4445 The results of the survey carried out by Chinnor Parish Council have been shared, together with the feedback from Highways. Further investigation to be carried out regarding possible pinch points. CPC have been asked to query the lowering of the speed limit between Chinnor and the Emmington junction.	MM
041		Reinstatement of the Brookstones verges Where the grass has been eroded beyond the edge of the tarmac the village green needs to be reinstated. It was suggested that a slight bank would be helpful at the edge to deter vehicles. Quotes for this work to be obtained.	DW
042		Book swap It was suggested that a box be placed in the telephone kiosk for book Swaps.	CB
043	Correspondence	SODC – Dog bin emptying recharge	HM
044	Any Other Business	None	
There being no other business the meeting closed at 9.30pm The next meeting date will be Thursday 4 th June at 7.30pm – virtual meeting			

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