

# Sydenham Parish Council

Minutes of Parish Council meeting held on 3<sup>rd</sup> February at 7pm in the Old School Room

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

Apologies: David Wilkins (DW)

170	<b>Members' declaration of interests (for items on the agenda)</b>	None.	
171	<b>Minutes of previous meeting</b>	The minutes were approved and signed.	
172	<b>Planning</b>	None.	
173	<b>Finance</b>	<p>The following items were approved for payment</p> <p>£7.96 Virtual Landline, reimburse clerk for virtual landline</p> <p>£4.55 SSE electricity supply for defibrillator</p> <p>£418.75 Clerk's salary</p> <p>£31.20 Pet Waste Solutions – dog bin emptying</p> <p>£500.00 Contribution to Jays Joinery for repairs to Old Sun sign</p> <p>£31.10 Clerk's expenses – printer cartridges</p> <p>£41.09 CB expenses - renewal of domain for Fayre</p> <p>£146.00 OALC membership renewal (estimate – tbc)</p> <p>£150.00 Half barrels, soil and plants for traffic islands (estimate – tbc)</p> <p>£30.00 Paint for repairs to village gates (estimate – tbc)</p>	
	<p>NatWest Current a/c: b/f £496.45</p> <p>NatWest Reserve a/c: b/f £30,372.21</p>	<p>Payments:</p> <p>£31.20 Pet Waste Solutions – dog bin emptying December</p> <p>£360.00 The Partners, Kingston Stert Farm – hedging, ditching and verges</p> <p>£66.00 OALC – training course for clerk</p> <p>£7.96 Virtual Landline, reimburse clerk</p> <p>£4.55 SSE Telephone box supply</p> <p>£287.96 Kingfisher Direct – floodsax for Emergency Plan kit</p> <p>Receipts:</p> <p>£1,000.00 transfer from reserve account</p> <p>Receipts:</p> <p>£0.24 interest in January</p> <p>Payments:</p> <p>£1,000.00 transfer to current account</p>	<p>Closing balance at 31/01/22</p> <p>£738.78</p> <p>£28,172.46</p>

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174	<b>Matters carried forward</b>	<p><b>Queens Canopy trees</b> Munday's Gift have allocated a planting area, and the proposed planting scheme and layout were discussed. Weed mats to be purchased and reimbursed by the parish council. Ground preparation will be undertaken ready for planting at the end of the month. Volunteers will be welcome, as detailed in the next newsletter. A competition to name the wood has been suggested.</p>	
175		<p><b>Playing field</b> New hedging will be planted in March.</p>	
176		<p><b>Speeding on B4445 and through the village</b> The safety audit is due shortly and can then be shared with Chinnor PC who have agreed in principle to jointly deliver the chicane on the B4445. There will be an OCC Cabinet meeting this month to agree a budget for funding the countywide 20mph scheme, and we will be notified if our application has been successful. A decision on the grant for purchasing a speed gun and bin stickers should be received soon.</p>	
177		<p><b>Village repairs and maintenance</b> Verges have been damaged both opposite and outside The Grove. Some of the tree stumps have been moved to protect the edge leading to the village green, and rocks have been located along the edge of the Grove to prevent erosion. Mowing by the Grove has led to the discovery of a suspected water leak – the owner of the relevant house being notified. Damaged water meter cover to be reported to Thames Water. A note to be included in the next newsletter asking people to park carefully to protect verges around the village. The signs on the village gates towards the Stert are being replaced and a preferred design chosen. These will be fitted in conjunction with the sanding and repainting works.</p>	<p>MM HM  AI  HM</p>
178		<p><b>Footpaths and bridleways</b> Sewells Lane bridleway has been cleared, resulting in a much wider path. The tractor will be able to keep to one side leaving a route for walkers on the other. Hardcore might be required to improve the surface of the first 20-meter stretch – estimate of cost to be sought. The TOE grant for the gate to Footpath 378 has been awarded. The contract letter was signed for return and a lead time queried with the contractor for the work.</p>	<p>MM  HM AI</p>
179		<p><b>Faster broadband</b> Work on site including the installation of some new underground ducting should start in March and the aim is for the network to be substantially complete by the end of June. BT have requested wayleaves across two areas of parish council land and these were</p>	

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		agreed and duly signed for return. The parish council should receive a payment for these wayleaves.	MM
180		<p><b>Damage to the VAS sign on the B4445</b></p> <p>As Swarco were unable to provide a solution to the queries raised a formal complaint has been escalated. This has resulted in more help and the suggestion that the replacement sign is put in a different location. This is being discussed with OCC Highways in conjunction with the proposed chicane.</p> <p>In the meantime there have been further problems obtaining the data from the sign with no resolution to date – matter to be highlighted with existing complaint.</p>	MM MM
181		<p><b>Purchase of FloodSax for the Emergency Plan kit</b></p> <p>The Floodsax have been received and will be stored at the OSR and The Inn.</p> <p>The annual review of the Plan is underway and details to be confirmed with necessary contacts.</p>	HM
182	<b>Matters Arising</b>	<p><b>Fayre Committee report</b></p> <p>Following the recent survey about the Fayre weekend and Jubilee celebrations the responses will be discussed at a meeting this month. Further details will follow.</p>	CB/HS
183		<p><b>Review of key documents</b></p> <p>The Risk Assessment and Effectiveness of Internal Controls documents to be reviewed as annual action.</p>	MM
184	<b>Correspondence</b>	OCC - Annual Emergency Planning Unit Town and Parish Survey 2022 Chinnor Village Centre – newsletter and request for donation SODC – Joint Design Guide consultation	HM CB/HM SM
185	<b>Any Other Business</b>	<p>Community Governance Review response to ARPC sent.</p> <p>Local Transport Plan – webinar attended and feedback given.</p> <p>The idea of a foodbank collection was discussed.</p> <p>Clerk’s training course – queries raised on policy for document retention and disposal and the use of dedicated/private emails for council business.</p> <p>OSR key safe to be discussed with M Kermack</p>	CB HM MM
	<p>There being no other business the meeting closed at 9.20pm. The next meeting date will be Thursday 3<sup>rd</sup> March at 7pm in the Old School Room</p>		

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