

# Sydenham Parish Council

Minutes of virtual Parish Council meeting 2<sup>nd</sup> April 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.

001	<b>Members' declaration of interests (for items on the agenda)</b>	No interests declared.	
002	<b>Approval of minutes</b>	The minutes of the previous meeting were approved and will be signed in due course.	
003	<b>Powers of Delegation</b>	These powers were approved to enable the Council to maintain essential activity during the coronavirus outbreak should the council not be able to meet in quorate.	
004	<b>Matters Arising</b>	<b>Annual Parish Meeting and Annual Meeting of the Parish Council on 6<sup>th</sup> May</b> It was agreed that both of these meetings would be cancelled due to the coronavirus restrictions.	
005		<b>Audit documentation for year ending 31<sup>st</sup> March 2020</b> The Annual Governance Statement and Accounting Statements for 2019/20 were approved, and sections 1 and 2 of the Annual Governance and Accountability Return will be signed by the Chair and RFO once the internal audit is complete. The dates for the exercise of public rights were agreed as 3 <sup>rd</sup> June to 14 <sup>th</sup> July 2020. The bank reconciliations for year end were approved, and the asset register has been updated and approved.	AI/HM
006		<b>Community actions during the coronavirus outbreak</b> Sydenham Mail to promote the need to look out for neighbours and vulnerable people, suggest using the printable card. The parish council are coordinating requests for help with offers of help from volunteers.	RB/AI
007		<b>Defibrillator</b> A qualified volunteer to be asked if they are willing to take on the weekly checks in the short term.	MM

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008	Feltham Construction	The company would like to double stack cabin units towards the front of the site to make more parking space available inside the compound. Feltham to be advised that they should seek the opinion of close neighbours. There should not be any windows overlooking other properties.	HM
009	Planning P20/S0322/HH and P20/S0323/LB  P20/S/0187/HH	Forge Cottage, Sydenham Road, Sydenham OX39 4LT Provision of external flue to rear (retrospective) <b>Applications withdrawn by the applicant</b>  Wykehams Barn, Brookstones, Sydenham OX39 4LY Glazing amendments to existing full height glazed screens <b>SODC decision: planning permission granted</b>  Planning enforcement to be contacted regarding a query on a property in the village.	MM/HM
010	Finance	The following items were approved for payment: £3.17 SSE telephone box £7.96 Buzz Networks virtual landline £354.20 Clerk's salary for April £30.00 to reimburse CB for Zoom services (monthly subscription) for online village quizzes	
011	NatWest Current a/c: b/f £3,770.34  NatWest Reserve a/c: b/f £30,152.84	Payments: £63.60 Fayre, Prestige Printing £140.42 OALC membership subscription £180.00 OSR hall hire for 2019/2020 £13.81 SODC dog hygiene bin emptying 1.7.19-30.09.19 £13.81 SODC dog hygiene bin emptying 1.10.19-31.12.19 £7.96 Buzz Networks virtual landline £6,185.28 Oxford Direct Services – pinch point construction £3.17 SSE telephone box £95.00 Fayre, deposit for children's entertainer £25.00 Fayre, refund of stallholder fee Receipts: £4,500.00 transfer from reserve account  Payments: £4,500.00 transfer to current account Receipts: £4.92 Interest for March	Closing balance at 31/03/20  £1,542.29  £25,657.76
012		Finance report – outturn against budget circulated VAT claim to be submitted for year ending 31.03.20	HM

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013	<b>Matters carried forward</b>	<b>SSE</b> Progress has been made with cables all in and access to the switchgear completed. Works currently in abeyance.	MM
014		<b>Playing Field</b> In line with current guidance the playing field is closed to the public. Signs have been put up and the gates are fixed shut.	
015		<b>Speeding and proposed chicane</b> OCC have given a breakdown of the current quote. Alternative quotes have been requested in line with Financial Regulations. Due to the current situation there are no completion deadlines for funding.	MM
016		<b>Neighbourhood Plan</b> The referendum has been postponed until it is safe to hold public events again.	
017		<b>Footpaths and bridleways</b> The TOE grant application has been successful. Once meetings can be held to agree the details this will be progressed.	MM
018		<b>Sydenham Fayre sub committee</b> The Fayre has had to be cancelled in the light of the current pandemic together with government guidance.	
019		<b>Website accessibility</b> Nearly complete	CB/HM
020		<b>Spring Litter Pick</b> This event was cancelled.	HS
021		<b>Temporary Road Closure for Sydenham Road 27<sup>th</sup> April to 7<sup>th</sup> May</b> OCC to be contacted to query if this will still take place.	HM
022		<b>Annual actions</b> The risk assessment has been reviewed and approved with one amendment. The clerk's annual review will take place by virtual meeting.	AI/HM
023	<b>Correspondence</b>	TOE – Thame Park footpath project Homestart South Oxfordshire – request for donation Cleanslate – request for donation	
024	<b>Any Other Business</b>	Emergency Plan – details still awaited to enable update. Online village quiz – following the success of the first event this will be repeated.	HM CB
<p>There being no other business the meeting closed at 9.20pm The next meeting date will be Thursday 7<sup>th</sup> May at 7.30pm – virtual meeting</p>			

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