

Sydenham Parish Council

Minutes of Annual Meeting of the Parish Council 10th May 2018

Present: Alison Isherwood (AI)
 Rachel Blake (RB)
 Mike May (MM)
 David Wilkins (DW)
 Janet Potts (JP)
 Stephanie Johns (SJ)

Apologies: D/Cllr Ian White (IW)
 C/Cllr Jeannette Matelot (JM)

The meeting was pleased to welcome 3 members of the public.

<u>Matters Arising</u>																										
Election of Chairman and Officers	The officers of the council were elected as follows: Chairman - Alison Isherwood was proposed by Mike May seconded by David Wilkins. Vice Chairman - Rachel Blake was proposed by Alison Isherwood and seconded by Janet Potts The declaration of acceptance of office forms were signed by the elected Chair & Vice-Chair																									
Minutes of last Annual Meeting	These were approved.																									
Standing Orders and Financial Regulations	These have been reviewed and are adopted for the forthcoming year.																									
Asset Register	There were 2 additions to the asset register and this was approved as current and up to date.																									
Insurance Cover	The insurance cover was discussed. AON are no longer providing insurance to Councils and BHIB were recommended by them. Their quote was actually over £50 cheaper than last year for like-for-like cover so this was agreed before the meeting in order that the Public Liability Certificate could be used a proof of cover for the road closure application for Sydenham Fayre.	SJ																								
Council Subscriptions and donations/grants	<p>The list of current subscriptions was reviewed. All are to be renewed during the forthcoming year.</p> <p>The subscriptions are as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Oxfordshire Playing Fields Association</td> <td style="text-align: right;">£40.00 (Already paid)</td> </tr> <tr> <td>Oxfordshire Association of Local Councils</td> <td style="text-align: right;">£135.06</td> </tr> <tr> <td>Society of Local Council Clerks</td> <td style="text-align: right;">£101.00</td> </tr> </table> <p>The annual donations/grants made in 2017/2018 were:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Citizen's Advice Oxon & South Vale</td> <td style="text-align: right;">£100</td> </tr> <tr> <td>Sydenham Newsletter</td> <td style="text-align: right;">£600</td> </tr> <tr> <td>Chinnor Village Centre</td> <td style="text-align: right;">£250</td> </tr> <tr> <td>Old School Room Committee</td> <td style="text-align: right;">£500</td> </tr> </table> <p>It was agreed that for 2018/2019 the annual donations/grants would be as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Citizen's Advice Oxon & South Vale</td> <td style="text-align: right;">£100</td> </tr> <tr> <td>Sydenham Newsletter</td> <td style="text-align: right;">£600</td> </tr> <tr> <td>Chinnor Village Centre</td> <td style="text-align: right;">£250</td> </tr> <tr> <td>Old School Room Committee</td> <td style="text-align: right;">£500</td> </tr> <tr> <td>Ad Hoc (For consideration upon application)</td> <td style="text-align: right;">£100</td> </tr> </table> <p>These sums have been included in the budget.</p>	Oxfordshire Playing Fields Association	£40.00 (Already paid)	Oxfordshire Association of Local Councils	£135.06	Society of Local Council Clerks	£101.00	Citizen's Advice Oxon & South Vale	£100	Sydenham Newsletter	£600	Chinnor Village Centre	£250	Old School Room Committee	£500	Citizen's Advice Oxon & South Vale	£100	Sydenham Newsletter	£600	Chinnor Village Centre	£250	Old School Room Committee	£500	Ad Hoc (For consideration upon application)	£100	
Oxfordshire Playing Fields Association	£40.00 (Already paid)																									
Oxfordshire Association of Local Councils	£135.06																									
Society of Local Council Clerks	£101.00																									
Citizen's Advice Oxon & South Vale	£100																									
Sydenham Newsletter	£600																									
Chinnor Village Centre	£250																									
Old School Room Committee	£500																									
Citizen's Advice Oxon & South Vale	£100																									
Sydenham Newsletter	£600																									
Chinnor Village Centre	£250																									
Old School Room Committee	£500																									
Ad Hoc (For consideration upon application)	£100																									

Signed Date

Review of bank mandates and charges	The arrangements currently in place are as follows: SSE payment for the defibrillator electricity supply – direct debit Safe Custody fee for the playing field deeds, annual payment of £25	
Review of risk assessment	This was reviewed and the document will stand for the next twelve months.	
Review of procedure for handling requests made under the Freedom of Information Act and Data Protection Act / GDPR	A new Privacy policy will be added to the Parish Council website and communicated via Sydenham Mail in order to be compliant with the new GDPR Regulations.	
Determining the time and place of ordinary meetings of the full council up to and including the next annual Parish Council meeting.	The regular meetings of the parish council will continue to take place on the first Thursday of each month (unless a meeting is not quorate in which case the revised date will be communicated via Sydenham Mail), excepting August when there will be no scheduled meeting. The date of the next Annual Parish Council Meeting and Annual parish Meeting will be on 2nd May 2019 though this is to be confirmed once the date of the Parish & District Elections is known & providing the hall is available.	
Members' declaration of interests (for items on the agenda)	None	
Approval of minutes	The minutes of the previous meeting were approved and signed.	
Speeding	A decision was made not to pursue with the Pinch-Point on the approach to the village from the Inn as the price is more than 3 times the original quote. Having spoken to our C/Clr Jeannette Matelot, she is totally supporting us and has furthered conversations with OCC as much as she can. Clearly, they have no process for a Parish Council which is prepared to fund a pinch point which is why we have had such dreadful service and a complaint will be made. Continued efforts will be made to see if there is anything else that can be done but in the meantime AI is exploring something mentioned previously which is to purchase a small vehicle that is fully MOT'd and insured that could be used strategically around the village for traffic calming. The idea has been suggested to JM to see whether this is something she may be able to help fund and she is very supportive. AI will investigate this further and the detail is still to be discussed. The annual running costs for this project are estimated to be around £900.00.	AI / SJ
Playing field	We have been extremely frustrated that this project has been constantly stalling for months. The contractor has been written to, giving an ultimatum that it must be completed by 18th May. If this has not been done by 21 st May, the Council will be looking for an alternative contractor to at last finish the project fully. Will Munday is able to fulfil this if the work remains incomplete.	RB
Road Drainage & Potholes	British Gas have now accepted liability for the near permanent flood near the Old Post Office, where the drain has been blocked by a gas pipe. They are planning to come out to repair it by the end of June but DW will request this in writing. The road is already being closed on 2 nd July for 3 days so it could be done then if not already completed. DW will follow this up.	DW
Grass Cutting	A discussion took place about the grass cutting budget for the year as Will Munday is currently working many more hours than he is actually being paid for in order to keep the green spaces relatively short. The breakdown of this is as follows: Grass Cutting: Playing Fields – 3 hours per week x 26 weeks (78 hours) = £975 Green areas – 1.5 hours per week x 26 weeks (39 hours) = £487.50 Churchyard – 3 cuts @ £150 per cut = £450	DW / MM

Signed Date

	<p>Total annual cost = £1912.50 It was agreed that this investment is necessary so the budget needs to be revised and savings made elsewhere if possible. MM & DW are to advise Will Munday that requests for the following year must be made by November each years and this should also include the maintenance costs as Will has paid out \$400 on parts & £200 for a starter motor in the last year.</p>	
<u>Finance</u>	<p>The following items were approved for payment: £ 3.09 to SEE for Defibrillator £ 340.42 Clerk's Salary £ 370.09 BHIB Insurance Brokers (Annual Public / Employers Liability) £ 135.06 OALC Annual Subscription £ 156.41 Will Munday (Bus Stop Repairs) £ 81.00 Diane Malley MAAT (Annual Payroll administration charge)</p>	
<p>NatWest Current a/c: b/f £4064.29</p>	<p>Payments: £ 340.42 Clerk's Salary £ 3.09 SSE - electricity supply for defibrillator £ 23.85 R. Blake expenses (Mileage) £ 12.56 SODC Dog Bin Emptying £ 370.09 BHIB Insurance Brokers</p> <p>Receipts: £5,000.00 Precept, first instalment</p>	<p>Closing balance at 30.04.17</p>
<p>Natwest Reserve a/c: b/f £12,105.51</p>	<p>£0.53 Interest received</p>	<p>£8314.28</p> <p>£12,106.51</p>
<p><u>Planning</u> P18/S1319/PDH</p>	<p>Erection of a conservatory at 12 Park View, Sydenham Road, Sydenham, OX39 4LQ (For information only as only adjoining properties are notified & Parish Council opinion is not sought) SODC Decision: Target Decision date: 29th May 2018</p>	
<p>P18/S1325/HH</p>	<p>2 storey rear extension, porch, additional dormers & associated external works at Rosecroft, Brookstones, Sydenham, OX39 4LY Parish Council Recommendation: No Objections SODC Decision: Target Decision date: 13th June 2018</p>	
<p>P18/S0797/HH</p>	<p>Demolition of a garage. Construction of a 2-storey side extension, and single storey extension, (with on site parking to the rear as per amended plans received 16/04/18) at The White House, Sydenham Road, Sydenham, OX39 4NE Parish Council Recommendation: No Objections SODC Decision: Target Decision date: 11th June 2018</p>	
<p>P18/S0992/LB & P18/S0967/FUL</p>	<p>Demolition, extension, alteration and conversion of existing buildings to form four dwellings with parking and amenity space at Manor Farm Brookstones Sydenham OX39 4LZ Parish Council Recommendation: Response date for Sydenham PC extended to 8th June so that a site visit can be arranged & a full & considered response given. SODC Decision: Target Decision date: 18th June 2018</p>	

Signed Date

<u>Correspondence</u>	None	
<u>Any Other Business</u>		
VAS Quote	The quote from Swarco was considered and agreed to be the best in both value for money, warranty and the fact that the pole can also be supplied. SJ will write to accept this. The driver of the vehicle involved in the accident that destroyed the old one is uninsured so the PC are unable to claim back the insurance excess.	SJ SJ
Existing VAS	SJ is to check the costs for a new frontage for the existing old VAS on Sydenham Road as there is a fault on the display.	MM
Sydenham Grove	Steve Lynch at SOHA has clarified that they will be going to appeal using their original application. However, he has forwarded the proposed alternative layouts including to the architect who thinks the housing mix might not be agreeable. MM has drafted another plan which has been sent as a further suggestion to SOHA. The amended plan is attached to these minutes as 'Appendix 1'.	JP
Defibrillator	The Parish Council have taken over the inspection reporting of the Defibrillator to 'Heartbeat'	RB / AI
Broadband	After much activity at the Inn at Emmington junction, we are close but an issue connecting the power supply is stalling the project. We believe from talking to Craig from Better Broadband that it is all in hand, but are constantly chasing for progress.	SJ
Park Villa	SJ is to check whether notification has been received of an appeal.	
<p>There being no other business the meeting closed at 8pm. The next meeting will be held on Thursday 7th June in the OSR at 7.30pm.</p>		

Signed Date

Appendix 1

SHMA COMPLIANT LAYOUT
1:200 @ A1



Signed Date