

# Sydenham Parish Council

Minutes of virtual Parish Council meeting 3<sup>rd</sup> September 2020 at 7.00pm

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

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. Meetings will continue to take place virtually until otherwise advised as per guidance from OALC.

<b>089</b>	<b>Members' declaration of interests (for items on the agenda)</b>	No interests declared.	
<b>090</b>	<b>Approval of minutes</b>	The minutes of the previous meeting were approved and will be signed in due course.	
<b>091</b>	<b>Planning</b>	<p><b>P20/S2632/HH and P20/S2633/LB</b>          Holliers Cottage, 2 Holliers Close, Sydenham OX39 4NG          Remove existing garage/timber store. Construct new store and open fronted carport. Replace existing window in side elevation to bedroom one with inward opening French doors.  <i>Parish Council recommendation: no strong views</i></p> <p><b>P20/S2575/FUL</b>          18 Holliers Close, Sydenham OX39 4NG          Proposed front, side and rear extensions to dwelling and subdivision of extended dwelling into two separate 1 bedroom dwellings          Resubmission of approved scheme (P/17/S4117/FUL) with associated external works.  <i>Parish Council recommendation: no strong views but comments submitted</i></p>	
<b>092</b>	<b>Finance</b>	<p>The following items were approved for payment:</p> <p>£3.17 SSE telephone box          £7.96 Buzz Networks virtual landline          £407.98 Clerk's salary for September          £25.70 DW expenses, fuel for mower          £34.88 HM expenses, printer cartridge          £146.42 Garden Mech mower repairs</p>	
<b>093</b>	NatWest Current a/c: b/f £1,156.22	<p>Payments:</p> <p>£607.54 Clerk's salary for June and backdated pay award          £21.28 DW expenses, fuel for mower</p>	Closing balance at 31/08/20

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	<p>NatWest Reserve a/c: b/f £34,168.34</p>	<p>£21.65 DW expenses, fuel for mower  £14.39 CB expenses, Zoom charges for village quizzes  £15.00 Clerk expenses, laminated signs for playing field  £7.96 Buzz Network virtual landline – repay clerk  £3.17 SSE supply for the defibrillator  £140.00 DVLA road tax for council van  £59.99 Microsoft 365 renewal, repay clerk  £53.82 SODC dog bin emptying 1.4.20-30.6.20  £29.51 DW expenses, fuel for mower  £328.06 S G Busby Ltd, insurance for council van  £49.00 Crendon Motors Ltd, MOT for council van  £407.98 Clerk’s salary for July  £7.96 Buzz Networks virtual landline – repay clerk  £16.52 DW expenses – weedkiller  £180.00 Old School Room hall hire for 2020-21  £320.00 Old School Room grant  £70.00 Groundwork UK (Neighbourhood Plan) repayment of unspent grant  £3.17 SSE supply for the defibrillator  £1500.00 Fayre expenditure – contribution to the church spire restoration</p> <p>Receipts:  £850.00 transfer from reserve account  £500.00 transfer from reserve account  £1500.00 transfer from reserve account  £400.00 transfer from reserve account</p> <p>Receipts:  £0.29 Interest for July  £0.25 Interest for August</p> <p>Payments:  £850.00 transfer to reserve account  £500.00 transfer to reserve account  £1500.00 transfer to reserve account  £400.00 transfer to reserve account</p>	<p>£549.72</p> <p>£30,918.88</p>
094		<p>Due to the large increase in SODC charges the contract for emptying the dog bins was discussed. It was agreed to move the contract to ScoopDottyDog based on a quote of £3 per bin per collection on a fortnightly basis.</p> <p>Parish CIL monies totalling £5,234.50 are due by 28<sup>th</sup> October. It was formally agreed that these funds be transferred to the parish council in the usual manner rather than SODC retaining them on the parish’s behalf.</p>	HM
095	Matters carried forward	<p><b>Feltham Construction</b>  The site have given permission for one of SSE’s generators to be located near the transformer while the main supply switchover took place.</p>	

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		Due to recent weather conditions a road sweeper has been employed to keep the public highway past the site clean.	
096		<p><b>SSE Electricity Supply</b></p> <p>The power supply is now underground, with poles and overhead wires removed. This should ensure a reliable supply for the village and completes a seven year project. There is a meeting with SSE next week to discuss the reinstatement works.</p>	MM
097		<p><b>Playing Field</b></p> <p>The RoSPA report has been received, and there are only minor actions to be carried out. These can be actioned in the spring, and include some post replacements and repairs to the bench seat and slide exterior.</p> <p>The hedges need to be cut – a quote to be obtained as part of other hedging works.</p>	DW
098		<p><b>Speeding and proposed chicane</b></p> <p>Oxfordshire Direct Services have been appointed as the contractor and are applying for the necessary road closure. This lead time means that the work should be completed by the end of the year.</p>	MM
099		<p><b>Traffic survey on B4445</b></p> <p>It was suggested that once the chicane is complete the VAS display on Sydenham Road could be swapped with the non-solar sign on the B4445. County Councillor Jeannette Matelot to be contacted regarding progressing the speed reduction measures on the B4445 as a priority in the new year.</p>	AI
100		<p><b>Parking on Village Greens</b></p> <p>This situation has improved, and the condition of the verges and greens will continue to be monitored as the weather becomes wetter.</p>	
101		<p><b>Village gates</b></p> <p>Quotes have been obtained for repairing and painting the entrance gates to the village. This work to be carried out in the Spring, and the cost to be budgeted accordingly.</p>	HM
102		<p><b>Reported footpath issues</b></p> <p>The local Ramblers to be contacted regarding clearance of Bridleway 11, as they have access to resources for this and have offered to help. Replacement waymarks for the route across Thame Park to be requested, as the old ones could not be taken off the stiles when the replacement gates were installed.</p> <p>The bridge on Footpath 10 needs repair, which will be completed as part of the TOE grant conditions.</p>	AI AI MM/DW
103		<p><b>TOE Grant for Thame Park Footpath</b></p> <p>All six stiles have now been replaced with gates. A project report to be compiled as part of the grant submission, and a piece to be written up</p>	HM

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		for Sydenham Mail and the village newsletter to promote the use of the route now that the accessibility is much improved.	CB																										
104		<p><b>Annual Audit actions</b></p> <p>The following documents will be reviewed for approval at the next meeting: Standing Orders, Financial Regulations, Procedure for handling requests for information under the Freedom of Information Act, Privacy Policy, Safeguarding policy.</p> <p>The list of current subscriptions was reviewed as follows: Oxfordshire Association of Local Councils £140.42 (renewed 06.03.20) This will be renewed during the forthcoming year.</p> <p>The annual donations/grants made in 2019/20 were:</p> <table> <tr> <td>Citizen's Advice Oxon and South Vale</td> <td>£100</td> </tr> <tr> <td>Sydenham Newsletter</td> <td>£600</td> </tr> <tr> <td>Chinnor Village Centre</td> <td>£50</td> </tr> <tr> <td>Sydenham Old School Room</td> <td>£300</td> </tr> <tr> <td>St Mary's Church, mowing of churchyard</td> <td>£300</td> </tr> </table> <p>It was agreed that for 2020/21 the annual donations/grants would be as follows:</p> <table> <tr> <td>Sydenham Newsletter</td> <td>£tbc</td> </tr> <tr> <td>Sydenham Old School Room</td> <td>£320</td> </tr> </table> <p>Pledges to fund the virtual Village quizzes and time capsule</p> <p>Review of standing orders, direct debits, fees and charges - the arrangements currently in place are as follows:</p> <table> <tr> <td>DD</td> <td>SSE supply for the defibrillator</td> <td>£3.17 monthly</td> </tr> <tr> <td>SO</td> <td>Virtual landline (reimburse clerk)</td> <td>£7.96 monthly</td> </tr> <tr> <td>DD</td> <td>DVLA car tax for van</td> <td>£140 yearly</td> </tr> <tr> <td>Fee</td> <td>Safe custody fee for documents</td> <td>£25 yearly</td> </tr> </table> <p>Determining the time and place of ordinary meetings of the full council up to and including the next Annual Meeting: The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") came into force on 4 April. These Regulations enable local councils and parish meetings to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year. They also remove the requirement to hold an annual meeting.</p>	Citizen's Advice Oxon and South Vale	£100	Sydenham Newsletter	£600	Chinnor Village Centre	£50	Sydenham Old School Room	£300	St Mary's Church, mowing of churchyard	£300	Sydenham Newsletter	£tbc	Sydenham Old School Room	£320	DD	SSE supply for the defibrillator	£3.17 monthly	SO	Virtual landline (reimburse clerk)	£7.96 monthly	DD	DVLA car tax for van	£140 yearly	Fee	Safe custody fee for documents	£25 yearly	HM/CB
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105	<b>Matters Arising</b>	<p><b>Maintenance Tasks</b></p> <p>Verge reinstatement is to be discussed with SSE. The use of reinforcement mesh to be suggested, and possibly a hardcore centre where verges are particularly vulnerable to damage. Verge works throughout the village to be co-ordinated with clearing the ditches as this material will help to build up the banks. The ditch work is required before winter to ensure clear drainage.</p>	MM																										

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		<p>Hedging works are now permitted, and landowners have been contacted regarding trimming hedges in Brookstones and along Sydenham Road. A quote to be obtained for the remaining roadside hedging works together with the hedges in the playing field. Householders to be asked to cut all hedges near public highways and pavements to their boundary edge.</p> <p>A quote of £600 has been given for levelling the Sewells Lane bridleway and cutting the hedges back, which is accepted and approved for payment. This maintenance work is to be carried out between the start of the bridleway up to the allotments, and will be actioned in the near future to make the route more passable for the winter months.</p> <p>The likely increase in maintenance required and the subsequent increase in cost needs to be allowed for in the next budget. The village is very fortunate to have volunteers who undertake the mowing and their work is hugely appreciated.</p> <p>The drainage issues opposite Byre House still need to be resolved – OCC to be contacted regarding their next actions.</p>	<p>DW</p> <p>AI</p> <p>DW</p> <p>DW</p>
<b>106</b>	<b>Correspondence</b>	<p>OCC – Snow Warden scheme</p> <p>OALC - Code of Conduct consultation</p> <p>OALC - planning consultation and white paper</p> <p>OALC - National Pay Award – to be applied with effect from 1.4.20</p>	<p>HM</p> <p>HM</p>
<b>107</b>	<b>Any Other Business</b>	In view of its success, shelving and a protective cover to be provided for the book swap in the bus shelter.	CB
<p>There being no other business the meeting closed at 8.45pm</p> <p>The next meeting date will be Thursday 1<sup>st</sup> October at 7.00pm – virtual meeting</p>			

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