

# Sydenham Parish Council

## Minutes of Parish Meeting of the Parish Council 1<sup>st</sup> June 2017

Present: Alison Isherwood (AI)  
 Mike May (MM)  
 Janet Potts (JP)  
 David Wilkins (DW)  
 Stephanie Johns (SJ - Clerk)  
 D/Cllr Ian White (IW)

Apologies: Rachel Blake (RB)

2 members of the public were welcomed to the meeting.

<u>Matters Arising</u>		
Members' declaration of interests (for items on the agenda)	There were no declarations of interests. All Councillors submitted updated Registers of Interest at the request of the Clerk	
Approval of minutes	The minutes of the previous meeting were approved and signed.	
	D/Cllr White sent his report to the meeting (attached to these minutes).	
Planning <b>P17/S1636/HH</b>	Installation of a single storey, 4m x 3m garden room with acoustic insulation in the rear garden allocated for the private use of the leaseholder of flat4. Planning permission also required for already installed plastic shed (1.95m x 1.75m) which can be taken down if required as it sits on a movable plastic base (was installed prior to knowledge of permitted development not applying to flats). At 4 Park View, Sydenham, OX39 4LQ <i>Parish Council recommendation: No Objections but have asked that the acoustic insulation is sufficient enough to prevent disturbance to the neighbours.</i> <i>SODC Decision: Target Decision by 7th July 2017</i>	
<b>P17/S1104/FUL</b>	Reinstatement of small barns to form cohesive courtyard at Sydenham Grange, Thame park Road near Thame, OX9 3PR <i>Parish Council recommendation: No Objections</i> <i>SODC Decision: Target decision date 22nd June 2017</i>	
<b>Finance</b>	The following items were approved for payment: £ 3.07 to SSE for Defibrillator £309.09 Clerks Salary £ 28.00 PAYE (Clerk) £ 45.50 Online Playgrounds £ 86.80 Fane Accountancy Services (Internal Audit)	
NatWest Current a/c: b/f £6,650.84	<i>May</i> Payments: £2550.00 Thermotor (Vehicle activated sign) £ 81.00 Diane Malley MAAT (Payroll)	Closing balance at 30/05/17

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<p>Natwest Reserve a/c: b/f £14,102.13</p> <p><b>Internal Audit</b></p> <p><b>Clerk's expenses</b></p>	<p>£ 29.99 Alison Isherwood Expenses (Weedkiller for the play area) £ 9.23 Clerk's Expenses (Refreshments for Annual Parish Meeting) £ 309.29 Clerk's Salary £ 3.07 Southern Electric – defibrillator supply £ 27.80 HMRC (April PAYE) £250.80 Online Playgrounds (Replacement parts for swings) £428.52 AON UK Insurance renewal (3 year term at reduced cost) Receipts: £1029.35 VAT Reclaim</p> <p>Receipts: £0.13 April Interest received</p> <p>The internal audit has been completed with one small error on the VAT reclaim. This will be corrected in the 2016/2017 VAT return. Section1 (Annual Governance Statement) were duly signed by the Chairman and the Clerk, followed by Section 2 (Accounting Statements) for 2016/2017.</p> <p>Clerk's expenses were discussed and an amount of £150 per annum was agreed as an annual payment for homeworking. Payable at the end of the Clerk's first year (End of October 2017) and annually thereafter.</p>	<p>£3,990.49</p> <p>£14,102.26</p>
<p><b>Development of Sydenham Grove</b></p>	<p>It is understood that the submission of revised plans for Sydenham Grove are imminent. Further to the email sent from the Clerk to Richard Peacock at SOHA, he has agreed to a meeting at his office. The Clerk will request available dates between the 15<sup>th</sup> and the end of June and 2 Councillors will attend. The Clerk will arrange this.</p> <p>D/Cllr Ian White advised that D/Cllr Lynn Lloyd is now the Cabinet Member responsible for housing.</p>	<p>SJ</p>
<p><b>SSE electricity supply</b></p>	<p>Positive progress has been made.</p> <p>It is possible that the required documents will be signed in the next week or so but a solicitor needs to be consulted due to possible issues with the property sale. MM will follow up on return from his holiday.</p> <p>The plans for the existing transformer at Sydenham Grove will be followed up once other plans have progressed.</p>	<p>MM</p>
<p><b>Emergency plan and funds for resilience grant</b></p>	<p>JP will be attending the Annual General Meeting of the Old School Rooms to raise the question of whether the generator can be sited there. This can then be discussed and voted on by the committee. If the decision is to ask the pub then the owners will be consulted first before discussing with the Management. JP will speak to the owners to get their thoughts on storing the generator in the cellar. DW will enquire about the cost of servicing the generator.</p>	<p>JP / DW</p>
<p><b>Footpaths, TOE2</b></p>	<p>Meetings have taken place and all have agreed to split the grant application into 2 individual projects. The styles / gates have been applied for (for which it is hoped that we should hear in the next few days – this is for just over £1427) and the drainage and surfacing will be applied for at a later date. Vegetation clearance will take place in September. Will Munday will investigate where the original culverts should be to determine the water flow.</p>	<p>JP</p>
<p><b>Speeding</b></p>	<p>DW has spoken to Keith Stenning who will arrange for someone to visit in the next few weeks to see whether the pinch-point has had any effect. Generally, it appears to be working a little bit though the overgrown hedges may be contributing to people slowing down.</p>	<p>AI / SJ</p>

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	<p>A discussion then took place about possibly moving it to another part of the road but it was decided to wait until the results are taken before making a decision.</p> <p>The clerk has written to Thermotor to ask for an estimated install date for the new vehicle activated sign.</p>	SJ / RB
<b>Playing Field Project</b>	<p>The swing parts are ordered and JP has spoken to Will Munday regarding the installation. The goal parts were ordered but the wrong parts were sent so replacements have now been sent which were slightly more expensive.</p> <p>The rotten circular seating in the playing field has been dismantled and RB has taken it to the tip. She has also confirmed with John Heathfield that we want to proceed with the replacement of the A Frame and RB is chasing for an idea of timings as it will depend on stock availability.</p> <p>The RoSPA inspection has been re-booked into the rota of visits for Oxfordshire so this should happen sometime in July.</p>	JP / RB
<b>Road Drainage &amp; Potholes</b>	<p>Potholes: DW reported that the current policy regarding potholes on rural roads is to 'fill and sweep' and full repairs are only being made to potholes on major roads. Finishing the potholes involves a slippery surface which is considered dangerous for other road users such as bikes and motorbikes.</p> <p>Drainage: Despite numerous requests to have the drain cleared it still hasn't. DW sent a photo of the flooded road and also the one outside the Inn at Emmington pub though this has now been cleared by the pub owners. The situation is ongoing but very frustrating.</p>	MM/DW
<b>Grass Cutting</b>	<p>All junctions have now had a cut to increase visibility and safety. The verges will be cut a month early in August so it was decided to leave them for now.</p>	JP
<b>Correspondence</b>	<p>There was no correspondence to discuss.</p>	SJ
<b>Any Other Business</b>	<p>Prior to the start of the meeting, the Councillors met with Fiona Mantle, First Responder for Chinnor who has kindly offered to run a training session on use of the defibrillator, CPR &amp; working with the First Responder / Ambulance in an emergency. Thursday 22<sup>nd</sup> June was agreed at 7.30pm in the OSR. The Clerk (who is unable to attend the training session) will include it in the next Sydenham Mail and will make up a poster to put on the Noticeboards.</p> <p>Interested parties should register so that an idea of numbers is known. Squash, water &amp; biscuits to be provided.</p> <p>A floral arrangement will be put together for the St Mary's Church Flower Festival which has the theme of Shakespeare. The Parish Council's arrangement will be based on 'Comedy of Errors' and will have some kind of Parish Council spin. JP, RB &amp; AI will arrange this.</p> <p>A question was asked about the Vodaphone mobile signal and whether it is known if there are future plans for improvement. MM stated that he doesn't believe there are any plans but a parishioner will investigate any possible options.</p>	SJ  RB/JP/AI
<p>There being no other business the meeting closed at 9.45pm. The next meeting will be held on Thursday 6<sup>th</sup> July 2017 at 7.30pm in the Old School Room.</p>		

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