Sydenham Parish Council

Minutes of the Parish Council meeting held on 6th April 2023 in the Old School Room

Present: Michael May (MM) – Chair

Alison Isherwood (AI) - Vice Chair

Hayley Smith (HS)

Heather Mullins (HM) - Clerk

Apologies: David Wilkins (DW)

Cheryl Belson (CB)

001	Members' declaration of interests (for items on the agenda)	None	
002	Minutes of previous meeting	The minutes of the previous meetings were approved and signed.	
003	Planning	None	
004	Finance	The following items were approved for payment: £7.96 Virtual Landline £4.55 SSE electricity supply for defibrillator £451.25 Clerk's salary £36.00 Pet Waste Solutions £171.62 Net World Sports – football goals £34.11 Amazon – printer cartridges £19.40 Clerk's expenses, mileage £17.99 Amazon – printer cartridge	
	NatWest Current a/c: b/f £100.02	Payments: £451.25 Clerk's salary for February £36.00 Pet Waste Solutions – dog bin emptying for February £60.00 DW expenses – fuel for machines £156.00 OALC membership renewal £171.62 Net World Sports – football goals £400.00 Donation to Chinnor Village Centre £7.96 Virtual landline £4.55 SSE Southern Electric – supply to defibrillator £21.00 SODC temporary event notice – Fayre £35.00 ICO registration annual fee £2050.00 DW, contribution to new mower £34.11 Amazon – printer cartridge £17.99 Amazon – printer cartridge Receipts: £100.00 transfer from reserve account £200.00 transfer from reserve account £600.00 transfer from reserve account £200.00 OCC Councillor Priority Funds grant for traffic calming	Closing balance at 31/03/23
		£500.00 transfer from reserve account	£454.54

G' 1	D /	
Signed	L Into	
0181100		

	NatWest Reserve	Payments:	
	a/c:	£500.00 transfer to current account	
	b/f £31,038.76	£200.00 transfer to current account	
	3,: 202,000.70	£600.00 transfer to current account	
		£500.00 transfer to current account	
		Receipts:	
		£25.44 interest in March	£29,264.20
		223.44 Interest in March	123,204.20
		A bank reconciliation for the end of the financial year was signed.	
		The audit documentation for the year ending 31 March 2023 was	
		presented to the Council and approved for submission to internal	
		audit, including the register of assets at financial year end.	НМ
		The dates for the Notice of Public Rights were agreed.	НМ
		A VAT reclaim is being prepared in the sum of £1422.39.	НМ
005	Matters carried	Playing field	
	forward	The football goals have been purchased. Continued thanks to DW for	
	10111010	keeping the playing field in such wonderful condition.	
006		Chicane installation on B4445	
		Chinnor PC have confirmed that they are in a position to proceed and	
		can place an order for the scheme. A revised quote has been received	
		from ODS accordingly.	
		The Councillor Priority Fund grant of £2,000 has been received and	
		ringfenced for this project.	
		The 20mph scheme has been approved by County. A timescale for	
		implementation to be requested, together with a query on whether	
		this includes re-calibration of the VAS signs to 20 instead of 30.	MM
007		Village repairs and maintenance	
		It was suggested that more daffodils could be planted along the Stert	
		road – to be reviewed in October.	
		The works to upgrade this stetch of road to be scoped out. The road	DW
		surface by the Old Vicarage is in poor repair, also the surface by the	
		Grove. Suitable contact to be sought to address this.	MM
000		Footmaths and heidlowers	
800		Footpaths and bridleways The volunteer team have done a wonderful job clearing the footpath	
		The volunteer team have done a wonderful job clearing the footpath from Holliers Close.	
		The re-grading work at the top of Sewells Lane is waiting for an	
		improvement in the weather.	
000		56	
009		Fayre Committee report All arrangements on target. The event has been widely promoted	
		All arrangements on target. The event has been widely promoted	
		with a plea for volunteers, more to follow.	
		A number of outside attractions have been confirmed, together with	
		the regular village attractions.	
		The raffle is confirmed with cash prizes plus vouchers from local businesses including the pubs.	
	Ciona I	businesses including the pubs.	

Signed Date

	Several interested stallholders – pitch fee agreed and confirmation awaited.	
	The Crown is offering an outside bar at the event and The Inn is hosting an after party.	
	Next meeting to be held on 18 th April.	
010	Generator c/fwd	DW
011	Classification of Sewells Lane on the Definitive Map An indemnity for the homeowners concerned is the way forward. The County Council will only adopt the road if it is upgraded to Highways standard first, which is not achievable. No further action.	
012	Parish Council elections and Munday's Gift Notice of Uncontested Election received for publication.	НМ
	John Church has agreed to be a trustee for Munday's Gift and will be appointed at the Annual Meeting. John and Paul Stancliffe will work on a transition so that future trustees can be appointed at an appropriate time.	ММ
013	May meetings The Annual Meeting of the Parish Council will take place on 11 th May following the elections, at which an OSR representative will be agreed together with a volunteer to undertake Sydenham Mail and Facebook admin. The APM date is confirmed as 26 th May. Flyers to publicise the event have been drafted and the printing cost approved. Wine to be sourced from recent event.	All MM HS
014	Community Energy Project Objectives – decarbonising the village and future proofing/resilience. In effect the village could be self sufficient in their energy. Investigation to date suggests that an optioneering study would be the first step followed by a feasibility study. Grants would be required to undertake these studies. More information is required (a small initial committee to discuss ideas and grant avenues) then public interest could be gauged. To be raised at the APM.	MM
015	OCC tree planting It was not possible to decline the tree and the location was agreed outside the playing field. Planting yet to occur. All maintenance going forward will be carried out by OCC.	
016	Phoenix Trail Project No update received from county councillor. No further action.	

G' 1	D /	
Signed	L Into	
0181100		

017		Review of key documents Standing Orders and Financial Regulations are both in line with the latest issue from NALC.	
		The Asset Register has been updated for the year ending 31.3.23. Risk Assessment – one minor amendment to be made. Publication scheme – two minor amendments to be made. Data Protection and Privacy Policy – no changes required. Document Retention and Disposal policy – no changes required. Child Safety – revised in line with current Oxfordshire web pages and contacts. Summary page to be updated on notice boards. Code of Conduct – as issued by SODC when adopted in 2022.	HM HM
018		Coronation Stone Quotes are being received. Clerk to check minutes around Golden Jubilee for installation process. Use of new flagpole approved, base sleeve to be located in ground.	HM DW
019	Matters Arising	None	
020	Correspondence	OCC – Notice of Uncontested Election Chinnor Parish Council – revision to Neighbourhood Plan	НМ
021	Any Other Business	Outgoing Councillors Alison was thanked by the Chair for her service of 20 years on the Parish Council as a Councillor, Vice Chair and Chair, and recognised for her unstinting work over this time. As Cheryl is stepping down, a replacement needs to be found for the Sydenham Mail and Facebook admin role. Huge thanks to Cheryl for all she has done with this and on the Parish Council.	
	There being no other business the meeting closed at 9.00pm. The next meeting will be the Annual Meeting of the Parish Council, held on Thursday 11 th May at 7.30ph the OSR		at 7.30pm in

Signed	Date
--------	------