

# Sydenham Parish Council

## Minutes of Annual Meeting 14th May 2015

Present: Paul Stancliffe  
Alison Isherwood  
Janet Potts  
Rachel Blake  
Mike May  
Heather Mullins

<u>Matters Arising</u>		
Election of Chairman and Officers	The officers of the council were elected as follows: Chairman - Alison Isherwood was proposed by Janet Potts and seconded by Rachel Blake Vice Chairman - Rachel Blake was proposed by Alison Isherwood and seconded by Michael May The declaration of acceptance of office forms were signed accordingly, and Register of Interest forms completed.	
Minutes of last Annual Meeting	These were approved and minutes signed for the meeting held on 2nd April.	
Standing Orders and Financial Regulations	These have been reviewed and are adopted for the forthcoming year.	
Asset Register	This was approved as current and up to date.	
Insurance Cover	The insurance cover was discussed and two renewal quotes compared. It was decided to continue with Aon insurance and the renewal premium was approved. The continued inclusion of the bus shelter to be discussed at renewal next year.	
Council Subscriptions and donations/grants	The list of current subscriptions was reviewed. All are to be renewed during the forthcoming year except ORCC. The subscriptions are as follows: Oxfordshire Playing Fields Association                    £40.00 Oxfordshire Rural Community Council                    £50.00 Oxfordshire Association of Local Councils                £133.07 Society of Local Council Clerks                            £128.00  The annual donations/grants made in 2014/2015 were: Thame Citizen's Advice Bureau                            £100 Chinnor Village Centre                                        £250 Old School Room Committee                                £500 Sydenham Newsletter                                        £600 It was agreed that these should all be repeated during this financial year. These sums have been included in the budget.	
Review of bank mandates and charges	The arrangements currently in place are as follows: SODC payment for dog hygiene bin emptying – direct debit SSE payment for the defibrillator electricity supply – direct debit Clerk's salary – standing order Safe Custody fee for the playing field deeds, annual payment of £25  There have been issues with the invoicing of dog bins, and it was agreed that if this is repeated again that the direct debit arrangement should be cancelled.	HM

Signed ..... Date .....

		07
Review of risk assessment	This was reviewed. A draft with suggested changes to be circulated for approval, and the document will stand for the next twelve months.	HM
Review of staff contract and annual appraisal	Rachel Blake undertook the clerk's annual appraisal and objectives have been set for the forthcoming year regarding paper filing, electronic storage, internet banking and dedicated email address. The next review is set for January 2016 in line with the standing orders. The clerk's hours are being monitored as part of the recent appraisal. This to continue for three further months for the council to consider the monthly average. Holiday to be calculated in hours, and clerk to enquire how other local parish councils arrange holiday leave.	HM HM
Review of procedure for handling requests made under the Freedom of Information Act and Data Protection Act	The information available from Sydenham Parish Council under the model publication scheme to be updated and circulated for approval.	HM
Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting.	The regular meetings of the parish council will continue to take place on the first Thursday of each month, excepting August when there will be no scheduled meeting. The date of the next Annual Meeting will be on 5th May 2016 providing the hall is available.	
Members' declaration of interests (for items on the agenda)	None	
Playing Field	SODC are finalising details for the Community grant, and require confirmation of the intent of funding from the Fayre committee. This to be requested from the Fayre treasurer. John Heathfield is ready to start the construction. It was agreed that the first payment of £2000 would be made by the parish council until grant monies are available, to enable the equipment to be in place before the summer holiday. The three trees along the boundary of the playing field were discussed and it was agreed that the middle tree should be felled as the hedge below is suffering and the shade cast is to the detriment of the play equipment. An application to SODC is required as the tree is in the Conservation Area and the width of the branches and trunk is above the limit specified. The necessary forms to be obtained and completed.	HM HM
Speeding on B4445	David Wilmshurst to be contacted regarding the meeting with Keith Stenning. This has been scheduled for 28th May. The issue of parish council contacts arose and it was agreed that neighbouring parish councils should be advised of our updated contact details and changes in councillors. The police van has been deployed in the B4445 layby on several occasions. The Community Speedwatch SID to be requested again from Jacky Madden, ideally in June. Cars that regularly speed through the village at the same time each day can be reported to Jacky Madden if the registration details can be noted. The colouring competition for speeding signs to be repeated, perhaps with a printed design for preschool ages - costs to brought to the next meeting.	AI HM AI RB

Signed ..... Date .....

Development of Sydenham Grove	<p>Mr Jude McCaffrey, Head of Housing at Soha has sent the following response to the parish council's letter:</p> <p>'Thank you for your letter of 30 April. Our tenants are still in the process of moving across to Baker's Piece, Kingston Blount and we have not as yet prepared any plans for the future of Sydenham Grove. We will of course include the parish council, along with the district council, in the planning consultation process and from as early a stage as possible. In the meantime, we will of course continue to maintain the grounds around the Soha houses as well as the security of the Soha properties themselves.'</p> <p>The width of access to the site was discussed, together with the possible implications for the owners. Mr McCaffrey to be contacted again to request a meeting with the parish council to initiate discussion, which can then be followed up with a village meeting once more information is available.</p>	<p>08</p> <p>MM</p>
Road defects	<p>The three defects raised at the last meeting have been reported, and the sunken road gully has now been fixed. Highways have inspected the two other queries on blocked gullies and have reported that they do not merit work. A further report and photograph to be lodged for the blocked drain by the Mill House.</p> <p>This led to a discussion on the drainage problems experienced at the side of Musgrave Cottages and the suggestion that a sump might help. The drainage issues are on private land but there is a possibility that if highway drainage is part of the problem the County Council may be able to assist. All blockages have been cleared so there shouldn't be a problem going forward - the situation can be monitored by the owners to make sure it is all working.</p>	HM
SSE electricity supply	<p>The proposal to underground the supply into the village is awaiting signatures on the final wayleaves. There is concern that if the process takes too long that the finance will no longer be available, and help was offered to try to resolve any outstanding queries.</p> <p>The electricity supply to the new pumping station has still not been connected. This issue is outside of our parish, but apparently the planned route of the supply has been changed and further wayleaves are required. In the meantime the station is being run by standby generators.</p>	MM/RB
Cycling clubs	A letter has been sent to six local clubs seeking support from members in terms of respecting the village as cyclists pass through.	
Councillor vacancy	C/fwd	
<u>Finance</u>	<p>The annual accounts return for the year ending 31st March 2015 was examined and approved. The Parish Council members acknowledged their responsibility for the preparation of accounts, and confirmed to the best of their knowledge and belief, with respect to the council's accounts for the year ending 31.3.15 that the points of the Annual Governance Statement had all been completed satisfactorily.</p> <p>The insurance renewal had been discussed and approved earlier in the meeting. The cricket club to be asked for a copy of their insurance as per previous years.</p> <p>Pension Automatic Enrolment - the parish council has been registered with the Pensions Regulator and the staging date is 1 February 2017.</p>	HM

Signed ..... Date .....

	The following items have been authorised for payment: £120.00 and £480.00 Grafham Construction, tree clearance and ditch digging £78.67 Clerk's expenses £426.05 Aon Insurance renewal £2000.00 John Heathfield, playground equipment	09
NatWest Current a/c: b/f £2,795.84	<p>Payments:</p> <p>£950.00 Will Munday - hedging works £180.00 Old School Room - hire for meetings for year 2014/15 £500.00 Old School Room Committee - annual grant £183.92 Clerk's salary £140.00 HMRC - PAYE for Feb-Apr 2015 £139.18 Osbornes Insurance Oxford Ltd - combined liability £133.07 OALC membership £3.06 Southern Electric - supply to defibrillator £25.12 SODC dog hygiene bins</p> <p>Receipts:</p> <p>£4000.00 Precept 2015/16, first instalment £157.00 Parish CTRS grant 2015/16</p>	Closing balance at 30.04.15
Natwest Reserve a/c: b/f £10,741.18	£0.44 Interest received	£4,698.49 £10,741.62
<u>Planning</u>  P15/S0250/HH and P15/S0251/LB	Vicarage End, Sydenham Road Widen the existing single storey rear extension at the rear of the property and minor trimming to the recently replaced thatched roof covering. <i>GRANTED</i>	
<u>Correspondence</u>  SODC OCC OALC TVP	CIL draft charging schedule - statement of modifications Review of subsidised bus services 2014-15 Civic trust - war memorials Annual update	
<u>Any Other Business</u>  Broadband	As Craig Bowyer has now left the Better Broadband for Oxfordshire team, a letter of introduction to be sent to his successor requesting an update on the copper rearrange for the supply to the Emmington end of the village. The results from the distributed flyer demonstrate the number of business users affected.	AI
Emergency Plan	Copy to be given to Mike May for reference.	RB
<p>There being no other business the meeting closed at 22.25pm. The next meeting will be held on Thursday 4th June in the OSR at 8pm.</p>		

Signed ..... Date .....