

# Sydenham Parish Council

Minutes of the Parish Council meeting held on 6<sup>th</sup> March 2025 at the Old School Room, Brookstones

Present: Michael May (MM) - Chair  
 Vicki Roe (VR) - Vice Chair  
 Tara Glen (TG)  
 David Wilkins (DW)  
 James Knight (JK)  
 Heather Mullins (HM) - Clerk

The meeting was pleased to welcome Cllr Ali Sadler and the Chinnor County Council candidate Paul Harrison

205	<b>Members' declaration of interests (for items on the agenda)</b>	None.	
206	<b>Minutes of previous meeting</b>	The minutes of the previous meeting were approved and signed.	
207	<b>County Council candidate</b>	Mr Paul Harrison introduced himself and gave an outline of his background and experience. The County Council election will be held on 1 <sup>st</sup> May.	
208	<b>Planning</b>	<p>P24/S3028/FUL - 18 Holliers Close Sydenham OX39 4NG          Minor Amendment : No. 1 - dated 30th November 2024          Retrospective application for proposed front, rear and loft extensions to existing dwelling, and subdivision of extended dwelling into two separate dwellings. (As amended by plan received 30 November 2024 to demonstrate four parking spaces).  <i>SODC decision – permission granted</i>          A letter to be sent to SODC Planning to ensure that all the conditions stipulated in the decision letter are met as several have specific deadlines.</p> <p>The lack of enforcement issue was raised at the OALC Chairs meeting, and as a result a presentation will be made to the next OALC board meeting. The matter has also been raised with the Head of SODC and Cllr Gordon-Creed suggested she raise a motion at full council. Potentially a Fol request could be submitted from numerous parish councils across Oxfordshire to assess the situation.</p>	<p>TG/HM</p> <p>TG</p> <p>TG</p>
209	<b>Finance</b>	<p>The following items were approved for payment:</p> <p>£8.75 Virtual Landline          £491.50 Clerk's salary          £54.00 Pet Waste Solutions          £17.99 GoDaddy website builder          £12.00 Parish Council Websites – 3 yrs domain reg'n less funding          £30.67 Sign Wizzard – CSW sign          £30.27 DW expenses – fuel for mower          £50.00 S. Williams – play park maintenance          £216.00 OALC membership renewal</p>	

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		<p>£47.00 ICO registration renewal          £135.00 Mr Marvel booking fee - Fayre          £160.00 est – fayre domain and hosting renewals          £21 est – Temporary Event Notice - Fayre          An outline budget of Fayre expenditure based on last year was approved and the committee will advise of any significant variations.</p>	
210	<p>NatWest Current a/c: b/f £239.62</p> <p>NatWest Reserve a/c: b/f £35,769.88</p>	<p>Payments:</p> <p>£491.50 Clerk's salary for January          £660.00 The Partners Kingston Stert Farm - verges and hedges          £54.00 Pet Waste Solutions, dog bin emptying          £8.75 Virtual Landline          £600.00 Grant to Sydenham Newsletter          £450.00 donation to Chinnor Village Centre          £17.99 GoDaddy website builder renewal          £12.00 BWP Creative - registration of gov.uk domain 3yrs less funding</p> <p>Receipts:</p> <p>£2,150.00 transfer from reserve account</p> <p>Payments:</p> <p>£2,150.00 transfer to current account</p> <p>Receipts:</p> <p>£32.96 interest received</p>	<p>Closing balance at 28/02/25</p> <p>£95.38</p> <p>£33,652.84</p>
211		Grateful thanks have been received from both the Newsletter team for the grant and from Chinnor Village Centre for the donation.	
212	<b>Matters carried forward</b>	<p><b>Playing field</b>          Unfortunately the cost of a zipwire makes it an impossible project. An adventure trail for early years is being looked at as an alternative. Grant options to be explored and companies contacted for quotes.</p>	DW
213		<p><b>Speeding</b>          The white lining has been discussed with the OCC contractor and is in hand.          A quote is awaited for replacement posts by Box Tree House. Quotes have been sought for replacement village gates and a grant request submitted.          Community Speedwatch to be promoted with a view to the clocks changing – more volunteers are required. The final sign is ready for collection and then all can be installed.</p>	<p>SydMail</p> <p>HM/DW</p>
214		<p><b>Village repairs and maintenance</b>          Tree work on the Stert end of Sydenham Road has been approved by the landowner, and a quote to be obtained.          The ditches between the Old Vicarage and the bridge have been cleared and OCC can now jet the pipes as the final part of this project.          The ditch in front of the playing field has silted up – expenditure approved for clearance.</p>	<p>DW</p> <p>DW</p> <p>DW</p>

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215	<p><b>Drainage and flooding</b></p> <p>OCC is working on the large-scale issue of flooding all the way to the Towersey turn and is liaising with Sydenham and Chinnor Parish Councils to look at measures that will aid drainage between the Emmington junction and the streams behind Copse Farm. This includes recreating ditches, clearing blocked culverts, and installing a new underground pipe and new culvert. The major part of this project will start in the autumn after the nesting season, when saplings along the roadside can be cut back to allow access to the ditches. Some minor works can take place over the summer. The whole project is likely to take up to 18 months, so realistically there will be some disruption while the various project stages are undertaken. Please understand that there is likely to be some disruption while the various project stages are undertaken.</p> <p>The next grant application process started today and the OCC Grant Officer awaits expressions of interest from both Sydenham and Chinnor Parish Councils for the schemes discussed.</p> <p>The tree clearance from Thame Park has been carried out in the brook and the contractor is looking at pollarding the willows in line with good practice. Thanks to Mike and Annie for clearing a lot of debris from the next 500m stretch. This all helps to ensure that the brook takes water from the flood plain and protects the houses in Brookstones.</p> <p>To further improve the drainage network, it might be possible to install a leftover piece of culvert pipe in the field behind Windmill Cottage. If the landowner gives permission for this to be undertaken, a quote to be obtained. Estimated expenditure of upto £2,000 approved.</p>	TG/MM
216	<p><b>Assets of Community Value</b></p> <p>Following a meeting with the leader of SODC, it is recognised that a simpler process should be in place for applications relating to long term village assets such as village halls and libraries. The current rules are so onerous that applicants are deterred. Suggest to the OSR Committee that the application for the OSR be revisited.</p>	MM
217	<p><b>Defibrillator supply</b></p> <p>SSE Complaints Department have made an offer of compensation and confirmed that they will cover all disconnection costs once the quotation is revised to include the necessary digging.</p> <p>SSEN to be asked for a revised quotation for the disconnection.</p>	HM
218	<p><b>Neighbourhood Plan Review</b></p> <p>The next step is a call for sites, inviting nominations for sites within the development boundary to be put forward for consideration for development. The Neighbourhood Plan team are putting together the necessary criteria which will be used to score the sites. The Parish Council confirmed that it was happy for this process to commence.</p> <p>The NP team are also compiling a questionnaire to go out to the village to gain views on the existing and proposed policies.</p>	TG TG
219	<p><b>Change of Parish Council website and email domain</b></p> <p>The consensus is that Microsoft 365 will best suit the needs of the Parish Council and quotations are being sought on this basis. The</p>	JK

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		website provider will ideally provide a basic new website that the parish council can then easily maintain using Squarespace or similar.	
220		<b>OCC grant application</b> Covered in item 215 above. Applications to be submitted based on the site meetings held with OCC.	TG
221		<b>Annual Parish Meeting arrangements</b> Fliers to promote the event to be arranged and distributed in two waves. Posters to be included in print order. Expenditure approved. An A-Frame on the green was also suggested. Catering was discussed and quantities from last year to be provided as a guide.	JK HM
222		<b>Clerk's Annual Appraisal</b> This has been carried out with objectives set for the coming year. A priority system for the email subject bar was welcomed when circulating correspondence. Hours worked to be recorded for a few months to check against contract.	HM
223		<b>Annual review of documents</b> Clerk to carry out first review on all, then Chair to do a second review.	HM/MM
224		<b>Potential village event in July</b> Hall booking to be confirmed – afternoon and evening. Timing from 5pm to include children. Cater for at least 100 people. Ticketing cost and what will be included discussed, as well as types of entertainment. Posters and tickets to be created and the event promoted.	HM JK  VR
225		<b>Fayre report</b> The committee have started arrangements and bookings. Actioning changes and improvements. Minutes of meetings provided to clerk.	
226	<b>Matters Arising</b>	<b>Devolution and local government reorganisation</b> Details of the considerations have been circulated by SODC. A full proposal is expected in November.	
227	<b>Correspondence</b>	Thame Town Council – calls for support for a Thame Banking Hub SODC – housing allocations policy review SODC – South Oxfordshire considers options for a new unitary authority SODC – charity collections policy SODC – Local Area plans for Oxfordshire	
228	<b>AOB</b>	OSR required for polling station on May meeting date – meeting to be held at Slade Farm instead. April meeting date to be moved to Tuesday 8 <sup>th</sup> April – as OSR not available the meeting will be held at Brook Cottage. Use of the village website was discussed, and the content changes will be minimised until the new website is live. Gaps in the daffodil planting to be noted whilst they are in flower to help with future bulb planting. Tree work is required in the property next to the playing field – access across the playing field discussed.	
<p>There being no other business the meeting closed at 9.35pm The next meeting will be held on Tuesday 8<sup>th</sup> April at Brook Cottage, Brookstones at 7.30pm.</p>			

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