

Sydenham Parish Council

Minutes of the Parish Council meeting held on 7th March 2024 at the Old School Room

Present: Michael May (MM) - Chair
 Vicki Roe (VR) - Vice Chair
 Hayley Smith (HS)
 Tara Glen (TG)
 Heather Mullins (HM) - Clerk

Apologies: David Wilkins (DW)

The meeting was pleased to welcome our District Councillors and one member of the public.

200	Members' declaration of interests (for items on the agenda)	None	
201	Minutes of previous meeting	The minutes of the previous meeting were approved and signed.	
202	Planning	<p>P24/S0606/HH 1 Sydenham Grove, Sydenham, OX39 4LP Proposed loft conversion with rear dormer and velux windows to front elevation <i>Parish Council response – comment submitted</i></p> <p>P24/S0615/HH The Water Lane, Brookstones, OX39 4LY Erection of a greenhouse <i>Parish Council response – support</i></p>	
203	Finance	<p>The following items were approved for payment:</p> <p>£8.75 Virtual Landline £5.41 SSE electricity supply for defibrillator £476.25 Clerk's salary £36.00 Pet Waste Solutions £168.00 OALC membership subscription for 2024/25 £35.00 IOC renewal (dd) £22.17 DW expenses – fuel for mower/machines £456.00 OCC, traffic surveys x 2 £300.00 OCC, supply of salt bin £17.40 Amazon, print cartridge £158.33 Cheryl Belson - domain & hosting renewals – Fayre £130.00 Mr Marvel booking fee - Fayre</p>	
	NatWest Current a/c: b/f £633.42	<p>Payments:</p> <p>£476.25 Clerk's salary for January £36.00 Pet Waste Solutions - dog bin emptying for Jan £600.00 Kingston Stert Farm Partners - hedges and verges £2,000.00 To Chinnor PC as contribution towards Thame Road planning appeal £457.62 Grant to OSR for first year of broadband</p>	Closing balance at 29/02/24

Signed Date

	NatWest Reserve a/c: b/f £35,363.99	<p>£8.75 Virtual Landline £5.41 SSE Energy Solutions - supply to defibrillator £17.40 Amazon - printer cartridge</p> <p>Receipts: £600.00 transfer from reserve account £2,000.00 transfer from reserve account £500.00 transfer from reserve account</p> <p>Payments: £600.00 transfer to reserve account £2,000.00 transfer to reserve account £500.00 transfer to reserve account</p> <p>Receipts: £37.85 interest received</p>	<p>£131.99</p> <p>£32,301.84</p>
204		A donation of £400.00 to be made to Chinnor Village Centre, and the budgeted grant of £600.00 to be paid to Sydenham Newsletter.	HM
205	Matters carried forward	Playing field The slide has been roped off due to damage to the wooden climbing framework. Repairs have been put in hand with an estimated budget of £500.	MM
206		VAS signs and speeding OCC are liaising directly with Chinnor PC regarding the release of CIL funding for the B4445 chicane. The '20restrictions' team from OCC have been in contact regarding replacing the two small VAS signs. The data from the two cable surveys recently undertaken has shown that traffic is still speeding past Box Tree House as it leaves the village. OCC Traffic and Road Safety Team to be asked for advice on possible measures. Existing correx speed signs to be re-deployed together with cat silhouettes (expenditure of £13 agreed). A new sign design competition was suggested.	HM VR HM
207		Village repairs and maintenance OPC will be clearing the culverts on 19 th March. The new salt bin near Plough Corner has been installed. Flooding and drainage issued to be discussed in matters arising.	
208		Footpaths and bridleways The contractor who installed the gate leading towards the allotment field to be asked for a quotation to relocate the gate set back 1m inside the field. This will allow waiting space for pedestrians wanting to cross the road. Field owner to be contacted to request permission for the same. To help with the ongoing dog fouling issues, bag dispensers to be investigated.	HM MM HM
209		Fayre Committee Car parking is being looked at, and the road closure application submitted (cost to be reimbursed). Predicted expenditure to be based on last year's pattern of spend, and committee will advise of any significant deviation from that. Skip to be booked for barn clearance.	

Signed Date

210		Rectification of anomaly of the Definitive Footpath Map and Statement The definitive map is going through the due process to be modified and will reflect the route actively in use. The previous application to divert the Sydenham Grange footpath was discussed. A renewed application for this would be supported by the Parish Council.	
211		Defibrillator/life support course A date to be arranged once the evenings are lighter.	HS
212		Emergency Plan Review All consents for the annual OCC survey now received, and forms to be submitted. A Sydenham Mail asking for volunteers to be sent.	HM
213		Annual Parish Meeting Flyers to be printed for a leaflet drop (estimated expenditure of £50 approved). Price to be obtained for correx boards to be used for the impact review. Categories discussed and further figures to be provided.	VR TG All
214		Old School Room The grant for the first year of broadband has been paid to the OSR Committee. The procedure for registering a Community Asset has been researched and circulated. OSR Committee to be asked to provide the necessary information and land registry document to the Parish Council for submission.	HS
215		Biodiversity Duty Document with key objectives to be circulated for approval at next meeting.	HM
216		Litter pick Suggested date of 20 th April. Booking forms to be approved and submitted.	HS/HM
217	Matters Arising	Drainage and flooding A very constructive site meeting was held with OCC Highway Maintenance to look at the existing issues. The junction by the Inn - OCC will clear the culvert and investigate levels. The ditches either side of the main road to be looked at and landowner information sought. Culvert by Slade Farm – to be jetted through and plan to increase capacity. New culvert to be investigated. SPC to clear left-hand ditch (already planned maintenance). Landowner details to be provided. Brookstones – will investigate a road gulley on Brook Cottage side to discharge into brook. Issues raised with Thames Water regarding pumping station - complaint to be lodged.	TG/MM TG/MM MM/HM
218		Annual review of key documents Clerk to review initially and discuss with Chair before next meeting.	HM/MM
219		Insurance renewal Quotes to be obtained based on current asset register.	HM
220	Correspondence	SODC – Community Infrastructure Levy Grant Fund OCC – Vision Zero road safety strategy and action plan	

Signed Date

		Gigaclear – wayleaves over village green for project Gigabit D-Day 80 Flag of Peace SODC – garden waste changes OCC Highways Records – certificate of end of defects, Sydenham Grove OALC – February update	HM HM
221	AOB	None	
There being no other business the meeting closed at 10.10pm. The next meeting will be held on Thursday 4 th April at 7pm in the Old School Room.			

Signed Date