

# Sydenham Parish Council

Minutes of the Parish Council meeting held on 8<sup>th</sup> April 2025 at Brook Cottage, Brookstones

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

001	<b>Members' declaration of interests (for items on the agenda)</b>	None.	
002	<b>Minutes of previous meeting</b>	The minutes of the previous meeting were approved and signed.	
003	<b>Planning</b>	<p>P25/S0756/HH &amp; P25/S0757/LB – Fuchsia Cottage, Sydenham Road, Sydenham OX39 4LJ          Proposed installation of one air source heat pump  <i>Parish Council response – no strong views</i></p> <p>Discharge of conditions 6 (biodiversity mitigation and enhancement strategy) on APPEAL No APP/Q3115/W/22/3306672. SODC Ref no P21/S3405/O and 14(Cycle Parking Facilities), 17(Surface Water Drainage), 18(Foul Water Drainage) and 19(Pluvial flood risk mitigation) on application P24/S3042/RM. (Application for approval of Reserved Matters (access, appearance, landscaping, layout and scale) following application P21/S3405/O for the construction of one dwellinghouse).          P24/S3682/LDE  <i>For information – no consultation</i></p> <p>The Inn at Emmington Sydenham Road Sydenham Chinnor OX39 4LD          CERTIFICATE OF LAWFUL DEVELOPMENT FOR EXISTING USE OR DEVELOPMENT          A Lawful Development Certificate is sought to confirm that planning permission P13/S1431/FUL for the 'Erection of a two-storey extension and single storey extension' was implemented by the carrying out of a material operation in accordance with Section 56(4) of the Act.  <i>SODC decision – certificate refused</i></p> <p>P24/S3028/FUL – 18 Holliers Close          SODC Planning responded to the query regarding conditions stipulated in the planning decision. A further letter to be sent requesting clarification.</p>	
004	<b>Finance</b>	<p>The following items were approved for payment:</p> <p>£8.75          Virtual Landline          £491.50      Clerk's salary</p>	

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008	<b>Matters carried forward</b>	<b>Planning enforcement within Oxfordshire</b> A request for specific information was sent to SODC, who responded on some points but did not provide sufficient detail about numbers of reported planning breaches and the associated responses. A further letter to be sent asking for the required data, with the option of submitting a Freedom of Information request if this is not forthcoming within a set time.	MM
009		<b>Playing field</b> Meetings have been held with two companies who are providing quotes for a low level toddler activity trail. This would be located on the right hand side of the playing field, and would not require bark underneath. The first quote ranges from £6,000 to £10,000 depending on the number of elements included. Grant options to be explored.	DW
010		<b>Speeding</b> The Community Speedwatch now has 8 members. Training to be completed and the process for booking a session to be checked. Signs to be installed on the existing gates.	HM
011		<b>Village repairs and maintenance</b> Unfortunately the grant application for village gates was unsuccessful. A contractor has been selected from the quotes obtained and a final order to be compiled from specific dimensions and photographs. Estimated expenditure for 5no. gates is £936 including vat and delivery. Installation to be arranged separately. Prices to be obtained for replacing the bollards between the playing field and Box House. These will be square wood effect with reflectors. The tree work discussed on the Stert end of Sydenham Road will be undertaken by the landowner.	DW DW DW
012		<b>Drainage and flooding</b> The culverts by the Mill House are on the OCC list of works. Chinnor Parish Council have agreed to submit an application for funding to OCC for their sections of the discussed works on the B4445 and Sydenham Parish Council will apply for OCC grant funding for its own designated parts of the project. As part of this, quotes are being obtained for the relevant elements.	TG/MM
013		<b>Assets of Community Value</b> The OSR Committee to be contacted regarding the application for the OSR.	MM
014		<b>Defibrillator supply</b> A compensation payment of £200 has been received from SSE Complaints Department, and they have further guaranteed to cover all disconnection costs associated with the revised quote from SSEN. The disconnection quote to be accepted under the strict condition that work does not commence until after 9 <sup>th</sup> June to avoid disruption to the Fayre. Expenditure of £1017.47 approved for the disconnection, which will be reimbursed by SSE upon full completion of the works.	HM
015		<b>Neighbourhood Plan Review</b> Leaflets containing both the call for sites and the survey regarding existing and proposed policies within the Plan have been distributed.	

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		The closing date for responses is 26 <sup>th</sup> May after which nominated sites will be assessed.	TG
016		<b>Change of Parish Council website and email domain</b> Further quotations were compared and considered. Queries relating to email compatibility with Outlook/Apple Mail to be investigated with one particular provider, and a request to be made for customer feedback from a parish council for reference.	HM
017		<b>Annual Parish Meeting arrangements</b> The first round of fliers has been distributed and the event promoted by Sydenham Mail, Facebook and within village groups. Photo posters to be compiled of the Parish Council's work during the past year. Catering and purchasing to be based on last year.	VR/TG JK
018		<b>Annual review of documents</b> Clerk undertaking first review on all, then Chair to do a second review. New Model Financial Regulations have been issued and will be included in this review.	HM/MM
019		<b>Village event in July</b> Hall booking confirmed for 5 <sup>th</sup> July. Food element to be a BBQ, with welcome drinks included in ticket price followed by BYO for remainder. Costings discussed. Promotion details finalised and ticket sales to be arranged. Music to be confirmed, and bouncy castle options considered.	JK VR DW VR
020		<b>Fayre report</b> Plans well in hand although the committee need more volunteers. Latest minutes given to Clerk.	
021	<b>Matters Arising</b>	<b>Proposed Unitary Authority</b> As the public consultation appears to be an ongoing delayed process some parishes are deciding to take a proactive approach. Following similar action by other rural parishes in Oxfordshire it was agreed that a letter should be sent to the Minister of State for Local Government and English Devolution Local Parishes and Communities opposing the plan for being part of an Oxford city-based unitary authority in favour of the proposed Ridgeway, more rural unitary authority.	MM
022	<b>Correspondence</b>	OCC- review of financially supported bus services OALC – Practitioners Guide 2025 OALC – March update for members TVP – outcome of Community Fund grant application South & Vale – introducing Ridgeway Council – part of a two unitary council option for Oxfordshire and West Berkshire D. Rouane, Head of SODC – Planning enforcement South & Vale – Everyone Active grant scheme OALC – New Model Financial Regulations Auditing Solutions – audit of 2024/25 Annual Accounts and Governance Statements St Mary's Church – request to fund bunting for VE Day concert (expenditure of £50 approved)	HM     MM DW HM HM HM

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023	<b>AOB</b>	<p>Volunteers have organised a litterpick for 27<sup>th</sup> April – forms submitted by the parish council and booking confirmed.</p> <p>The Old School Room has a new online booking system. All Parish Council meetings in place for the remainder of the year.</p> <p>The large framed footpath picture needs to be relocated. OSR to be approached.</p>	MM
	<p>There being no other business the meeting closed at 10.30pm</p> <p>The next meeting will be held on Thursday 1<sup>st</sup> May at Slade Farm at 7.30pm. This change in location is due to the Old School Room being required for a Polling Station for the date in question.</p>		

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