

# Sydenham Parish Council

Minutes of the Annual meeting of the Parish Council held on 12<sup>th</sup> May at 7.30pm in the Old School Room

Present: Michael May (MM) - Chair  
 Alison Isherwood (AI) - Vice Chair  
 David Wilkins (DW)  
 Cheryl Belson (CB)  
 Hayley Smith (HS)  
 Heather Mullins (HM) – Clerk

024	<b>Election of Chairman and officers</b>	The officers of the council were elected as follows: Chairman – Michael May was proposed by Alison Isherwood and seconded by David Wilkins Vice Chairman – Alison Isherwood was proposed by Hayley Smith and seconded by Michael May The acceptance of office form was completed by the elected Chair.	
025	<b>Minutes of last Annual Meeting</b>	The minutes were confirmed as accurate.	
026	<b>Standing Orders and Financial Regulations</b>	These have been reviewed and adopted.	
027	<b>Asset Register</b>	There have been six changes during the year. The asset register at 31.3.22 was approved as part of the audit process.	
028	<b>Confirmation of arrangements for insurance cover</b>	It was agreed that the policy with BHIB would be renewed with effect from 01.06.22, with an increase in cover for Street Furniture in accordance with the asset register.	
029	<b>Council subscriptions and donations/grants</b>	The list of current subscriptions was reviewed as follows: Oxfordshire Association of Local Councils (£125+vat, 7.3.22) ICO annual registration fee (£35, 22.3.22). These will be renewed during the forthcoming year. There were no donations or grants made during the year. It was agreed that for 2022/23 donations would be considered on an ad hoc basis and that the budgeted grant of £600 would be made to the village newsletter.	
030	<b>Review of bank standing orders, direct debits, fees and charges</b>	The arrangements currently in place are as follows: DD £35 for ICO Registration per year DD £4.34 + vat SSE electricity supply for defibrillator on the green per month SO £6.63 + vat virtual landline per month Fee for safe custody of documents at the bank, £25 per year – to be reviewed once the OSR filing is finalised.	
031	<b>Review of Risk Assessment</b>	This has been reviewed and is adopted for the forthcoming year.	

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032	<b>Review of staff contract</b>	There have been no changes during the year.	
033	<b>Review of the Publication Scheme</b>	This has been reviewed and is adopted for the forthcoming year.	
034	<b>Review of the Data Protection and Privacy Policy</b>	This has been reviewed and is adopted for the forthcoming year.	
035	<b>Determining the time and place of ordinary meetings of the full council up to and including the next Annual Meeting</b>	The regular meetings of the parish council will continue to take place on the first Thursday of each month (unless a meeting is not quorate in which case the revised date will be communicated via Sydenham Mail), excepting August with there will be no scheduled meeting. The date of the next Annual Meeting of the Parish Council will be in the week following the May elections.	
036	<b>Members' declaration of interests (for items on the agenda)</b>	None.	
037	<b>Minutes of previous meeting</b>	The minutes of the previous meetings were approved and signed.	
038	<b>Planning</b>	<p>P22/S0870/HH – 1b Holliers Close Sydenham OX39 4NG  Add electric gates and install pedestrian gate into the property  No strong views  <i>Parish Council response – no strong views</i></p> <p>P21/S3405/O Park House, Workshop, Park View, Sydenham  Development work  Amendment No. 2 – as amended by updated Flood Risk Assessment Report received 21<sup>st</sup> March 2022  <i>SODC decision – outline planning permission refused</i></p>	
039	<b>Finance</b>	<p>The following items were approved for payment:</p> <p>£7.96 Virtual Landline, reimburse clerk for virtual landline  £4.55 SSE electricity supply for defibrillator  £418.75 Clerk's salary for April (revised to include backdated NALC salary award)  £36.00 Pet Waste Solutions – dog bin emptying  £120.00 DM Payroll Services Ltd – administration of payroll  £329.72 BHIB Ltd – insurance renewal  £24.00 reimburse Rachel Blake for printing  £24.00 Clerk's expenses – printing  £161.12 HS expenses – planting barrels and Jubilee Wood  £28.22 HS expenses – Jubilee celebrations, Fayre expenditure  £166.30 DW expenses – APM provisions  £34.99 DW expenses – weedkiller  £32.58 Clerk's expenses – printer cartridges  £240.00 Auditing Solutions Ltd – internal audit</p>	

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	<p>NatWest Current a/c: b/f £661.51</p> <p>NatWest Reserve a/c: b/f £25,273.13</p>	<p>Payments:</p> <p>£418.75 Clerk's salary for March £31.20 Pet Waste Solutions, dog bin emptying February £7.96 Virtual Landline, reimburse clerk £4.55 SSE telephone box supply for defibrillator £46.12 DW expenses, fuel for mower £7,500.00 transfer to reserve account £516.25 Clerk's salary for April and NALC pay award backdated to 01.04.21</p> <p>Receipts:</p> <p>£8000.00 SODC first instalment of precept</p> <p>Receipts:</p> <p>£1.96 interest in April £7,500.00 transfer from current account</p>	<p>Closing balance at 30/04/22</p> <p>£136.68</p> <p>£32,775.09</p>
040		<p>The internal auditor's report was presented to the council and approved. The recommendation to apply for a debit card was discussed, and an application will be made to NatWest. The VAT claim for 2021/22 has been received in the sum of £1,983.77</p>	HM
041	<b>Matters carried forward</b>	<p><b>Platinum Thicket</b> The wooden sign is being varnished ready for installation.</p>	HM/HS
042		<p><b>Playing field</b> Hedging has been planted, and some topsoil and reseeding is required on the RHS. The bark edging is to be replaced, and also screws on the slide. The goal has been repaired for this season but will need to be replaced in due course.</p>	DW
043		<p><b>Speeding on B4445</b> The chicane consultation details have been publicised, and the results will be considered by OCC in July. The parish council to submit a response in support of the scheme.</p>	HM
044		<p><b>VAS sign on the B4445</b> Both signs have been repaired, and the relocated sign's warranty period will commence as of 1<sup>st</sup> May.</p>	
045		<p><b>Village 20mph zone</b> The wheelie bin stickers have been distributed along the main route through the village. Some spares are available. The limits to the zone were discussed and will be submitted to OCC, along with the history of speeding in the village to support our application.</p>	MM
046		<p><b>Village repairs and maintenance</b> The tubs on the pinch points have been completed and a team of volunteers will keep them watered. They have been so well received</p>	

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	that further tubs have been suggested for the green and Plough Corner. Expenditure approved for barrels, compost and plants. Chris Morgan has kindly volunteered to paint the gates at the Stert end of the village, and the new Welcome to Sydenham signs will then be installed.	HS HM
047	<p><b>Footpaths and bridleways</b></p> <p>Sewells Lane has been regraded and the results are spectacular. It will be key to ensure that users keep to the correct sides and signage was suggested.</p> <p>Further hardcore will be required for the Jays and for the narrow section of Sewells Lane, which will be compacted with a roller for best results. A volunteer has offered to strim the upper section of Sewells Lane.</p> <p>The expenditure for Paul Grafham's time on this work was approved. The gate delivery for the route to the allotment fields is being chased, and the grant deadlines to be checked.</p>	AI HM
048	<p><b>Faster broadband</b></p> <p>Openreach are being pressed to keep to their original scheduling. Installation should be complete by August at the latest.</p>	
049	<p><b>Emergency plan</b></p> <p>The document has been revised and a copy submitted to OCC. The OSR to be consulted about the deployment of the generator.</p>	AI
050	<p><b>Fayre Committee report</b></p> <p>The Jubilee street party plans were outlined and expenditure of up to £150 were approved, plus the fee for the TEN.</p>	
051	<p><b>Document retention and disposal policy</b></p> <p>Updated and approved.</p>	
052	<p><b>Change of domain for parish council emails</b></p> <p>An application for <a href="mailto:parishcouncilchair@sydenhamvillage.co.uk">parishcouncilchair@sydenhamvillage.co.uk</a> to be made.</p>	HM
053	<p><b>Arrangements for Annual Parish Meeting</b></p> <p>The event has been well publicised with a good level of interest.</p>	
054	<p><b>Clerk's Annual Review</b></p> <p>Feedback to be given to the clerk.</p>	HS/AI
055	<p><b>SSE power cuts</b></p> <p>The cause of the second power cut was queried as the switchover installation should have prevented it. Apparently there was a faulty circuit breaker, which has now been replaced. The first power cut was county wide and on a scale that overstretched all resources!</p>	

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056	<b>Matters Arising</b>	<b>OSR storage and record archiving</b> As one cabinet has been broken the contents have been moved. Files to be considered in line with disposal document.	HM/AI/MM
057	<b>Correspondence</b>	Pet Waste Solutions – notification of price increase OCC – Consultation B4445 proposed traffic calming chicane SODC Waste Team – litter bug trail NALC – survey regarding council finance and direct funding John Howell – virtual meetings	
058	<b>Any Other Business</b>	The idea of a community solar farm was raised. The date of the next meeting to be discussed as the scheduled date is one of the extraordinary Jubilee Bank Holidays.	
There being no other business the meeting closed at 9.15pm. The next meeting date to be agreed.			

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