

Sydenham Parish Council

Minutes of the Annual Parish Council meeting held on 11th May 2023 in the Old School Room

Present: Michael May (MM) – Chair
David Wilkins (DW)
Tara Glen (TG)
Vicki Roe (VR)
Heather Mullins (HM) – Clerk

Apologies: Hayley Smith (HS)

022	Election of Chairman and officers	The officers of the Council were elected as follows: Chairman – Michael May was proposed by David Wilkins and seconded by Vicki Roe Vice Chairman – Vicki Roe was proposed by Michael May and seconded by David Wilkins	
023	Signing of Declaration of Office Forms	These were duly completed and witnessed.	
024	Review of Standing Orders and Financial Regulations	These have been reviewed and adopted.	
025	Review of Asset Register	There have been four changes during the year. The asset register at 31.3.23 was approved as part of the audit process.	
026	Confirmation of arrangements for insurance cover	It was agreed that the policy with BHIB would be renewed with effect from 1 st June 2023, with an increase in cover in accordance with the asset register.	
027	Council subscriptions and donations/grants	The list of current subscriptions was reviewed as follows: <u>Subscriptions</u> Oxfordshire Association of local Councils (£156, paid 10.3.23) ICO annual registration (£35, paid 22.3.23) These will be renewed during the forthcoming year. Grants and donations made during the past year were as follows: <u>Grants</u> £600 to Sydenham Newsletter <u>Donations</u> £400 to Chinnor Village Centre It was agreed that donations would be considered on an ad hoc basis and that the budgeted grant of £600 would be made to the village newsletter.	
028	Review of banks standing orders, direct debits, fees and charges	The arrangements currently in place are as follows: DD for ICO annual registration fee, £35 per year DD for SSE electricity supply to phone box defibrillator £4.40 plus vat per month SO for Virtual Landline £6.63 plus vat per month.	

Signed Date

029	Review of Risk Assessment	This has been reviewed, revised with one minor change and is adopted for the forthcoming year.	
030	Review of staff contract	There has been one change to the leave entitlement in accordance with the NALC 22/23 award, covered by a letter dated 9 th February 2023.	
031	Review of the Publication Scheme	This has been reviewed, revised with two amendments and is adopted for the forthcoming year.	
032	Review of the Data Protection and Privacy Policy	This has been reviewed and is adopted for the forthcoming year.	
033	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 (unless a meeting is not quorate in which case the revised date will be communicated via the notice boards and website), excepting August when there is no scheduled meeting. The date of the next Annual Meeting will be 2 nd May 2024. Meetings to start at 7.30pm during the summer and 7pm during winter.	
034	Members' declaration of interests (for items on the agenda)	None	
035	Minutes of previous meeting	The minutes of the previous meetings were approved and signed.	
036	Planning	<p>P22/S4643/O (Outline) Land west of Thame Road Chinnor Amendment : No. 2 - dated 1st March 2023 Outline planning application for up to 150 residential dwellings including up to 40% affordable housing, creation of new vehicular access off of Thame Road and provision of public open space including a children's play area with associated infrastructure and earthworks. All matters reserved except accessibility to the site, for vehicles in terms of the positioning and treatment of access to the site (as updated by additional information 24 January and 1 March 2023). <i>SODC decision – permission refused</i></p> <p>P23/S1345/FUL Greenways, Sewells Lane, Sydenham Removal of existing dwelling, construction of replacement two storey detached dwelling with car port, access, car parking and associated works <i>Parish Council response – comments to be submitted</i></p>	
037	Finance	<p>The following items were approved for payment: Payments to authorise: £7.96 Virtual Landline £4.55 SSE electricity supply for defibrillator £451.25 Clerk's salary £36.00 Pet Waste Solutions – dog bin emptying £348.44 BHIB Insurance renewal</p>	

Signed Date

040		<p>Chicane installation on B4445 Chinnor PC have a meeting on 15th May at which they will confirm the quote from ODS at £34,880.36 and that the buildouts on the B44445 will now proceed as agreed. CPC to place the order and deliver the project.</p>	
041		<p>20mph scheme The signs are currently being installed, and OCC to be asked about painted roundels in the road. The re-calibration of the existing VAS signs to be queried.</p>	MM
042		<p>Village repairs and maintenance The bus shelter to be treated and repaired as necessary, and the phone box to be repainted. Quotes to be obtained for these works, also a quote for revarnishing the footpath sign. Roadside verges to be cut before the village Fayre – DW has several contacts to follow up. The Deep Cleanse team have been in the village this week and done a good job in certain areas, however unfortunately the path between the Green and the Playing Field was missed out again and urgently needs to be cleaned of moss. Team to be contacted regarding this issue. Road sweeper to be booked before the Fayre.</p>	DW DW HM HM
043		<p>Footpaths and bridleways The re-grading work at the top of Sewells Lane is waiting for an improvement in the weather. A review to be done of footpath tasks – agenda item for next meeting. The Ramblers have advised that PPWs now co-ordinated by the Chiltern Society, and that a rep has been appointed to Sydenham. The PC has historically undertaken this role and will advise the Chiltern Society that we are happy to continue to do so.</p>	HM HM
044		<p>Fayre Committee report Event signs and posters are now going up locally. Procurement of goods now underway. Estimated expenditure required between now and the event is £2000. We are trying to be as kind to the planet as possible with ‘greener’ options on cups and napkins etc. The Fayre will have gin and Pimms palace, BBQ with an option for a ‘Burger and Beer’ (cans only) as well as Prosecco being offered in the tea rooms. Dog show being finalised (form with waiver on). Attractions are all booked, stalls are all in place – chasing any final payments and ensuring they have public liability. Regular requests are being made for donations and also volunteers. Raffle tickets have been distributed locally and to the pubs. There will be a downloadable programme (to save on printing and paper waste). BBQ to be checked this weekend.</p>	

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		Meetings to be held each Tuesday from now on.	HS/VR
045		Generator The connection is in place. Emergency Plan main contact to be advised. No further action.	HM
046		Elections and Munday's Gift As Alison Isherwood has now stepped down from the parish council a new OSR representative is required. Dave Wilkins appointed. Jon Church is duly appointed as trustee for Munday's Gift, and will work with Paul Stancliffe to appoint further trustees on a transition basis.	
047		Annual Parish Meeting Invitations have been sent to all the village groups asking if they would present a short report. Refreshments discussed – HS to be contacted regarding wine and DW to source food. DW to compile and host quiz. Second round of flyers to be delivered 21/22 nd May. Set up in OSR at 6.15 for those available to help.	DW DW MM/HS/HM
048		Community Energy Project To be raised at the APM.	MM
049		Coronation Stone Two quotes have been obtained – photo mock-ups to be requested. Churchwardens past and present to be asked about the permission process for installing in the church wall.	HM HM
050	Matters Arising	None	
051	Correspondence	Email regarding mowing in Brookstones Towersey PC – Neighbourhood Plan consultation 10 May to 28 June OALC - training events SODC - post election forms and note on Pecuniary Interests SODC - Environmental Services re roadside waste	HM TG/MM HM HM HM
052	Any Other Business	OCC tree - It was noted that the flowering cherry tree has now been planted. Sydenham Mail and Facebook administration - TG and VR volunteered to take over admin, handover to be arranged. Sydenham Mail criteria to be reviewed if required. Forthcoming meetings – availability discussed.	HM All
There being no other business the meeting closed at 9.00pm. The next meeting will be held on Thursday 1 st June at 7.30pm in the OSR			

Signed Date