

# Sydenham Parish Council

Minutes of the Parish Council meeting held on 1<sup>st</sup> September at 7.30pm in The Old School Room

Present: Michael May (MM) – Chair  
 Alison Isherwood (AI) - Vice Chair  
 David Wilkins (DW)  
 Hayley Smith (HS)

Apologies: Cheryl Belson (CB)  
 Heather Mullins (HM) – Clerk

100	<b>Members' declaration of interests (for items on the agenda)</b>	None.	
101	<b>Minutes of previous meeting</b>	The minutes of the previous meetings were approved and signed.	
102	<b>Planning</b>	None.	
103	<b>Finance</b>	The following items were approved for payment: £7.96 Virtual Landline £4.55 SSE electricity supply for defibrillator £426.25 Clerk's salary £36.00 Pet Waste Solutions – dog bin emptying, subject to collection date clarification and credit if required	
	NatWest Current a/c: b/f £473.06	Payments: £24.00 Reimburse VR for Jubilee flier printing – Fayre £426.25 Clerk's salary for June £420.00 CPA Horticulture Ltd - play bark £9.99 DW expenses – mower repair £51.21 DW expenses - fuel for mower £16.38 Clerk's expenses – printer cartridge £233.37 The Crown Inn – drinks for Jubilee event – Fayre £36.00 Pet Waste Solutions – dog bin emptying for June £1,680.00 Buryhook Countryside Management – gate replacement to Footpath 378 £7.96 Virtual landline, reimburse clerk £4.55 SSE Southern Electric – supply to defibrillator £59.99 Microsoft renewal – reimburse clerk £426.25 Clerk's salary for July £4.00 Batteries for speed gun £36.00 Pet Waste Solutions - dog bin emptying for July £107.57 GoDaddy purchase of Chair email for 3 years £7.96 Virtual landline £4.55 SSE Southern Electric – supply to defibrillator Receipts: £5,000.00 transfer from reserve account	Closing balance at 31/08/22

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	NatWest Reserve a/c: b/f £32,180.64	<p>£2,200.00 transfer from reserve account  £400.00 grant from Munday's Gift for Footpath 378 project  £500.00 transfer from reserve account  £1,000.00 TOE grant for Footpath 378 project  £200.00 compensation payment from Natwest bank resulting from complaint</p> <p>Payments:  £500.00 transfer to current account  £2,200.00 transfer to current account  £500.00 transfer to current account</p> <p>Receipts:  £2.41 interest in July  £2.62 interest in August</p>	<p>£1,717.03</p> <p>£28,985.67</p>
104		<p>The debit card has now been received. A compensation payment was received from the bank after a complaint was raised.</p> <p>The external auditors have confirmed that the annual audit for year ended 31 March 2022 is concluded and have provided the Annual Governance and Accountability Return report and certificate. The Notice of Conclusion of Annual Audit has been posted.</p>	
105	<b>Matters carried forward</b>	<p><b>Platinum Thicket and wildflower meadow</b></p> <p>Replacement trees have been secured as several have died. The water tank is full. The wooden sign has been damaged – new longer posts to be sourced to refit.</p> <p>There has been no interest to date in leasing land to the Environment Bank, to be discussed further with landowners.</p>	<p>HS/HM</p> <p>MM</p>
106		<p><b>Playing field</b></p> <p>The annual inspection has been carried out and the report received. Huge thanks to Dave for a wonderful job done.</p>	
107		<p><b>Chicane installation on B4445</b></p> <p>The scheme has been approved by OCC Highways committee. Chinnor PC have a revised quotation of £33k from ODS and are obtaining a second quote as Chinnor will directly contract to deliver the scheme.</p>	MM
108		<p><b>Village 20mph zone</b></p> <p>Awaiting confirmation and a plan of the proposed limits from OCC.</p>	MM
109		<p><b>Village repairs and maintenance</b></p> <p>Ditches are being cleared by Dave and helpers. Going forward this would ideally be undertaken by someone on a regular basis – to be reviewed with local people.</p> <p>Blocked drains in Brookstones have been reported, OCC have confirmed they need cleaning. Should be done in next 28 days.</p> <p>Hedges need trimming and general regular maintenance – to see if local people are interested.</p>	<p>MM</p> <p>MM</p> <p>DW</p>

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		Telephone box needs clearing and repainting, and bus shelter to be repainted. Working party to be organised for 9 <sup>th</sup> October. Expenditure approved for paint/wood treatment.	DW
110		<b>Footpaths and bridleways</b> The Jays footpath has been beautifully cleared- thank you to John Quesnel and Nick Potts's team. Sewells Lane – will need further work in particular to the lower end towards the bridge. The Footpath 378 project is complete and grants have been received from TOE and Munday's Gift.	
111		<b>Fayre Committee report</b> Nothing to report	
112		<b>Additional parish council email</b> The Parish Council Chair now has their own email.	
113		<b>Clerk's Annual Review</b> Feedback to be given to the clerk – c/fwd	HS
114		<b>OSR storage and record archiving</b> List of records for deposit submitted to record office for appraisal, awaiting response.	HM
115		<b>Model Standing Orders</b> After review, the following wording will be added to the 'All Meetings' section: "The following process shall be followed as appropriate at the discretion of the Chair". Regarding Sydenham Fayre, the following apply: Terms of reference for the Fayre Committee – to organise, manage and deliver an annual Fayre for Sydenham Village Reporting – the committee will produce a minute of all meetings (brief notes) to be submitted to the Parish Council and will inform the Parish Council of meeting dates. Finance – the committee will produce an indicative budget for each Fayre and seek prior approval for expenditure from the Parish Council.	HM
116		<b>Openreach - fibre</b> During the road closure new ducting was installed and trees trimmed. There has been no clearance in the village centre, so the matter has been escalated to the CEO. A response has been received and investigation is taking place.	MM
117		<b>Road sweeper</b> Although prior notice requested and confirmed to coordinate weed removal, the sweeper arrived unannounced. Sweeper to be booked again once weeds loosened/removed as there is a very short lead time.	HM

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118	<b>Matters Arising</b>	<b>Register of Interest forms</b> Comparison to be made with previous format.	MM
119		<b>Salt bins</b> Little salt used and good stocks remaining. Annual replenishment by County to be booked as usual.	HM
120		<b>Litter Pick</b> Arranged for September 18 <sup>th</sup> . It might be possible to include kerb clearance before the road sweeper is booked.	AI
121		<b>Appointment of new external auditor</b> Arrangements to be confirmed at the October meeting.	MM
122		<b>Upcoming events</b> Church organising a family event in the Playing Field - awaiting comms. It has been explained that we are not insured for third party events on the playing field. Cricket Club have a Songs of Praise service on 11 <sup>th</sup> September followed by pub brunch.	
123		<b>Generator</b> The possibility of an electrical connector in OSR has been discussed – awaiting decision.	DW
124	<b>Correspondence</b>	SODC - settlement questionnaire SODC - Code of Conduct training sessions SAAA – external auditor appointment arrangements OCC – winter preparedness	MM MM/HM MM HM
125	<b>Any Other Business</b>	Halloween – for those wishing to take part please put out a pumpkin otherwise respect that those without do not. Santa Sleigh – committee to meet and discuss options of refreshments on the green. Further quiz to be discussed. Tree next to bus shelter to be cut.	CB – SM  HS DW DW
The next meeting will be held on Thursday 6 <sup>th</sup> October at 7.30pm in the Old School Room.			

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