

Sydenham Parish Council

Minutes of Parish Council Meeting 2nd June 2011

Present: Paul Stancliffe
 Janet Potts
 Roy Harrison
 Alison Isherwood
 Rachel Blake
 Heather Mullins

The meeting was pleased to welcome Siobhan McKee from the CLP team, Councillor Roger Belson and Lizzie Greenwood-Hughes

<u>Matters Arising</u>		
County Councillor	Roger Belson gave the meeting an update on the highways maintenance budget (with particular regard to pothole repairs), and the proposals for changes to parish boundaries. Once the Boundary Commission have considered the proposals the outcome will be published later in the year and changes would become effective from the next election in two year's time. The cutting of vegetation from overgrown footpaths was also discussed. RB to check the arrangement/rota for OCC cutting the footpaths. The maintenance/repair of VAS signs by OCC was queried.	RB RB
CLP Team	The email distribution list will soon be completed and available for use. The next project for the team is to revisit the summary of issues raised at the inaugural meeting in October and to ask for feedback to identify those which are currently of greatest concern. There was discussion about communication from the Parish Council, such as the notice board, newsletter and website.	
Notice Board	Peter Quanton is proceeding with the board for the bus shelter.	
Playing Field	RH to hand over the monthly inspections of the playing field equipment to RB. A request for volunteers to help revive the inspection rota is to go into the next newsletter. The adventure trail posts have been replaced as required, and the bases of the posts to be checked more frequently in dry weather.	RH/RB
Road Cleaning	To help co-ordinate weed removal at the sides of the road it would be useful to know when the next scheduled visit is due.	HM
Potholes	The clerk and the area officer from Highways carried out a survey in the village and identified the potholes which were most urgently in need of repair. These have to be repaired in order of safety risk, and Mark O'Connor advised how the importance is graded. The drains were also inspected and visit logged for cleaning within 7 days. The annual clean takes place in June.	
Ash tree on the green	Now that the Hornbeam has been in place for two growing seasons an application can be submitted to SODC to ask for permission to remove the large ash tree behind the bus shelter.	HM
VAS signs	Solargen have confirmed that the repairs carried out last year were to replace the radar unit and to install a new compatible control unit. They have provided quotations for repairs to the solar panel (£498 plus vat) and the 'Slow Down' legend (£1000 plus vat), and have agreed that only one callout charge would be	

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	<p>charged to attend site and inspect both signs. The decision was made to suggest that Solargen replace the solar panel only on the sign nearest Thame, providing that the insurance company will pay for the damaged panel - insurance claim process to be checked. The repair to the sign nearest Chinnor is likely to be covered under warranty from the work done in October 2010.</p>	<p>PS HM</p>
Playing Field slide	<p>Lizzie Greenwood-Hughes has sourced a company who would be able to make a bespoke metal slide to fit onto the existing climbing frame in the playing field, and brought photos and a quotation to show the parish council. The Fayre Committee have given two grants totalling £900 towards the installation of a slide and there is £624 from the playing field committee account, which would cover the cost of the slide itself. The bark area would need to be extended and this could either be done by volunteers or by Will Munday. The photos are to be shown to the insurance company so that a revised quotation can be obtained. The Parish Council were in favour of the addition of a slide to the playing field, subject to approval from the insurance company, and thanked Lizzie for her research and hard work in sourcing suitable equipment.</p>	<p>HM</p>
Footpaths	<p>The online reporting link for footpath concerns to be sent to JP so that overgrown vegetation on FP 2 and the stile on FP7 can be reported.</p>	<p>HM</p>
Overgrown pavement	<p>The Highways department have inspected the pavement in Holliers Close and are unable to clear the overgrown ivy as it does not pose a sufficient safety risk to qualify for expenditure. It was suggested that the relevant householders be visited to see if they are able to clear the overgrowth.</p>	<p>PS</p>
<p><u>Finance</u></p> <p>The following items have been authorised for payment: £40 HM Revenue PAYE (HM to see if a standing order can be set up for this) £123.75 RJS (IA) Ltd internal audit £84.00 Sydenham OSR hall hire for CLP team meetings £93.28 clerk's expenses £29.76 R Harrison expenses for playing field repairs £100 donation to St John Ambulance</p> <p>The internal audit report has been received and the points raised were discussed. The receipt of newsletter income may require the Parish Council to register for VAT - OALC to be asked for clarification.</p>		<p>HM HM</p>
<p>Natwest Current a/c: b/f £6,118.41</p>	<p>Expenditure: £729.17 Aon Limited insurance renewal £11.66 SODC dog hygiene bin emptying £160.00 Clerk's salary - May £40.00 HM Revenue PAYE - May £396.04 Peter Quainton - construction and location of footpath sign £263.00 M P Printers - newsletter £3000 transfer to reserve account</p> <p>Receipts: £20 newsletter advertising £850 donation from Bentley Production regarding filming of Midsomer Murders</p>	<p>Closing balance at 31.05.11</p> <p>£2,388.54</p>

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Natwest Reserve a/c b/f £7,227.66	£3000 received from current account	£10,227.66
<u>Planning</u> P11/E0593/LB	Ryders Barn, Sydenham Road Insertion of a new window in the front elevation serving dining area <i>Permission GRANTED</i>	
<u>Correspondence</u> St Johns Ambulance South and Vale	Request for donation Elections review update	
<u>Any Other Business</u>		
Annual Risk Assessment	JP volunteered to undertake this with RH and HM. Document to be circulated.	HM
Clerk's contract	Advice has been sought from OALC and information requested from PS.	PS
Speed Survey cables	These have been installed during half term although the survey was requested during term time. PCSO Jacky Maddon to be asked if the cables are live yet or if the survey is due to commence on 6th June.	HM
Community Mental Health	A query to be raised as to the process for ensuring that vulnerable people are monitored by the necessary authorities.	AI
July meeting date	There are already apologies from two councillors for the next meeting, so it was suggested that the meeting be moved to July 14th, if the hall is available. HM to check and confirm.	HM
There being no other business the meeting closed at 10.25pm. The next meeting date to be confirmed.		

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