

Sydenham Parish Council

Minutes of Annual Meeting 5th June 2014

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

The meeting was pleased to welcome James Simpson.

<u>Matters Arising</u>		
Election of Officers	The officers of the council were elected as follows: Chairman - Paul Stancliffe was proposed by Roy Harrison and seconded by Janet Potts Vice Chairman - Alison Isherwood was proposed by Roy Harrison and seconded by Rachel Blake The declaration of acceptance of office forms were signed accordingly.	
Minutes of last Annual Meeting	These were approved and signed, together with the minutes of the meeting on 1st May 2014.	
Standing Orders and Financial Regulations	These have been reviewed and are adopted for the forthcoming year.	
Asset Register	This was approved as current and up to date. The defibrillator will be added once the electrical certificate is issued.	
Insurance Cover	The insurance cover has been renewed and adequate cover was confirmed.	
Council Subscriptions	The list of current subscriptions was reviewed, and all are to be renewed during the forthcoming year. The list of donations made during 13/14 was reviewed, and all are to be repeated during this financial year.	
Review of staff contract and annual appraisal	Rachel Blake undertook the clerk's annual appraisal and objectives have been set for the forthcoming year regarding filing, bank reconciliations and unsubscribing from unnecessary emails. The next review is set for January 2015 in line with the revised standing orders.	
Review of procedure for handling requests made under the Freedom of Information Act and Data Protection Act	The information available from Sydenham Parish Council under the model publication scheme was updated in April 2014 and approved. The only data which might be applicable under the Data Protection Act is the database of email contacts for Sydenham Mail which was compiled by Sydenham Voice and is held by the clerk for issuing emails as required.	
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, excepting August. As an election will be held on 7th May 2015, the date of the next Annual Meeting will be on 14th May providing the hall is available.	HM

Signed Date

Members' declaration of interests (for items on the agenda)	None	12
	The order of business was changed to allow discussion of a particular planning application.	
<u>Planning</u>		
P14/S1247/HH	The Folly, Chalford Demolition of existing lean-to extension and rear conservatory. Erection of a new two storey extension. <i>Recommended for approval</i>	
P14/S1222/HH	Stert Cottage/Roadsmeet, Sydenham Road Erection of outbuilding with first floor accommodation <i>No strong views</i>	
P14/S1403/FUL	The Crown, Sydenham Road Erection of first floor pitched-roof rear extension <i>Recommended for approval</i>	
P14/S1302/HH	Windmill Cottage, Sydenham Road Erection of single storey extension <i>No strong views</i>	
P14/S1061/FUL and P14/S1062/LB	P14/S1061/FUL and P14/S1062/LB St Mary's Church, Sydenham Road Rebuilding the damaged church wall. Replacement of the wall capping to the curved section of the wall. <i>Planning permission GRANTED for both</i>	
Drainage and flooding	<p>PS has walked the village with Dave Read and Mike May with a view to updating the current drainage map, for submission to the County Drainage Engineering team.</p> <p>The landowner to be approached for permission to clear the roadside ditches between Windmill Cottage and Slade Farm and a quote for the work to be obtained.</p> <p>The entrance to the field opposite Windmill Cottage is another source of floodwater - the pipe underneath needs renewing. The owner to be approached for permission to undertake the work, and a quote obtained.</p> <p>The two quotes to be circulated for approval if it is possible to tie the work in with the closure of Sydenham Road in July.</p> <p>The new sewer system works on the Stert Road have been delayed, but it is hoped that directional drilling techniques may mean that the road does not need to be closed after all. Further information is awaited from the County Highways department.</p>	<p>PS</p> <p>PS/JP</p> <p>PS</p>
Defibrillator	The forms for the supply are being completed and the electrical certificate is to be issued asap.	HM
Playing Field	Another routine inspection was carried out today, and two posts on the baby swing have been identified for replacement. Work to be done this month.	PS/RH
Community Resilience / Emergency Plan	JP and RB to meet and discuss next stage. Only two volunteers have responded to the Sydenham Mail.	RB/JP

Signed Date

<u>Finance</u>	<p>Aon insurance has been renewed. Aon are unable to provide additional general maintenance cover on the VAS signs.</p> <p>The cricket club are forwarding a copy of their insurance, and will put a sign on the practice nets once they are up.</p> <p>The following items have been authorised for payment: £762.00 Solagen - repairs to VAS £135.00 R J Symes - internal audit fee</p> <p>The internal audit has been completed, with two matters arising: 1. Clerk's salary appears to be underpaid by £81.63 <i>This has been investigated, but was incorrect as the quarterly payments of PAYE had not been taken into account.</i> 2. Carried forward from 12/13, £10 tax was paid to HMRC on Clerk's expenses but not deducted from Clerk's pay - this will be deducted from the next Clerk's expenses claim. <i>(Auditor's note describes this as expenses paid twice - this is incorrect)</i></p> <p>Following the Clerk's annual appraisal the salary level has been discussed. It was agreed that the Clerk move to SCP 30 with effect from 1.4.14 (13.372p per hour). A letter to be written to the bank to change the standing order.</p> <p>A bi-monthly bank reconciliation has been introduced as an extra financial check - this was approved and signed.</p>	<p>13</p> <p>HM</p>
<p>NatWest Current a/c: b/f £5,514.16</p> <p>Natwest Reserve a/c: b/f £7,737.19</p>	<p>Payments: £172.50 Clerk's salary £85.00 Village Environmental Services £486.05 Aon Insurance Services</p> <p>Receipts: £2,000.00 Bentley Productions - re filming of Midsomer Murders</p> <p>No activity</p>	<p>Closing balance at 31.05.14</p> <p>£6,770.61</p> <p>£7,737.19</p>
<u>Correspondence</u>		
OCC	Oxfordshire Local Transport Plan 4 Connecting Oxfordshire	
<u>Any Other Business</u>		
Planning	RB suggested a piece in the next newsletter regarding the different planning decisions available to the parish council.	RB
Electricity supply	Negotiations continue as to how the new supply will cross the Mill pond and garden.	
Risk Assessment	This is due for review. HM to circulate with any queries marked. To be reviewed again in February in line with the new standing orders.	HM

Signed Date

Code of Conduct	<p>Roy Harrison left the meeting while this item was discussed. A complaint has been received that comments made by Mr Harrison on the SODC planning website regarding a planning application were inappropriate and brought the council in to disrepute. The comments in question have now been amended on the website. Two further complaints have been received in relation to the impartiality of the PC on this planning matter. Roy Harrison was not present at the May meeting of the parish council at which the planning application in question was considered. Any comments which he subsequently posted were made as a private individual, and the Parish Council response remains as per the letter submitted to the Planning Officer on 15th May.</p> <p>The Chairman to respond to each of the complaints accordingly, confirming that Mr Harrison was acting in a personal capacity.</p>	<p>14</p> <p>PS</p>
<p>There being no other business the meeting closed at 10.00pm. The next meeting will be held on Thursday 3rd July in the OSR at 8pm.</p>		

Signed Date