

# Sydenham Parish Council

## Minutes of Annual Meeting 3rd July 2014

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

<u>Matters Arising</u>		
Members' declaration of interests (for items on the agenda)	None.	
Approval of minutes	These were approved and signed.	
Drainage and flooding	A price is awaited for digging out the roadside ditch on Sydenham Road between Windmill Cottage and Slade Farm, and permission to carry out the work to be sought from the landowner. It was suggested that the spoil could be used to fill a redundant field ditch. Ideally the work can be timed to coincide with the road closure. The pipe under the field entrance on the other side of the road also requires repair, and this is to be discussed with the landowner.	PS
Defibrillator	The electrical certificate has been issued and the defibrillator added to the asset register. The forms regarding the supply have been submitted to SSE.	
Playing Field	The posts for the child swing are to be bought next week and the necessary joints cut. The play area has been weeded. The RoSPA inspection is due during July.	RH/PS
Community Resilience / Emergency Plan	The plan has been drafted, identifying key emergency contact numbers and evacuation locations. This has been based on the main incidents of flooding and power failure, but can also be used for fire and other emergencies. Once relevant people and organisations have been contacted the plan can be fully developed and circulated in the Autumn. A newsletter item to be included regarding supplies of LED lights, sandbags etc. A budget of £200 is suggested for supplies of tea/coffee etc.  This led to a discussion on the latest situation regarding the power supply to the village. SSE are being urged to install remote switching gear this year, which will enable any of the three sources to the village to be used.	RB/JP
Risk Assessment	A draft revision has been circulated, and this was approved. A link to be included on the website regarding published information under the Freedom of Information Act.	HM
Code of Conduct	Paul Stancliffe has been advised by Dorothy Brown, our District Councillor, that the code of conduct issue is no longer a parish council matter, and is now with the Monitoring Officer at SODC.	

Signed ..... Date .....

<p>Potential Travellers site</p>	<p>The 'Emmington 7' site is on a list of potential sites for development and has been submitted for consideration, with authorisation from the owners for use as a traveller site. However this is a very early stage of assessment with no immediate development.</p> <p>SODC have commissioned consultants to carry out full site assessments and report back on whether each site should go forward as 'recommended'.</p> <p>As part of the assessment process there is the local plan, which again is in the early stage of 3-4 year process altogether. One page of the current Local Plan 2031 consultation deals with traveller sites.</p> <p>If Emmington 7 goes forward as a recommended site at the end of the year there will be multiple future opportunities for the public to comment:</p> <ul style="list-style-type: none"> <li>• preferred options listed in November/December, with a 6 week consultation</li> <li>• this is then modified, forming a draft plan, with another 6 week consultation</li> <li>• another scrutiny process on the plan including public examination</li> </ul> <p>After discussion about the Local Plan 2031, it was decided that the parish council would respond in favour of Option A. This response to include comment that the list of potential development sites includes five unviable sites in Sydenham, none of which we accept as suitable.</p> <p>Planning Department to be consulted as to how this list can be updated.</p>	<p>16</p> <p>HM</p> <p>HM</p>
<p><u>Finance</u></p>	<p>Aon insurance have issued a refund of £13.10. This was owed due to a system error incorrectly charging for temporary cover.</p> <p>The cricket club have forwarded a copy of their insurance.</p> <p>The following items have been authorised for payment:  £129.20 HMRC PAYE for May-July 2014  £106.76 Clerk's expenses, including payment of £10 tax from '12/13 (as per internal audit) and backdated salary increase.</p> <p>NatWest bank have reviewed the reserve account and issued a form to ensure that interest is paid gross. This was signed, together with a covering letter confirming the status of the parish council.</p>	
<p>NatWest Current a/c: b/f £6,770.61</p> <p>Natwest Reserve a/c: b/f £7,737.19</p>	<p>Payments:  £172.50 Clerk's salary  £135.00 RJS (IA) Ltd, internal audit (o/s)  £762.00 Solargen VAS repairs (o/s)</p> <p>Receipts:  £221.20 HMRC VAT repayment for year ending 31.3.14</p> <p>Interest received</p>	<p>Closing balance at 30.06.14</p> <p>£6,819.31</p> <p>£7,737.96</p>
<p><u>Planning</u></p> <p>P14/S1194/FUL</p>	<p>Thatchings, Sydenham Road  Erection of a detached two-storey two bedroom dwelling with parking, access and amenity space.  <i>Permission REFUSED</i></p>	

Signed ..... Date .....

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P14/S1222/HH	Stert Cottage/Roadsmeet, Sydenham Road Erection of outbuilding with first floor accommodation <i>Permission GRANTED</i>	
P14/S1403/FUL	The Crown, Sydenham Road Erection of first floor pitched-roof rear extension <i>Permission GRANTED</i>	
P14/S1302/HH	Windmill Cottage, Sydenham Road Erection of single storey extension <i>Permission GRANTED</i>	
<u>Correspondence</u>		
OCC	Oxfordshire Local Transport Plan 4 Winter preparedness Lights Out commemoration event	s/m HM n/l
SODC	Local Plan 2031 briefing session and subsequent presentation notes	
<u>Any Other Business</u>		
Register of interests	These were reviewed to ensure that they are up to date.	
Reservoir pipe in Emmington	A query has been received regarding the works for the new sewer system in Emmington, specifically about the reserve pipe which can act as a holding tank if required. This is being located in a field alongside the road as road closure is not feasible in Emmington. PS to visit the resident in question.	PS
Fallen tree	In the winter a tree came down in the Stert road, and got cleared to the side verge by the police. Will Munday has offered to chop and clear this before the hedges are trimmed in the autumn - agreed.	PS
Village archives	RB has compiled a record of burial records for the church. This requires updating and the information given to Rachel. Some of the village archive material needs to go back into central storage - RB to ask.	RB
<p>There being no other business the meeting closed at 10.00pm. The next meeting will be held on Thursday 4th September in the OSR at 8pm, unless an extra meeting is required in August.</p>		

Signed ..... Date .....