

Islip Parish Council

9th May 2023

Dear Councillor,

You are summoned to attend the Islip Parish Council meeting on **Tuesday 14th May 2024** from 19.30 at Islip Village Hall.

Yours sincerely

E Kearney
Parish Clerk

Annual Meeting Agenda - *revised*

1. Election of the Chair.

- To elect a chair for 2024-25.
- Acceptance of office form to be signed.

2. A Minutes Silence

In remembrance of Cllr Stogdon.

3. Apologies

To be received.

4. Declarations of Interest & Applications for Dispensation

To be received

5. Minutes of the previous meeting

To confirm as a true record the minutes of the parish council meeting held on Tuesday 12th March 2024.

6. Public Participation

To be received.

7. To receive an update from

- County councillor.
- District councillors.
- Parish councillors.

8. Planning Applications

To review the following applications

24/01113/F 24/01114/LB	Old Rectory, The Walk, Islip, OX5 2SD	Repairs to the existing boundary and garden retaining walls, tree works to prevent future damage, removal of a log store attached to the boundary wall, the infilling of two gates and a replacement gate on The Walk.	Islip	22.05.2024
22/01682/F	Land North of Manor Farm Noke	Farm Noke Development of a ground mounted solar farm incorporating the installation of solar PV panels, associated infrastructure and access, as well as landscape planting and designated ecological enhancement areas	Noke	TBA

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9. Policy Review

To review and adopt the following policies and procedures.

(All available on our website)

Code of Conduct (No change).

1. Standing Orders (No change).
2. Financial Regulations 2019 (No change).
3. Grant policy (No change).

10. Councillor Portfolios

To agree the portfolios, and for the councillor to act as a representative for -

1. Cllr Wiles – Parish council properties and planning.
2. Cllr Price – Community Speed Watch and transport.
3. Cllr Richardson – Planning and Strategic Planning.
4. Cllr S Miller – Flooding and Environment.
5. Cllr. Streule – Playground.

11. Staffing Committee – *(See ‘May meeting docs’ on our website).*

To agree to

1. Form a Staffing Committee
2. The committee terms of reference. (No change)
3. Appoint members (3) and an alternate member.
4. Appoint a committee Chair.
5. Set the date for the clerk’s appraisal.

12. East West Rail Agreement – *(See ‘May meeting docs’ on our website).*

To accept the agreement to grant access for surveys during 2024-25.

13. Highway Authority

To raise concerns regarding the A4027.

14. Financial Matters

1. Income

To note income.

2. No Mow May

To agree to

- I. Cease cutting except for the cricket ground for the month of May.
- II. To accept the increased charge in June to cut the longer grass.

3. Grass Cutting – *(See ‘May meeting docs’ on our website).*

- I. To review the Oxfordshire County Council agreement to maintain the verges in the village.
- II. To retrospectively accept the contract terms and the additional cost to maintain the verges.

4. Village Planters

To agree to

- i. Arrange the planters for the village.
- ii. Spend up to £200 from the Land Maintenance & Small works budget.

5. Memberships

To agree to continue with the following memberships (approx. costs)

1. Society of Local Council Clerks (SLCC) - £229 (50% will be paid back).
2. Oxfordshire Association of Local Council (OALC) - £168.00
3. Campaign to Protect Rural England – (CPRE) - £36.00
4. Oxford Playing Field Association - £42.00
5. Oxford Green Belt Network - £15.00
6. Community First Oxford - £27.50

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6. Insurance

To agree to accept the insurance quote from Zurich of £1,256.38 for 2024-25.

7. Regular Payments

To continue with the following regular payments.

1. Village Hall - Film Night.
2. Village Hall - Toddler Group.
3. Green Scythe – Gang mowing, verge and grass cutting.
4. Martin Pauling – Burial Ground Maintenance.
5. Top Leaf – Annual Hedge Cut.

8. Standing Order/Direct Debits

To pay via standing order/DD

1. Clerks Wages
2. HMRC payment
3. ICO Certificate

9. Cashbook

To agree the cashbook purchases and payments for April and May 2024

15. Newsletter Article

To agree items to be included

16. Items for the next agenda

1. AGAR figures
2. Notice to the electors.
3. Risk assessment (Revised version).

The next meeting of the Parish Council will be held on Tuesday 11th June 2024 at 7.30pm.