

## ISLIP PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 8<sup>th</sup> October 2024, at 7.30 pm held at Islip Village Hall.

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**MEMBERS PRESENT: Parish Councillors:** Nathan Wiles, Sophie Miller, Anneka Streule, Nicola Richardson, and Doreen Cole (Co-opted).

**OTHER COUNCILLORS: District Councillor:** None.

**OFFICERS PRESENT: Clerk to the Council:** Emma Kearney

**OTHERS PRESENT: Members of the Public:** 1

**APOLOGIES: Parish Councillors:** Dennis Price (Chairman) and Rebecca Welsford.  
**County Councillor:** Calum Miller.

### 054/24 CHAIR FOR THE MEETING

It was **RESOLVED** for Cllr Wiles to chair the meeting due to Cllr Price sending apologies.

### 055/24 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION

None

### 056/24 MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** by unanimous vote to accept as a true record the minutes of the parish council meeting held on Tuesday 10th September 2024.

This was proposed by Cllr Wiles and seconded by Cllr Streule.

### 057/24 COUNCILLORS UPDATE

An update was received from the councillors present.

### 058/24 CO-OPTION

It was **RESOLVED** by unanimous vote to co-opt Doreen Cole to the parish council.

This was proposed by Cllr Miller and seconded by Cllr Richardson.

### 059/24 PLANNING

The following planning application was reviewed.

Reference	Address	Proposal	Ward	Deadline	Outcome
24/02429/F 24/02430/LB	Monks Cottage, The Walk, Islip, Kidlington, OX5 2SD	Installation of an Electric Vehicle (EV) plug in charging point on the boundary wall to the gravel lane, commonly known as The Walk	Islip	16/10/2024	No objections.

### 060/24 B4027 WHEATLEY ROAD (ISLIP) PROPOSED TRAFFIC CALMING FEATURE

1. The letter sent to Cherwell District Council regarding traffic calming measures on the B4027 and flooding issues on Collice Street was **NOTED**.
2. Additionally, the council acknowledged the County Council's update concerning traffic calming measures on the B4027, it was **AGREED** a response would be circulated for approval.

**061/24 AGAR - EXTERNAL AUDITORS RESPONSE**

1. The Council **NOTED** the external auditor's 2023/24 report findings, which highlighted issues regarding the delayed submission of the charity return and the timing of the public rights period.
2. The Clerk reported technical difficulties accessing the system and confirmed this would be resolved as a priority before the next meeting.

**062/24 REVIEW OF EFFECTIVENESS**

The Review of the Effectiveness of the internal audit was reviewed and approved by the council.

This was proposed by Cllr Richardson and seconded by Cllr Wiles.

**063/24 CLERK'S UPDATE**

The clerk provided the following update -

- 1) Burial Ground Postcode - the application is being progressed through Royal Mail.
- 2) Appointing a Solicitor – multiple quotes being obtained for legal services.
- 3) Archiving - local archiving option being explored with Islip Archive Group.

**064/24 DEFIBRILLATOR**

It was **RESOLVED** by unanimous vote to replace the battery and pads on the defibrillator located at the Village Hall for a budget cost of up to £500 + vat.

This was proposed by Cllr Wiles and seconded by Cllr Richardson.

**065/24 FINANCIAL MATTERS**

1) **Income**

The following income was **NOTED**.

Date	Payee	Description	Total
14/6/2024	Otmoor Archaeological and Historical Society	Tree Donation	£350.00
4/10/2024	Coop	Interest	£155.43
16/9/2024	CDC	Precept 2nd Instal	£11,805.62

2) **Budget update**

The following update was received.

	Insurance	Grants	Subscriptio	Dog Bins	Audit	Grd Mnt
<b>Budgeted</b>	£1,350.00	£3,500.00	£500.00	£1,850.00	£600.00	£8,845.00
<b>Spent</b>	£1,256.38	£1,061.20	£518.99	£741.32	£502.00	£4,594.40
<b>Remaining</b>	£93.62	£2,438.80	-£18.99	£1,108.68	£98.00	£4,250.60

  

	BG Mnt	BG Rem	Land Maint Small W	Website	Training	Staff Costs
<b>Budgeted</b>	£1,500.00	£2,864.00	£1,350.00	£550.00	£600.00	£9,500.00
<b>Spent</b>	£0.00	£336.00	£0.00	£66.62	£0.00	£3,298.24
<b>Remaining</b>	£1,500.00	£2,528.00	£1,350.00	£483.38	£600.00	£6,201.76

  

	Playg Mnt & Ref	Stationery	Solicitors Fees	No Budget
<b>Budgeted</b>	£1,150.00	£180.00	£500.00	£0.00
<b>Spent</b>	£480.00	£0.00	£0.00	£0.00
<b>Remaining</b>	£670.00	£180.00	£500.00	£0.00

## Reserves

	General	Grants	Staff Cost	C. Training	New C mbox
Budgeted	£5,500.00	£2,000.00	£2,000.00	£800.00	£250.00
Spent	£0.00	£0.00	£0.00	£0.00	£0.00
Remaining	£5,500.00	£2,000.00	£2,000.00	£800.00	£250.00

	Land Main & SW	Ground Maint	Playground	Playing field Proje
Budgeted	£1,900.00	£1,310.00	£26,676.00	£6,000.00
Spent	£0.00	£0.00	£0.00	£0.00
Remaining	£1,900.00	£1,310.00	£26,676.00	£6,000.00

	Insurance Claim Exce	Election Cos	Solicitors fe
Budgeted	£250.00	£250.00	£500.00
Spent	£0.00	£0.00	£0.00
Remaining	£250.00	£250.00	£500.00

### 3) Finance Report

The October finance report was received.

### 4) Cashbook Purchases and Payments

- i It was **RESOLVED** by unanimous vote to agree to purchase the items listed on the October 2024 cashbook.  
This was proposed by Cllr Wiles and seconded by Cllr Miller.
- ii It was **RESOLVED** by unanimous vote to authorise the payments for the items listed on the October 2024 cashbook.  
This was proposed by Cllr Wiles and seconded by Cllr Richardson.

Date	Payee	Description	Total
14/10/2024	Clerk	Wages - Oct	£441.32
15/10/2024	Clerk	WFHA Oct 2024	£24.00
8/10/2024	Green Scythe	Grass cutting and Gang Mowing	£848.40
8/10/2024	St Nicholas Church	Church Yard Maintenance	£700.00
8/10/2024	ICCM	Membership	£42.00
8/10/2024	CDC	6Monthly Dog Bin	£370.66
8/10/2024	Moore	External Audit 2023/24	£252.00

### 066/24 STAFFING MATTERS

- 1) The independent consultant's review of the clerk's working hours was **NOTED**.
- 2) It was **RESOLVED** by unanimous vote to approve the form to conduct the clerk's appraisal.  
This was proposed by Cllr Streule and seconded by Cllr Richardson.
- 3) It was **NOTED** the Staffing Committee were unable to meet before the new year and will schedule the appraisal in 2025.

### 067/24 NEWSLETTER ARTICLE

It was **NOTED** the items to be included in the next article.

### 068/24 ITEMS FOR THE NEXT AGENDA

- 1) Vat Return
- 2) Asset Register
- 3) Risk Assessment

**069/24 DATE OF NEXT MEETING**

Proposals must be sent to the clerk at least 10 working days before the meeting to be considered.

The meeting closed at 20.18

**SIGNED:** \_\_\_\_\_  
Councillor Wiles: - Chair