

## ISLIP PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 11<sup>th</sup> June 2024, at 7.30 pm held at Islip Village Hall.

**MEMBERS PRESENT:** **Parish Councillors:** Dennis Price (Chairman), Nathan Wiles, Nicola Richardson, and Anneka Streule.

**OTHER COUNCILLORS:** **District Councillor:** Gemma Coton.

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

**OTHERS PRESENT:** **Members of the Public:** None.

**017/24 APOLOGIES:** The following apologies were received  
**Parish Councillors:** Sophie Miller.

**018/24 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
None

**019/24 PUBLIC PARTICIPATION**  
None.

**020/24 COUNTY DISTRICT AND PARISH COUNCILLOR REPORTS**  
The councillors present gave their reports.

**021/24 PLANNING APPLICATIONS**  
The following planning application was reviewed.

Reference	Address	Proposal	Ward	Deadline	Outcome
24/01370/F	The Grange, Mill Street, Islip, OX5 2SY	Alterations to existing dwelling including the provision of solar panels, air source heat pump, insulating render, creation of balcony over rear bay window, small canopy to rear and changes to windows and doors.	Islip	20.06.2024	No Objections

**022/24 Year End Audit figures 2023-24 (AGAR Figures)**

1) **Annual Internal Audit Report 2023-24.**

The clerk circulated the internal auditors report in advance.  
It was **NOTED** that there was 'no' was ticked in box C, as the updated risk assessment had not been approved. This was due to the clerk taking a prolonged period of authorised absence.

It was **RESOLVED** to receive and accept the report by unanimous vote.  
This was proposed by Cllr Price and seconded by Cllr Wiles.

2) **Annual Governance Statement.**

The clerk circulated the questions in advance, and they were read out in the meeting for confirmation.

It was **RESOLVED** to tick 'no' for question 5 by unanimous vote, due to the finding from the internal auditor's report.

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

**023/24 Signed Accounting Statement.**

3) The clerk circulated the figures along with the asset register in advance of the meeting.

It was **RESOLVED** by unanimous vote to agree the Accounting Statement.

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

4) **Statement of Variances**

The clerk circulated the statement of Account before the meeting.

It was **RESOLVED** by unanimous vote to agree the Statement of Account.  
This was proposed by Cllr Price and seconded by Cllr Wiles.

5) **Clerk to confirm the dates of Electors rights.**

It was **NOTED** that the date of announcement would be **Thursday 27<sup>th</sup> June 2024** and the date of commencement **Friday 28<sup>th</sup> June 2024** ending on **Thursday 8<sup>th</sup> August 2024**.

**024/24 Asset Register**

It was **RESOLVED** by unanimous vote to approve the updated register.  
This was proposed by Cllr Price and seconded by Cllr Wiles.

**025/24 Risk Assessment**

This was moved to the next meeting so further considerations could be added.

**026/24 Weekly Playground Checks**

- 1) The weekly requirements were discussed, and it was **NOTED** that the weekly checks are being completed, however they need to be documented.  
It was further **NOTED** to obtain a quotation for a bespoke checklist from ROSPA to be created.

**027/24 Declaration of Office Forms**

The councillors present signed the declaration.

**028/24 East West Rail Survey**

- 1) Agreement reference: EWR PGM ARD LP XX PN G 3649 was considered, and it was **RESOLVED** by unanimous vote to sign, and was signed by the Chairman.  
This was proposed by Cllr Price and seconded by Cllr Wiles.
- 2) It was **NOTED** the agreement gave East West Rail authority to conduct surveys across the land known as the playing field owned by the council from 1st July 2024 to 30th June 2025.

**029/24 Planning**

To review the following planning application

Reference	Address	Proposal	Ward	Deadline	Outcome
24/01370/F	The Grange, Mill Street, Islip, OX5 2SY	Alterations to existing dwelling including the provision of solar panels, air source heat pump, insulating render, creation of balcony over rear bay window, small canopy to rear and changes to windows and doors.	Islip	20.06.2024	No Objection

**030/24 Financial Matters**

1. **Internal Financial Controller**

It was **RESOLVED** by unanimous vote to appoint Cllr Wiles as the Financial Controller for 2024-25.

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

2. **Income**

The following income was **NOTED**.

Date	Payee	Description	Amount
05/04/2024	Co-op	Interest	£248.88
15/04/2024	CDC	Precept 1st Instal	£11,805.62
16/04/2024	OCC	Grass Cutting Grant	£883.76

### 3. Cashbook Payments

2024 June			
Date	Payee	Description	Total
11/06/2024	Wix	Business Email	£66.62
11/06/2024	Jane Olds	Internal Audit 2023-24	£250.00
11/06/2024	Village Hall	Film Night - May	£38.40
14/06/2024	Clerk	Wages - June	£441.32
			<b>£796.34</b>

It was **RESOLVED** by unanimous vote to agree to purchase the cashbook payments.  
This was proposed by Cllr Price and seconded by Cllr Wiles.

### 4. Cashbook Purchases

It was **RESOLVED** by unanimous vote to agree to pay the cashbook payments.  
This was proposed by Cllr Price and seconded by Cllr Wiles.

### 031/24 ITEMS FOR THE NEXT AGENDA

1. Risk assessment (Revised version).
2. Playground checklist payment

The meeting closed at 21.15

SIGNED: \_\_\_\_\_  
Councillor Price - Chairman