

MINUTES of Islip Parish Council

The Council met remotely [by Zoom] Tuesday 10th November 2020 at 7.30pm

I certify that these minutes are a true reflection
of the events that took place
date: signed:

185/20 Present [by Zoom]: Michael Brown, Nathan Wiles (Chair), Fiona Forbes, Nicola Richardson, Dennis Price, Cllr Dan Sames (OCC), Mr M Wilkinson (Clerk). Newly elected Councillors [see minute **190/20 1**] Anneka Streule and Sophie Miller joined the meeting as Councillors on their co-option.

186/20 Apologies: none.

187/20 Minutes: the minutes of the meeting **Tuesday 13th October 2020** were approved and signed.

188/20 Matters arising which will not be raised under subsequent agenda items: none.

189/20 District and County Council Reports: Cllr Sames reported that he had passed contact details to the Clerk, such that OCC might be asked about the public health risks of sewage discharged into Mill Street during the recent flooding. The Clerk thanked Cllr Sames, and reported that the matter is now before both OCC and Thames Water, and that he has exchanged correspondence with both.

190/20 Administrative Matters: **1. Councillor Vacancies:** the Chairman proposed that the Council co-opt two prospective Councillors on a *first come, first served* basis; the Council approved unanimously the co-option of Anneka Streule and Sophie Miller. The Chairman welcomed the new Councillors to the Council. **2. Councillor Training:** the Chairman confirmed that all Councillors had agreed to undertake the OALC training sessions. **3. Contingency planning:** the Clerk had contacted Donella Chapman, Chair of the Village Hall Management Committee, and Anthony Dandridge, committee member, to ask whether the Village Hall would allow the storage of further PC material in the Village Archives, and whether the Parish Room (refurbished some years ago by the then PC) might be used, if the Council so wished, from time to time by the new Clerk from 1st January 2021. The VH Committee had agreed; as the PC operates in the interest of the village, the question of charge does not arise.

The Chairman had arranged a video call so that the Clerk and Ms Emma Kearney, who is to be Clerk from 1st January 2021, could discuss the Council's accounting system, and how best to proceed in this. The Clerk noted that the current accounting system is fairly idiosyncratic, and that at some stage (after further discussion with the new Clerk and her accountant), the Council might consider a movement to a system more generally accessible. The Council's accounts had previously been migrated to such a system during the tenure of an interim Clerk, so transfer is fairly easily done. **4. Remembrance Day ceremony:** the Clerk reported that it had been established after extensive investigation that the traditional organisers of the Remembrance Day ceremony (this year Lucy Thirtle and Martin Pierce) are responsible for the risk assessment and safety of the event.

191/20 Financial matters: **1. Accounts '19-20:** the Clerk confirmed that the external auditors had approved the accounts; the audit letter had been copied to the Chairman. **2. Cheque signatories:** the Clerk reminded the Council that currently only two Councillors are authorised cheque signatories, the Chairman and Councillor Forbes; it was agreed that Councillor

Richardson is to be a third (reserve) cheque signatory. The Clerk is to arrange for the appropriate forms to be submitted. **3. Closed session: Clerk's discretionary bonus:** [the Clerk was absent from the meeting for this item] it was agreed unanimously that the bonus for 2020 is to be paid in full in accordance with the approved budget. The Clerk thanked the Council on his return to the meeting. **4. Closed session: rent for Swan carpark:** the Clerk explained the situation, noting that the Council acts for the village in the management of village assets, including the Swan Inn carpark, and that a formal lease exists under which the owner of the Swan Inn is the lessee of the Swan Inn carpark. A rent demand for the period 1 August 2020 to 31 July 2021 remains unpaid. The owner of the Swan Inn has asked that rent be waived in part or in full, giving various grounds now before the Council. The Council decided unanimously, having considered all the known circumstances, that payment is to be made. The Clerk is to write to the owner of the Swan Inn confirming the Council's position.

192/20 Environment: 1. Flood Management Plan: the Clerk had passed a copy of the draft *flood management plan* to the Chairman. The Chairman is to pursue this. **2. Raw sewage - flooding in Mill Street:** the Clerk had thanked Cllr Sames for his assistance [minute 189/20 above], and reported that he has raised the matter in detail with both OCC and Thames Water, and has exchanged correspondence with both. **3. Tree survey:** the Clerk reported that the periodicity of a tree survey is usually two yearly. The Chairman is to arrange for a survey to be commissioned. **4. Swan Inn and Red Lion:** the Clerk had asked the owner of the Swan Inn (as the responsible party) whether there is to be a change of use of the property from public house with B&B to B&B only. There has been no application for change of use to CDC. It is expected that the public house aspect of the business will at some stage reopen. The Red Lion is now operating under *lockdown 2* conditions. **5. Post office service:** the Clerk had passed on to the Village Hall and the Village Shop an enquiry from the post office: *Would the community of Islip be interested in the Post Office providing a service for 1 hour a week. We would need some where to set up like a pub or the Village.* [The Clerk has now copied in the new management of the Red Lion.] **6. Hedges and grasscutting:** the Clerk had contacted Mr Anthony Henman to ask why the NBG hedge had not been cut, and Mr Henman had responded positively to the enquiry – noting that it might be possible to cut the inside of the hedge of the New Burial Ground carpark, at least, as well as the outside of the NBG proper when his contractor returns to cut the outside of the hedges in Mill Lane in general. The Clerk had thanked Mr Henman on behalf of the Council. The Clerk had, at the behest of Mrs Stephenson, who kindly manages the NBG for the Council, asked Green Scythe to quote for a biannual cut of the longer grass in the NBG.

193/20 Communications: Website Accessibility Compliance: Councillor Forbes reported that it is likely that operations such as the Council, with its limited resources, would be exempt from the demands of the new regulation WCAG 2.0. Nevertheless, it was proposed and agreed that the Council is to investigate the establishment of its own website, which would be linked to the village website. If this were to be done, the Council would continue to pay the hosting costs of the village website.

194/20 Traffic, Highways and Footpaths: 1. Speed camera and Traffic Group report and 20 mph zone – Wheatley Road: Cllr Price suggested that work on the Ray Bridge (see below), if carried out as proposed, should be concurrent with the introduction of the new speed limit. **2. Bollards – Playing Field, Village Green; Swan Inn carpark barrier:** the Clerk had spoken 11th November with the contractor about the specification of the work; the work is now to be put in hand. **3. Hedge, Church Lane:** the Council had been approached again about the hedge, and how the outgrowth makes vehicular exit from the Rise dangerous. The Clerk had noted *that the fine point at which traffic can pass up and down Church Lane, but not too fast, is, of course, difficult of computation, but the PC is aware of this. Perhaps once the hedge is cut, [the correspondent] will let the PC have [their] observations, and any further action might then be*

considered. The Clerk also noted that *The erosion of the verge [under the churchyard wall] would likely be a matter for the Highways Authority, Oxfordshire County Council.* **4. Ray Bridge:** Cllr Price asked at what stage the proposed work is to be carried out. Councillors raised several questions about the proposed layout of traffic lights, the anticipated rush-hour traffic queues, air pollution, and the danger to traffic queueing on the Wheatley Road to enter the village. Cllr Sames, OCC, expressed his own anxieties about the scheme, and is to take up with the Highways Department

- the extent to which traffic light control will be based on traffic surveys;
- whether the 20mph and 40mph limits are to be extended up the Wheatley Road concurrently with the works;
- whether the *traffic lights ahead* sign is to be more carefully sited further back on the Wheatley Road;
- whether the High Street chicane can be hatched to prevent traffic jams.

The Clerk noted that the one-way scheme on the bridge is not elective, nor was it sought by the Parish Council: pressure on the edges of the bridge the bridge has caused it to become unsafe for two-way traffic, and both the safety of the bridge and the proposed scheme are the responsibility of the Highways Authority, Oxfordshire County Council. **5. Millennium Walk fencing:** the Clerk is yet to contact the farmer (and possibly the Church Commissioners) to discuss this matter.

195/20 PC Properties: 1. Playground Refurbishment: the Clerk had contacted the contractor, and explained that the Council is becoming impatient for the work to be done. Mr Stewart confirmed as a small operation he had necessarily to juggle jobs; he also confirmed that he wished very much to preserve the Islip connection, and is now prepared to turn his attention to it. The Clerk asked for confirmation by email of:

- the new recommendations for resurfacing under the zipwire;
- an approximate costing for the work originally discussed;
- an approximate costing for the work specified in the 2020 ROSPA report;
- the actual date by which the Council can expect detailed costings;
- the actual date by which work will begin.

The Council accepted the Clerk's actions, and instructed him to let Mr Stewart know that a satisfactory response must be received by the end of November 2020 (given the need to obtain quotes for materials from his suppliers), otherwise the Council is to seek an alternative contractor. **2. Use of playground during closure:** the Chairman had collected the more substantial notice (of recommendations in the light of Covid-19) to be affixed to the fencing; he is to affix the notice. **3. Red Lion notice-board:** the Clerk contacted the Chair of the Village Hall Committee, who has had the keeping of the doors: she is now to pass the doors to the joiner's yard in the village for restoration and refitting. **4. New Burial Ground: maintenance [hedge, grasscut]:** the Clerk had sought a quotation for work in the NBG [minute 192/20 5 above]. **5. Closed session: putative donation of land to the charity Islip Recreation Ground and Playing Field:** the Clerk is to keep the Council informed of progress.

196/20 Planning applications and other planning matters:

Address	Application number/details	Decision
Great Barn, Middle Street	20/02855/F Demolition of existing modern conservatory and construction of 3-bay garden store/car port structure with mono-pitch roof.	PC comment: <i>Islip Parish Council expects CDC to take into account any neighbour's comments.</i>

197/20 Strategic Planning: the Clerk is to pass hard copy of correspondence, etc, *re* Neighbourhood Plan, Village Plan, development of Oil Dump site, etc., to Councillor

Richardson [The Clerk has since passed on the following documents:

1. agenda for public meeting 11.2.16;
2. notes of public meeting 11.2.16;
3. feedback from meeting;
4. notice 8.12.16, Chair, Islip PC, to residents re Church Commissioners' plan for Greater Islip - with plans;
5. ORCC *Housing Needs Survey Report May 2014*;
6. *Islip Village Plan 2013*.]

198/20 Village Hall - PC representative on management committee: the Clerk is to investigate whether the Council (of which the Chairman is automatically a trustee of the Village Hall), has a right to representation on the Village Hall Management Committee.

199/20 Any other business: Village Planters: Cllr Richardson had kindly established an account for the Council at Bunker's Hill, and had sourced plants there for the planters for late autumn; the Council expressed its thanks to her.

200/20 Date of next meeting: the next meeting of the Parish Council will be held remotely [by *Zoom*] on **Tuesday 12th January 2021 at 7.30pm.**

The agenda will be published seven days prior to the meeting. Residents wishing to raise an issue pertaining to an agenda item are invited to send it in writing to the Clerk at clerkislippc@hotmail.co.uk

Residents wishing to address the Council meeting [remotely by *Zoom*] on any matter are asked to pass their email details to the Clerk at clerkislippc@hotmail.co.uk in good time prior to the meeting.