

MINUTES of Islip Parish Council Annual General Meeting
Islip Village Hall
Tuesday 9th May 2017 at 7.30pm

97/17 Present: Mr P Collins (Chairman), Mr M Brown, Mrs F Forbes, Mrs D Nudds, Mr R Venables, Mr M Wilkinson (Clerk)

98/17 Apologies: Mr N Wiles

99/17 Administrative matters: Election of Officers: The outgoing Chairman asked for nominations for the role of Chairman. Cllr Collins was proposed by Cllr Venables, and seconded by Cllr Forbes; the proposal was carried unanimously. The newly elected Chairman asked for nominations for Vice Chairman. Cllr Venables was nominated by the Chairman, and seconded by Cllr Forbes; the proposal was carried unanimously.

100/17 Minutes: the minutes of the meeting of Tuesday 11th April 2017 were approved and signed.

101/17 Matters arising which will not be raised under subsequent agenda items: none.

102/17 District and County Council Reports: Cllr Hallchurch was not present to report; the Clerk was instructed to invite Islip's three district councillors to future meetings.

103/17 Changes in Members' interests and declarations of personal or prejudicial¹ interest: none.

104/17 Administrative Matters: 1. Council vacancies: the Chairman accepted with regret Cllr Nudds's resignation as from the end of the meeting, and thanked her for her assiduousness and success in her rôle. The Chairman is to contact a putative councillor in order to fill one outstanding vacancy, and the Clerk was instructed to contact a potential *councillor without portfolio*. **2. Councillor portfolios:** the Chairman asked Cllr Brown to take on the traffic portfolio, and on Cllr Brown's agreement, Cllr Nudds passed over an indexed file, for which the Chairman gave admiring thanks. **3. Governance: Financial Regulations; Standing Orders; Risk Register:** the Clerk asked the Chairman for the Council's approval of the Financial Regulations; Standing Orders; and Risk Register, all recently reviewed by the Council, and noted that the 2017 edition of the NALC *Good Councillor's Guide* had very recently been circulated to the Council. The Clerk explained that such acceptance was required of the Council annually, and that the AGM provides a useful opportunity for review and endorsement. The Council's endorsement of all policy documents was unanimous. **4. Dinner for previous Chairman:** the Chairman noted that it had become a tradition for Councillors (at their own cost) to provide a dinner for outgoing chairmen and their partners, and proposed that such a dinner be provided for Mrs Stephenson, who had worked long, hard, and successfully for the village as councillor and chairman. This was agreed unanimously. The Chairman is to discuss arrangements with Mrs Stephenson. **5. Risk Register:** the Clerk reported that he has yet to discover when the inspection of the Council's trees was last done and by whom. **6. Bare licences:** the bare licences issued to those on Collice Street occupying (at the margin) PC land have yet to be reviewed.

105/17 Financial Matters: 1. Draft accounts 2016-17: the Clerks noted that the draft accounts had been approved by the Council at the previous meeting, and that the minor amendments also approved had now been made. A vote was taken and the accounts were accepted unanimously.

¹“one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgement of the public interest”
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The Clerk noted that the accounts would be sent for external audit and subsequently published via the village noticeboards and website. **2. Internal Audit:** the Clerk noted that the internal audit of the 2016-17 accounts for a fee of £100 had been carried out. The recommendations will be published on the Council's website. The invoice had been received, but the Clerk had subsequently received from HMRC a notice of penalty of £300 for non-compliance with a statutory duty to report; this is in addition to a penalty of £200 already paid by the Council. The Clerk had previously been assured that an appeal against the first penalty had been made, but this does not seem to have been the case. He had now written to HMRC to appeal, noting that he had once more taken control of the payroll, and that the previous finance officer had been under a great deal of personal stress at the time of the failure of duty, and that this seems to have been the cause. The outcome of the appeal will be brought to the Council. Councillors asked whether there was any means of redress, but the Clerk's view was that the finance officer was at the time an employee of the Council, and that the Council had managerial responsibility for her actions. The Clerk is to bring to the Council a proposal on the means of monitoring the activities of its staff.

106/17 Environment: **1. Flood Management Plan:** the Chairman confirmed that the plan has not yet been finalised. **2. Dog Fouling/Dogs off Leads:** the Chairman reported that no new complaints had been received. **3. Church Commissioners:** Cllr Venables reported that he has yet to contact the Church Commissioners' local agents, Strutt and Parker, to arrange a meeting with representatives of the Council.

107/17 Communications: **1. Website:** Cllr Forbes noted that an invoice had been received from Mr Chris Rippon for his work. She is to review the possibility of a grant available for the establishment of the Council's website and the provision off a laptop in relation to the Council's compliance with the Transparency Code. **2. Transparency Code:** Cllr Forbes is to confirm compliance with the Code, which demands the publication of

- *All items of expenditure above £100*
- *End of year accounts*
- *Annual governance statement, internal audit report*
- *List of councillors' responsibilities*
- *Details of public land and assets owned by the council*
- *Minutes, agendas and meeting papers of formal meetings.*

The code notes that

This is not an optional extra this has been a requirement since April 2015.

108/17 Traffic, Highways and Footpaths: **1. Footpaths:** the Chairman reported that the Aides footpath had been found to be unsafe. He had therefore contacted Ady Podbery, who had backfilled the gaps with gravel. **2. Traffic Report:** Cllr Nudds asked the Council to confirm that the work of the Traffic Group is valued and to be continued. The Chairman confirmed that the work of the Group and its feedback to the Council is extremely useful to the Council, and that the Council hopes that the Group will continue to thrive. **3. Further structural report on the Ray Bridge:** the Chairman reported that the report is now expected at the end of the month. Mr Brian Henman asked from the floor whether the Council's unspoken objective was actually the imposition of a weight limit on the bridge, and, supported by Mrs Jenny Henman, noted that this would dramatically interfere with local farmers' business operations. The Chairman noted that the PC represents the interest of all villagers and village businesses, including farming, and that the matter of cracks in the bridge had been discovered and pursued by the highways authority, who would adjudicate on a weight limit, if any, rather than the Parish Council: the Council is not the highways authority. **4. Pedestrian safety on the bridge:** the Chairman reported that he and the Clerk had met Mr Kirkwood (OCC) on site to discuss the matter of safety on the bridge, and the Council's proposal to commission a report by a consultant

recognised by OCC. Mr Kirkwood said that OCC would be happy to receive such a report, but that OCC could not treat Islip Bridge as a priority item because there was no history of serious accident. Even were the PC's proposal for improvement to be accepted, and the PC were to agree to try to raise the necessary funds, the call on OCC's resources in evaluation, management, etc, would be most unlikely to be met. The Council agreed to Cllr Venables' proposal that tenders for the report be invited, specifying a traffic lights and a footbridge solution, and to the Chairman's proposal that no further action on this would be taken until the outcome of the revision of CDC's long-term plan part 1. **5. Accident blackspot A34 slip road:** Cllr Venables noted that there had been two serious accidents at the junction of the A34 sliproad and the Kidlington Road within the previous week, and that there had been many similar accidents previously. The Council resolved to ask TVP and OCC for a report on the number of accidents at the junction over the last ten years, noting that a failure to respond will lead the PC to submit a request under Freedom for Information, in order to firm up the Council's request for a review of the junction as to signage, the introduction of stop signs, and the regular clearance of vegetation at the approach to the junction with the slip road from the north.

109/17 PC Properties: **1. Playing Field:** the Chairman reported Mr Stewart (who constructed the playground) had attended to the outstanding item, the spring horse. **2. Burial Ground:** nothing to report. **3. Allotments: (i) rabbits:** the Clerk brought to the meeting evidence of the insurance (*British Association for Shooting and Conservation* £10 million public liability Zurich) of the marksman who has asked permission to cull the allotment rabbits. The Council agreed to inform Mrs Tuffrey that it has decided to allow the marksman to proceed, first discussing the timing, etc, with Mr Geoff Nudds. **(ii) waiting list:** the Clerk reported that the waiting list is now as follows:

Name	Address	PC Meeting date	Minute ref.	Conditions
Dee and Geoff Nudds	Cooks Cottage, Bridge Street	11/04/2017	86/17	interest limited to allotment adjacent to Cooks Cottage
Professors Robinson and Paterson	Mill Street	09/05/2017	109/17	none
Daisy Richards and Kris	The Cottage, Mill Street	09/05/2017	109/17	none

It was noted from the floor that there are vacancies in the private allotments on the other side of the Wheatley Road. Cllr Venables has spoken to Ms Jocelyne Bangham about the future of the allotment previously held by Dr John Sargent; the proposal is to convert this to a community orchard. Cllr Venables is to speak to Mrs Bridget Tuffrey.

110/17 Planning: 1. Planning Applications: the Clerk reported on planning applications:

Address	Application number/details	Decision
Mr & Mrs P Gray The Old Rectory, The Walk	17/00282/LB re-roofing, installation of solar panels, etc	CDC approved
Mr & Mrs P Gray The Old Rectory, The Walk	17/00822/LB replace glazing/windows	PC no comment – listed building regulations apply
Mr R Allen 16-18 Bletchingdon Road	17/00279/F separate shared driveway	CDC approved

Mrs L Edwards Japonica, Church Lane	17/00740/F first floor extension	PC no objection; neighbours' representations to be taken into account
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2. Strategic Planning: the Clerk reported that Mr Colwell had not responded to the request for clarification as to whether the CCE submission is to be considered as part of the response to CDC's *call for sites* even though it was submitted outside the deadline. On behalf of Cllr David Hughes (CDC), Mr Colwell had been asked to brief Islip's three representatives on CDC. The Chairman reported that the meeting with Mr Colwell and the owner of the Oil Dump site had not yet been rescheduled. Mr Venables noted that the CDC report of the review of its Plan Part 1 is expected towards the end of June. **3. Junction of Middle Street and High Street:** the Clerk noted that he had received a complaint that the highway had been narrowed at the junction. He noted that in the past such matters have been referred on to OCC. The Council agreed that this be done, on the understanding that the household concerned be given prior notification.

111/17 Network Rail: 1. Road damage: the Clerk reported that Mr Richard Warren, OCC Strategic Manager, met Cllr Wiles and the Clerk on 20th April to outline the proposed repairs as they affect the village. The proposed repairs, scheduled to be carried out in the autumn, amount to some patching of the surface along the consortium designated routes, now marked out on the road surface. The run from the Mill Lane depot to the railway station was not a designated route: Mr Warren is to look into the damage along this run. **2. Community investment projects:** the Chairman reported that no response had been received to the offer to Network Rail [NR] of *pedestrian* access only (say, twice a year) to the sound barriers along the western edge of the playing field, by means of a gate to be cut into the fence. **3. Mural proposal for equestrian bridge:** the Clerk reported Cllr Wiles is yet to contact NR about this.

112/17 Village Hall: Cllr Venables reported that the work on the kitchen is in hand.

113/17 Education: there was nothing to report.

114/17 Health: Cllr Forbes reported the *Good Neighbour Scheme* is moving forward.

115/17 Public Transport: there was nothing to report.

116/17 Security: there was nothing to report.

117/17 Any Other Business: 1. Red Lion: Cllr Venables reported that Punch taverns have no intention currently to sell the pub. **2. Right of way across the Green:** Mr Brian Henman from the floor noted that he had confronted a dog walker on the Green – the water meadow to the south east of the Ray Bridge. He contended that the PC's interest in a possible right of way had prompted villagers to walk across what is private land. Mr Venables noted that the land is owned by the Church Commissioners [CC], and that it is therefore for the CC to determine within the law any right of access; the PC is shortly, it is hoped, to meet with the local representatives of the CC. Mr Henman acknowledged that some villagers had crossed the Green for some time, but noted that the local agents of the CC had suggested that the Council take care that in the pursuit of the establishment of a footpath across the Green, it did not alienate the permissive footpath granted by the CC as part of the Millennium Walk. He noted that he had planted crops, that the wildlife he valued (ground-nesting birds, leverets, etc) might be disturbed by walkers, and also that he had installed bird-scarers, which might be a danger to walkers other than by the Oxfordshire Way; he asked whether he was expected to put up notices warning walkers of the dangers of bird-scarers. Asked from the floor whether there are to be

bird-scarers on the Green itself, Mr Henman said not; asked whether he had planted crops there, he confirmed that he had not - but that he had spread fertiliser.

118/17 Date of the next meeting: the Parish Council will next meet on **Tuesday 13th June 2017** at 7.30pm in the Village Hall.

119/17 The Meeting Closed at 9.45pm