

MINUTES of Islip Parish Council Meeting
Islip Village Hall
Tuesday 13th June 2017 at 7.30pm

120/17 Present: Mr P Collins (Chairman), Mr M Brown, Mrs F Forbes, Mr N Wiles,
Mr M Wilkinson (Clerk)

121/17 **Apologies:** Mr R Venables

122/17 Minutes: the minutes of the meeting of Tuesday 9th May 2017 were approved and signed.

123/17 Matters arising which will not be raised under subsequent agenda items: none.

124/17 District and County Council Reports: none.

125/17 Changes in Members' interests and declarations of personal or prejudicial¹ interest:
none.

126/17 Administrative Matters: **1. Council vacancies:** the Chairman proposed and it was agreed that he is to contact a putative *councillor without portfolio*. The Clerk confirmed that he is to pursue further a potential *councillor without portfolio*. **2. Dinner for previous Chairman:** the Chairman reported that a dinner for the previous chairman and her partner (at Councillors' own cost) has been agreed. It is to follow the Council meeting of September 12th, providing local facilities are still available then. This was agreed unanimously

127/17 Financial Matters: **1. Draft accounts 2016-17:** the Clerk noted that the draft accounts had been submitted for external audit, and that a query had been received as to the precept income. It is possible that this item was inflated by the £400 grant for the Queen's Jubilee celebrations. The Clerk believes that should this be the case, the sum is not *material* in accountancy terms, and should not prevent approval of the accounts. **2. Budget:** the Clerk noted that an error in the preparation of the budget had led to the understatement of the salary costs of the Clerk by £91 *per annum*. The Council approved unanimously the appropriate budget adjustment. **3. Council Controls:** the Clerk proposed that as a minimum, the following additional financial controls be introduced:

Financial Management by the Chairman of the Clerk and/or Finance Officer

1. The Clerk or Finance Officer is to present a budget prior to the start of the financial year, interim statements of account in July and December, and draft final accounts prior to the year-end.
2. The statements of account are to include a bank reconciliation: this is to be substantiated by the sight of bank statements.
3. The statements of account are to show salaries paid: these are to be substantiated by a screenshot showing that the data underlying payment has been submitted to HMRC.
4. The year-end internal audit is to include a report in person by the internal auditor to the Chairman.

The Council agreed unanimously to introduce the controls.

128/17 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 a previous

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”

chairman of the Council had successfully pointed out to a dog owner that dogs must be kept out of the playground, and kept on a lead on the playing field. The Council commended the action, both quick and effective. The Village Hall Committee is to be asked to inform hirers of the hall of the regulations. **3. Church Commissioners:** the Council instructed the Clerk to contact the local agents of the Church Commissioners, Strutt and Parker, to arrange a meeting with representatives of the Council, items on the agenda to include the putative right[s] of way across the Green, the pollarding of willows on the eyot, and trees in the river.

129/17 Communications: 1. Website: Cllr Forbes is yet to investigate the possibility of a grant available for the establishment of the Council’s website and the provision of 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, working with the Clerk.

130/17 Traffic, Highways and Footpaths: 1. Pavements: obstructions of the pavement by the War Memorial and across from the Old Rectory were reported. The Clerk is to write to the Old Rectory, and Cllr Forbes is to cut back the offending vegetation by the War Memorial. **2. 20 mph Zone:** Cllr Brown noted that he is to pursue some matters of the signage of the 20 mph zone in the village, including a warning on the Wheatley Road approach that a 20 mph zone is ahead. The invoice for the installation has not yet been received, but is not to exceed the £4.7K cost as notified to Mr Price of the Traffic Group. The police are happy to carry out some enforcement of the new limit, and the traffic group is to investigate the possibility of acquiring a speed camera for use by the village and perhaps other local villages. TVP are happy to pursue those reported speeding using footage from such devices in evidence. **3. Reporting:** the Council agreed that Cllr Brown be allowed to pass in confidence the draft minutes relevant to traffic matters to the Traffic Group once these had been circulated to councillors. **4. Further structural report on the Ray Bridge:** the Clerk reported that the survey had been carried out, and that the report is now awaited. **5. Pedestrian safety on the bridge:** the Chairman is to specify the scope of tenders for a consultant’s report, specifying a traffic lights and a footbridge solution. **6. Accident blackspot A34 slip road:** the Clerk reported that the TVP report on accidents at the junction did not appear to be comprehensive. The Clerk was instructed to write to OCC asking that stop signs be introduced at the junction of the Kidlington Road and the A34 slip road, and that the vegetation at the approach to the junction with the slip road from the north be regularly cleared.

131/17 PC Properties: 1. Playing Field: the Chairman reported that the bark under the zip wire is already in need of attention, and that the alternative surfacing is now looking financially attractive. It was agreed to seek advice and a quotation from Mr Stewart (who constructed the playground), and if the cost warranted it, to seek three tenders in total, bringing these to the Council. Cllr Forbes is to ask Dr South’s School whether the surfacing in the playground there has come up to expectations. **2. Burial Ground:** nothing to report. **3. Allotments: (i) rabbits:** the Clerk confirmed that the Council’s permission had been passed on to the marksman who is to cull the allotment rabbits, and who is aware that he is to speak to Mr Geoff Nudds before proceeding. Mr Nudds has been informed. **(ii) waiting list:** the Clerk reported that Mrs Tuffrey had previously received an earlier request for an allotment. The applicant(s) will be included in the waiting list once known. The waiting list is to be published on the website.

132/17 Planning: 1. Planning Applications: the Clerk reported on planning applications:

Address	Application number/details	Decision
Mr and Mrs Martin Pauling, 66, Kidlington Road	17/0951/F demolish existing, erect new single storey extension	PC no objection; neighbours’ representations to be taken into account

Mr Jonathan Ward Builders Yard, High Street	17/00986/F replace existing with single storey dwelling house	PC no objection; neighbours' representations to be taken into account
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2. Strategic Planning: the Chairman reported that there is a meeting at CDC on the 19th June at which the decisions on the review of its Plan Part 1 is expected to be made. He hopes to attend the meeting. The agenda item appears to contain recommendations which, if endorsed, will rule out development in and around Islip. **3. Junction of Middle Street and High Street:** the Clerk reported that he had been notified that OCC had instructed the property owners to clear the road. No further details have been made available. **4. Bare licences:** the bare licences issued to those on Collice Street occupying (at the margin) PC land have yet to be reviewed. **5. Trees:** the Clerk reported that a survey of the trees for which the Council is responsible (on the playing field, the Millennium Wood, the allotments, the Village Green) is timely, that a tree on the Village Green, Lower Street, is dead and should be cut down, and that fallen boughs are obstructing mowing on the Village Green and should be removed. The survey should be properly documented. The Chairman is to gain quotations for this.

133/17 **Network Rail: 1. Mural proposal for equestrian bridge:** Cllr Wiles is to contact NR this week about this.

134/17 **Village Hall:** Cllr Venables was not present to report.

135/17 **Education:** there was nothing to report.

136/17 **Health:** Cllr Forbes reported the *Good Neighbour Scheme* is moving forward. The Council has been asked to write to Age Concern in support of the Scheme; this was agreed.

137/17 **Public Transport:** the Traffic Group report noted that Charlton on Otmoor Services seem less respectful of others than previously. The Clerk is to write to C on O Services asking that the previous level of consideration be restored, and that C on O drivers be reminded that the use of mobile phones whilst driving is illegal.

138/17 **Security:** the Chairman is to contact Neighbourhood Watch to try to establish some form of reporting to the Clerk, so that anything of note can be distributed to the village by means of info4islip.

139/17 **Any Other Business: 1. Council funds on deposit:** the Clerk reported that he had followed up a lead on the potential for a significant return on term deposits, but that the scheme suggested, being bond related, was insufficiently secure for the Council's requirements. It was decided that the Council's funds be secure, even at the cost of a minimal rate of return. **2. Drones:** the Clerk reported that he had received complaints about drones flown in the village. There are legal restrictions on the flying of drones. The code can be found at <http://dronesafe.uk/wp-content/uploads/2016/11/Dronecode.pdf>

It might be noted that drones cannot be flown within 50m [150ft] of people and properties, and within 150m [500ft] of crowds and built up areas, which must not be overflowed. Given the illustrations in the code, it would appear that most of Islip is a built-up area. If you feel that the code is not being observed, ring 101 and report the matter to the police immediately: this will give the police a reasonable chance of catching the offender in the act.

140/17 **Date of the next meeting:** the Parish Council will next meet on **Tuesday 11th July 2017** at 7.30pm in the Village Hall.

141/17 The Meeting Closed at 9.45pm