

## ISLIP PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 10<sup>th</sup> March 2026, at 7.30 pm held at Islip Village Hall.

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**MEMBERS PRESENT: Parish Councillors:** Dennis Price (Chairman), Nicola Richardson, Sophie Miller, Anneka Streule, and Andrew Smith.

**OTHER COUNCILLORS:** None

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

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

**APOLOGIES:** The following apologies were received

**County Councillor:** Laura Gordon

**District Councillor:** None

**Parish Councillor:** Nathan Wiles and Doreen Cole

**95/25 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**

None

**96/25 PUBLIC PARTICIPATION**

None

**97/25 MEETING MINUTES**

It was **RESOLVED** by unanimous vote to accept as a true record the minutes of the parish council meeting held on 13<sup>th</sup> January 2026. There was no meeting held in February.

**98/25 COUNCILLOR REPORTS**

The councillors present gave their reports.

**99/25 PLANNING**

- The Council noted the update on live planning applications. Planning application 25/02918/OUT (Land at Islip Fuel Depot) is expected to be scheduled for committee at Cherwell District Council in March or April 2026.
- It was **AGREED** that Cllr Richardson would attend the committee meeting to speak on behalf of the Council.
- **Action:** Clerk to monitor committee listings and notify councillors of the confirmed date

**100/25 VILLAGE MATTERS**

- Traffic calming concerns in North Street, Middle Street and Lower Street were discussed. County Councillor Gordon agreed to provide contact details for the relevant OCC officer for a historic traffic calming scheme developed for Islip.

**101/25 ASSERTION 10**

The following documents were presented for adoption in connection with Assertion 10 of the Annual Governance and Accountability Return (AGAR) 2025-26.

**1. IT Policy**

It was **RESOLVED** unanimously to adopt the Islip Parish Council Information Technology Policy.

**2. Data Protection Policy and Privacy Notice**

It was **RESOLVED** unanimously to adopt the Islip Parish Council Data Protection Policy and Privacy Notice 2026.

**3. Burial Ground Fees Schedule**

- The Clerk's briefing note was **RECEIVED**.

- The Council **NOTED** the governance matters identified, including the need to formalise the management arrangement with the joint PC/PCC group and to ensure appropriate insurance cover.
- The Council further **NOTED** that OALC have been consulted and have offered to attend a future meeting to advise.
- It was **RESOLVED** unanimously to adopt the Burial Ground Fees Schedule 2025-26 interment of ashes £156, memorial ledger installation £45.

#### 4. Allotment Fees Schedule

- The Clerk's briefing note was received. Council noted the governance matters identified, including the absence of formal tenancy agreements and the need for regular site inspections.
- It was **RESOLVED** unanimously to adopt the Allotment Fees Schedule at the current rate: 1 plot £5.00 per annum; 2 plots £10.00 per annum

#### 5. Publication Scheme

It was **RESOLVED** unanimously to adopt the Islip Parish Council Publication Scheme.

102/25

### DIGITAL COMPLIANCE RESOLUTIONS

The following resolutions were made in connection with Assertion 10 of the AGAR 2025-26.

#### 1. Authority-Owned Email

It was **RESOLVED** unanimously to confirm that the council conducts all official business using the authority-owned email addresses.

#### 2. Website Accessibility

It was **RESOLVED** unanimously to confirm that the council is committed to maintaining its website in compliance with WCAG 2.2 Level AA accessibility standards and will take all reasonable steps to ensure ongoing compliance.

#### 3. Accessibility Statement

It was **RESOLVED** unanimously to approve the publication of the Accessibility Statement on the council's website and to confirm that it will be reviewed and kept up to date.

#### 4. Transparency Code

It was **RESOLVED** unanimously to confirm that the council meets its obligations under the Local Government Transparency Code 2015 and that required information is published and maintained on the council's website at [www.islipparishcouncil.gov.uk](http://www.islipparishcouncil.gov.uk).

103/25

### ASSET REGISTER 2025-26

The Asset Register 2025-26 was presented. No changes to the register were reported.

It was **RESOLVED** unanimously to approve the Asset Register 2025-26.

104/25

### RISK ASSESSMENT 2025-26

The updated Risk Register 2025-26 was presented.

It was **RESOLVED** unanimously to approve the Risk Register 2025-26.

105/25

### FINANCIAL MATTERS

#### 1. The Finance Report

The Finance Report was received and **NOTED**.

- The Clerk reported that the VAT reclaim for 2025-26 was £2,138.16.

- The Clerk also reported receipt of a penalty notice from HMRC of £100, which has been appealed on the basis that the submission was made on time and it is an administrative error.  
It was **RESOLVED** unanimously to approve this payment retrospectively.
  - Council **NOTED** the appeal.
2. **Income**  
Allotment rent at a total of £55.00 was received from 7 tenants.
3. **Budget Update**  
The following budget update was **RECEIVED**.

	<b>Insurance</b>	<b>Grants</b>	<b>Subscriptions</b>	<b>Dog Bins</b>	<b>Audit</b>	<b>Grd Mnt</b>
Budgeted	<b>£2,500.00</b>	<b>£1,500.00</b>	<b>£780.00</b>	<b>£1,500.00</b>	<b>£600.00</b>	<b>£6,500.00</b>
Spent	£1,341.38	£1,629.20	£821.65	£792.80	£493.50	£6,364.80
Remaining	<b>£1,158.62</b>	<b>-£129.20</b>	<b>-£41.65</b>	<b>£707.20</b>	<b>£106.50</b>	<b>£135.20</b>

	<b>BG Mnt</b>	<b>BG Rem.</b>	<b>Land Maint. Sm. W</b>	<b>Website</b>	<b>Training</b>	<b>Staff Costs</b>
Budgeted	<b>£1,500.00</b>	<b>£0.00</b>	<b>£1,350.00</b>	<b>£550.00</b>	<b>£600.00</b>	<b>£13,150.00</b>
Spent	£0.00	£0.00	£1,399.00	£875.52	£0.00	£12,193.95
Remaining	<b>£1,500.00</b>	<b>£0.00</b>	<b>-£49.00</b>	<b>-£325.52</b>	<b>£600.00</b>	<b>£956.05</b>

	<b>WFHA</b>	<b>Playg Mnt &amp; Ref</b>	<b>Stationery</b>	<b>Solicitor Fees</b>	<b>Grants</b>	<b>General Reserves</b>
Budgeted	<b>£13,151.00</b>	<b>£150.00</b>	<b>£267.50</b>	<b>£1,500.00</b>	<b>£2,000.00</b>	<b>£4,500.00</b>
Spent	£240.00	£134.40	£48.11	£497.16	£0.00	£1,322.43
Remaining	<b>£12,911.00</b>	<b>£15.60</b>	<b>£219.39</b>	<b>£1,002.84</b>	<b>£2,000.00</b>	<b>£3,177.57</b>

<b>Reserves</b>	<b>C. Training</b>	<b>New C M.box</b>	<b>Ground Maint</b>	<b>Land Main &amp; SW</b>	<b>Playground</b>	<b>P. field Project</b>
Budgeted	<b>£800.00</b>	<b>£250.00</b>	<b>£1,310.00</b>	<b>£1,900.00</b>	<b>£26,676.00</b>	<b>£6,000.00</b>
Spent	£0.00	£0.00	£0.00	£0.00	£2,425.00	£0.00
Remaining	<b>£800.00</b>	<b>£250.00</b>	<b>£1,310.00</b>	<b>£1,900.00</b>	<b>£24,251.00</b>	<b>£6,000.00</b>

	<b>Insurance Claim Excess</b>	<b>Election Costs</b>	<b>Solicitor fees</b>
Budgeted	<b>£250.00</b>	<b>£250.00</b>	<b>£500.00</b>
Spent	£0.00	£0.00	£0.00
Remaining	<b>£250.00</b>	<b>£250.00</b>	<b>£500.00</b>

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**CASHBOOK PAYMENTS**

It was **RESOLVED** by unanimous vote to pay the following payments.

<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Total</b>
10/3/2026	Islip Village Hall	Film Night - Mar	£38.40
14/3/2026	Moorcroft	Late charge penalty	£100.00
14/3/2026	ICO	Annual subscription	£52.00
10/3/2026	Clerk	Wages - March	£893.60
13/3/2026	Reid	Basket Swing	£2,425.00

14/3/2026	Clerk	WFHA	£3.50
10/3/2026	Islip Village Hall	Toddler Group	£57.60
10/3/2026	Norfolk County Council	Legal Fees	£39.84
12/3/2026	OWA Digital Ltd	2-year renewal Domain Name	£80.96
		<b>Total</b>	<b>£3,690.90</b>

**107/25**

**ITEMS FOR THE NEWSLETTER**

Items to be included were discussed as **AGREED**.

**108/25**

**DATE OF THE NEXT MEETING**

The next meeting of the Parish Council will be held on **Tuesday 14<sup>th</sup> April 2026 at 7.30pm.**

The meeting closed at 9.20 pm

**SIGNED:** \_\_\_\_\_  
**Councillor Price**