

ISLIP PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 14th November 2023, at 7.30 pm held at Islip Village Hall.

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

OTHER COUNCILLORS: **District Councillor:** Julian Nedelcu.

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

OTHERS PRESENT: **Members of the Public:** Two

APOLOGIES: The following apologies were received:

Parish Councillors: None

District Councillor: None.

County Councillor: Cllr C Miller.

042/23 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION

None

043/23 MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** by unanimous vote to accept the minutes for the Parish Council Meeting held on 10th October 2023.

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

044/23 PUBLIC PARTICIPATION

None

045/23 PLANNING APPLICATIONS

The following planning application was reviewed.

Ref	Address	Description	Ward	Deadline	Outcome
23/02857/F	13 Hilltop Gardens, Islip, OX5 2SJ	External fabric upgrades including external wall insulation, recladding with timber and render and new windows	Islip	08/11/2023	<i>Expired – for reference</i>
23/02924/F	Battle King, 2 The Rise, Islip, OX5 2TG	Erection of a replacement single storey rear extension, the erection of a porch, the demolition of the existing side extension and double garage and the erection of a part one part two storey side extension, loft conversion and associated works	Islip	16/11/2023	No objection.

046/23 FINANCIAL MATTERS

1. Income

None.

2. Budget and Reserves Allocation

The following budget for 2024-25 was reviewed –

Budget Heading	Proposed for 2024-25
Insurance	£1,350.00
Grants	£3,500.00
7 requests @ £500.00	£3,500.00
Subscriptions	£500.00

OALC	£156.00
SLCC	£111.00
Microsoft Office	£79.99
Campaign to protect rural England (CPRE)	£36.00
Oxford Playing Field Association (OPFA)	£42.00
Oxford Green Belt Network	£15.00
Community First Oxford	£27.50
Dog Bin Maintenance	£1,850.00
Dog Waste bins	£1030.00
Dog bags	£740.00
Audit	£600.00
External Audit	£240.00
Internal Audit	£250.00
Ground Maintenance	£7,655.00
Maintenance - burial ground	£500.00
Maintenance - Playing field	£1,346.00
Maintenance - Millenium Wood	£410.00
Maintenance - Verges & Greens	£5,328.00
Maintenance - Footpaths	£70.00
Land Maintenance & Small Works	£1,350.00
Maintenance - War mem/cross tee	£150.00
Maintenance - Hedges	£250.00
Maintenance - Planters of the village	£200.00
Maintenance - Strim footpaths	£100.00
Maintenance - tree surgery	£250.00
Maintenance - tree survey	£150.00
Maintenance - tree planting	£250.00
Website	£550.00
Annual Wix Subscription	£120.00
Mailboxes	£300.00
Domain Name 2 Yearly (£200)	£100.00
Training	£600.00
Allocation per councillor - £100 each	
Staff Costs	£9,500.00
Clerk wages	£5,600.00
National wages increase	£216.00
Gardener Annual Payment	£200.00
Allocation for additional hours for clerk (to be reviewed)	£2,000.00
Clerk Bonus	£500.00
HMRC	£500.00
Playground Maintenance/Refurbishment	£1,150.00
Rospa annual check	£117.00
Reserves for maintenance	£1,000.00
Stationery	£180.00

Printer Ink	£50.00
Stamps	£50.00
Paper (box)	£20.00
Mobile phone credit	£50.00
Envelopes	£7.50
Solicitors' fee's	£500.00
Total budget expenditure	£29,285.00

The following reserves allocation for 2024-25 was reviewed –

General	£5,500.00
Earmarked reserves	
Grants	£2,000.00
Staff costs	£2,000.00
Councillor training	£800.00
New Councillor mailbox	£250.00
Land maintenance and small works	£1,900.00
Ground maintenance	£3,000.00
Playground refurbishment/replace	£26,676.00
Playing field project	£6,000.00
Insurance claim excess	£250.00
Election costs	£250.00
Solicitors' fees	£500.00
Total reserves amount	£49,126.00
Total held funds 10.11.2023	£50,008.00

3. Precept Request 2024-25

It was **RESOLVED** by unanimous vote for the precept request to remain the same for 2024-25, at a rate of £23,611.00 per annum.

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

4. Purchase Trees for the Playing Field

It was **RESOLVED** by unanimous vote to purchase 9 trees, 3 Wild Cherry, 3 Hornbeam and 3 Field Maple to be planted in the grass area of the playing field next to the playground.

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

5. Turnstiles Installation

- i. It was **RESOLVED** by unanimous vote to pay the cost of £400.00 to install the turnstiles.

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

- ii. It was **RESOLVED** by unanimous vote for a plaque noting the history of the turnstiles to be sourced by the parish council.

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

Action: Clerk to organise the plaque.

6. Grant Awarding Process

The process and documentation were reviewed.

It was **RESOLVED** by unanimous vote to approve the final edit and to use this process with immediate effect.

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

Action: Clerk to upload to the website.

7. Internal Auditor

It was **RESOLVED** by unanimous vote to appoint Jane Olds as the internal auditor for 2023-24 accounts.

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

8. National Pay Increase 2023-24

i. It was **RESOLVED** by unanimous vote to pay the clerk the National Pay increase. This was proposed by Cllr Wiles and seconded by Cllr Price.

ii. It was **RESOLVED** by unanimous vote to back pay the clerk the National Pay increase from April 2023.

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

9. Clerks Discretionary Bonus

i. It was **RESOLVED** by unanimous vote to pay the clerk a bonus. This was proposed by Cllr Wiles and seconded by Cllr Price.

ii. It was **RESOLVED** by unanimous vote for this year's bonus to be £400.00. This was proposed by Cllr Wiles and seconded by Cllr Streule.

10. Gardeners Annual Pay

i. It was **RESOLVED** by unanimous vote to pay the gardener's annual pay. This was proposed by Cllr Wiles and seconded by Cllr Price.

ii. It was **RESOLVED** by unanimous vote for this year's pay to be £200.00. This was proposed by Cllr Wiles and seconded by Cllr Streule.

11. Cashbook

i. It was **RESOLVED** by unanimous vote to purchase the items listed for November 2023.

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

ii. It was **RESOLVED** by unanimous vote to authorise for payment the items listed for November 2023.

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

Cashbook November payments

Date	Payee	Description	Total
14/11/2023	Village Hall	Toddler Group Apr 23 - July 23	£192.00
14/11/2023	Village Hall	Film Night - Oct	£38.40
14/11/2023	Green Scythe	Mowing and cutting	£649.20
14/11/2023	Simon Sherrell Contracting	To concrete two wooden turn styles	£400.00
14/11/2023	E Kearney	Wages - Nov	£451.67
14/11/2023	E Kearney	National Pay Increase Back Pay	£170.44
14/11/2023	E Kearney	Discretionary Bonus	£320.00
14/11/2023	B Clarke	Annual Contribution	£160.00
14/11/2023	Bunkers Hill	Trees	£450.00

047/23 Newsletter Article

The items to included in the newsletter were **NOTED**.

048/23 Items for the next agenda

To set the date for the Clerks' appraisal.

The meeting closed at 21.10.

SIGNED:

Councillor: Nathan Wiles – Chairman