

ISLIP PARISH COUNCIL

Chairman: Cllr Emma Taylor Clerk: Mrs Julia Tufnail Telephone 07756 851026
7 Amen Place, Little Addington, Northants NN14 4AU
E-mail: islip.clerk@gmail.com

Minutes of the Meeting of the Parish Council – 1/18-19 Tuesday 15th May 2018

Present: Cllrs E Taylor (Chair), L Duval (Vice Chair), R Horrell, P Fryatt, R Maxwell & C Mayes
Mrs J Tufnail (Clerk) & Cllr W Brackenbury (ENC & NCC)

There was no public participation. The Meeting was recorded by CCTV

- 1 Cllr E Taylor was duly elected as Chair of the Parish Council.
2. The Chair's Acceptance of Office form was duly completed & received by the Council.
- 3 Cllr L Duval was duly elected as Vice-Chair of the Parish Council.
4. The Vice-Chair's Acceptance of Office form was duly completed & received by the Council.
- 5 Apologies were received & accepted from Cllrs R Lymn, T Davison, S Harris & Val Carter (ENC)
- 6 There were no declarations of interest.
- 7 The Minutes of the meeting held on 17th April 2018 were approved & duly signed by the Chair.
8. The following lead Councillors were appointed

Planning	Cllrs Duval & Harris	Highways & Footpaths	Cllr Fryatt
Rec	Cllr Taylor	Village Hall	Cllr Harris
Sports Field	Cllrs Maxwell & Davison	Medbury Trust	Cllr Horrell
Lighting	Cllr Harris	Internal Control	All Councillors
Newsletter	Cllr Lymn		
9. The New Standing Orders, Financial Regulations & Code of Conduct were **proposed, considered & adopted.**
10. The following Terms of Reference, Policies & Statements were **proposed, considered & re-adopted**

Planning Committee	Complaints Procedure	Press & Media
Grants	Health & Safety	Equality & Recruitment
Internal Control Procedure	Records Management	Training
Recording Procedure		
11. **GDPR Compliance** - The following were **proposed, considered & adopted** by the Council
 - a. Northants CALC DPO Service as the Council's Data Protection Officer
 - b. IPC's Data Map
 - c. Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy
 - d. Privacy Notices
 - e. Outstanding Security Compliance Checklists were returned with only one outstanding.
- 12 **Planning** – The following applications were discussed
 - 18/00856/TCA – 1 The Courtyard Trees – No objections
 - 18/00817/FUL – 19 Nene View Utility room – No objections
- 13 **Finance**
 - a) Cllr Harris was not present so the Internal Control report would be given in June.
 - b) The Bank Reconciliations for April and the Payment List for May were **proposed, considered & agreed** and the invoices were signed in accordance with the Financial Regulations.
 - c) The Annual Internal Audit Report for 2017-18 was **proposed, considered & adopted** without issue.
 - d) The Annual Governance Statement 2017-18 was **proposed, considered & agreed** & signed as required.
 - e) The Accounting Statements for 2017-18 was **proposed, considered & agreed** & signed as required.
 - f) The new Salary Scales for 2018-19 were **proposed, considered & agreed** from April, a 2% increase.
 - g) The Standing Orders for the year were **proposed, considered & agreed** for the Clerk's salary and pension.

Chair 19th June 2018

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14 Highways

- a) Cllr Fryatt reported the Council and discussion followed. Clerk to write to the Woolpack about parking along Chapel Hill and Kettering Road.
- b) Village Sign – It was agreed that the unveiling ceremony should be before the Thrapston Charter Fayre 30th June 2018 at 12 noon. To be included in the next newsletter. Clerk to find out if information board has been included in the permission granted by NCC.
- c) Parking on Toll Bar Road was discussed and Cllr Maxwell confirmed that he deals with any problems quickly and appropriately.

15 Recreation Ground

Cllr Taylor reported the Communities Facility funding round was now open and Cllr Brackenbury offered to consider the form with ENC prior to submission, this offer was gratefully accepted.

16 Sports Field

1. Cllr Maxwell 's reported that a recent inspection by the Football Foundation had resulted in an excellent report of good health. The facility was considered to be first class, solvent, well maintained and well run. A letter of thanks had been sent to Dorothy Maxwell for her contribution. It was **proposed and duly agreed** that Dorothy Maxwell should be paid for her time cleaning the pavilion, subject to her obtaining Public Liability Insurance and Cllr Maxwell carrying out the relevant Health and Safety procedures and Risk Assessments, as required.
 2. The proposed Rose & Crown sign was discussed and it was **proposed and duly agreed** that it should be put up on the Sports Field.
 3. Cllr Maxwell outlined to the Council his proposal for an irrigation system on the Sports Field at a cost of approx £1,200 from the Sports Field account which was agreed.
- 17 Cllr Brackenbury gave her report which was noted including the bridge at Oundle and the request for a small contribution to the Call Connect Service. Details to be sent to the Clerk so that it can be put on the next Agenda for proper consideration.

18 The Clerk reported that the next year's meetings would be as follows:-

2018	June 19 th	July 17 th	Sept 18 th	Oct 16 th	Nov 20 th	Dec 18 th
2019	Jan 15 th	Feb 19 th	March 19 th	April 16 th	May 21 st (subject to elections)	

She reported that the Bowls Club Lease had been renewed for a further term of 25 years and that Tsohost had taken over the website from Vidahost. It was noted that the clerk would be on 2 days Community Governance study leave next Thursday & Friday.

19. A general discussion followed.

There being no further business, the meeting closed at 9.25pm