Minutes of a meeting of Islip Parish Council held on **Tuesday 13th December 2022 at 7.15pm** at the Village Hall,

**PRESENT**

Cllrs E Taylor (Chairman) E Curbishley, L Duval, R Horrell, B Lymn, R Maxwell, R Tarling-Toley

NNCllr W Brackenbury Clerk (virtually) C Tilley.

|  |  |
| --- | --- |
| 22/104 | **APOLOGIES FOR ABSENCE-** received and approved from Cllrs Harris and Hughes. NNCllr Shacklock sent apologies, Clerk could not attend in person due to Covid. |
| 22/105 | **PUBLIC PARTICIPATION-** None present |
| 22/106 | **DECLARATION OF INTERESTS** |
|  | **To receive all declarations of interest under the Council’s Code of Conduct related to business on the agenda. (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business). None declared** |
| 22/107 | **MINUTES OF THE LAST MEETING-circulated** |
|  | Resolved to confirm as correct the record of the minutes of the meeting held on Tuesday 15th November 2022. Chairman to sign |
| 22/108 | **GOVERNANCE-** |
|  | a) Internal Control deferred to January with Cllr Tarling-Toley as Clerk not present with paperwork.  b) Reviewed and reapproved the Health, Safety and Welfare Policy (IPC) and the Health & Safety Policy (Sports Field) |
| 22/109 | **PLANNING APPLICATIONS-** to discuss and comment where necessary |
|  | None at production of Agenda |
| 22/110 | **NORTH NORTHANTS COUNCILLORS’ REPORTS-** For Information Only |
|  | Cllr Brackenbury gave a brief report including that the budget will be going to Executive next week- and there is a Boundary review of council wards. Cllr Brackenbury had to then leave the meeting. |
| 22/111 | **FINANCE** |
|  | 1. Received and approved the Financial Reports for December and resolved to approve payments. 2. Received and approved final draft of Budget (Appendix 1) showing a requirement of £21,089. 3. Discussed and resolved to set the annual precept requirement from North Northants Council at £23,500 to cover the budget and maintain at same amount as last year. ACTION- Clerk to send forms to North Northants Council once received. 4. Considered request for help with lunch club from Village Hall (circulated), decided against this at present as it is not operational yet and unsure of take up. Cllr Lymn proposed gifting £500 to Cando care. £200 to Food bank from the Quiz monies held in parish account. ACTION- to put on agenda for payment authorisation in January. |
| 22/112 | **HIGHWAYS AND FOOTPATHS-** |
|  | 1. New white lines along Toll Bar, but not where the council were expecting. 2. Resolved to approve grass/hedge cutting contract quotes received (Appendix 2) Despite a number of requests, the Clerk had not been able to gain other quotes. However, the council were very pleased with the work of the grass cutting and hedge cutting contractors last year and felt they offered value for money- therefore resolved to continue with current contractors, Emery Grounds Maintenance and GW Watts Contractor. ACTION Clerk to inform both and let Emery know where bulbs have been planted along Kettering Rd. 3. Speed signs update. Chapel Hill solar panel had been reorientated, but the other ones need to have fully charged batteries placed in, to then check if solar panels work. ACTION- relevant councillors to install charged batteries then liaise with manufacturer if they still do not work |
| 22/113 | **RECREATION GROUND-** Received checks from councillors - All ok although sand needed in holes near see saw. |
|  | 1. Update on purchase of new bins (Cllr Hughes) Deferred to next meeting. |
| 22/114 | **SPORTS FIELD-** |
|  | 1. Received and discussed at length the proposal for changes to Sports Field Bookings and invoicing from Cllr Maxwell (Appendix 3) It was resolved by a majority vote to agree to the proposals except that Cllr Maxwell himself rather than Tyler would take duties of invoicing and bookings back on for a trial period of six months. This is against the Clerk, Chairman and NCALC advice that control should remain with the Parish Clerk/RFO. Thus also resolved to remove the extra hour from Clerk contract that had been agreed and note that Cloud Storage to make calendar live would not be needed (on budget) |
| 22/115 | **COMMUNITY MATTERS**- |
|  | 1. Neighbourhood Watch- no volunteer had come forward 2. High St Noticeboard- no update as yet 3. Bleed Cabinets- update from Cllr Taylor quote £520.99 (inc VAT) Discussed where one could go- possibly in locked cabinet. Put on Agenda for next meeting to confirm sites, possibly on High St and another at the Sports Field |
| 22/116 | **CLERK UPDATES AND CORRESPONDENCE-** To action where necessary |
|  | 1. Clerk on annual leave from 23rd Dec-Jan 3rd 2. NNC have commissioned a survey regarding Gypsy and Traveller accommodation -please follow this link [Gypsy and Traveller accommodation](https://online.ors.org.uk/questionnaire/1457A08?clear_session=true&language=en) 3. STAUNCH latest bulletin (circulated) |
| 22/117 | **OPPORTUNITY TO UPDATE COLLEAGUES-** For information only- no resolutions to be made |
|  | Cllr Lymn can’t attend police meetings anymore as Liaison as they are on PC nights. Suggest any updates are circulated  Cllr Tarling-Toley 13 entries for wreath competition. Judging on the 23rd |
| 22/118 | **DATE FOR NEXT MEETING- 17th January 2023** Any items for Agenda to be sent to Clerk 7 days before meeting. |

**Appendix 1**

Current financial state as of 30th November 2022

|  |  |
| --- | --- |
| Account bank balance (IPC) | £36272.77 |
| Estimated Budgeted costs for IPC still committed to spend to Mar 2023 | £4,150 |
| **Estimated Balance at end of financial year-March 2023** | **£32,122.77** |
| This balance includes |  |
| Earmarked Reserves Historic grants- Pavilion | £5914 |
| Earmarked reserves- Quiz night donation | £1115 |
| Earmarked reserves-Rec grants | £707 |
| General reserves left over from budget not spent last year | £4437 |
| **Estimated general reserves left over at end of financial year March 2023** | **£ 19,949.77** |
| **Budget requirement for 2023/2024 (from attached spreadsheet)** | **£21,089** |
| **Precepted amount- decided** | **£23,500** |

**Appendix 2**

Grass cutting/Hedge cutting tenders

|  |  |
| --- | --- |
| Company 1- EG | £ 5,175 (&VAT) for 16 cuts grass only |
| Company 2- LK | £ still awaiting response |
| Company 3- AA | £ still no response |
| Hedge cutting only (verbal quote- awaiting paperwok)  Rec. Lowick Rd, Sports Field | £ 1200 & VAT |

Appendix 3

Please note the following regarding point 22/114 Sports Field- Cllr Maxwell has made this proposal through the Chairman

1. Bank Account, income and expense managed by Claire.
2. VAT certification determined by Claire on all new Customers, and existing Customers’ status (~~liaising with Tyler)~~.
3. Bookings managed by ~~Tyler~~ Cllr Maxwell utilising the [islip-pavilion@outlook.com](mailto:islip-pavilion@outlook.com) email address.
4. Publication of the Booking Calendar to the website by ~~Tyler.Cllr Maxwell~~
5. Invoice generated and sent out to Customers by ~~Tyler~~ Cllr Maxwell once a month. All invoices will be copied to Claire for the Accounts, and ensure VAT conformity.
6. B’day parties / bookings introduction, showing, organisation by Dorothy liaising with ~~Tyler~~.Cllr Maxwell
7. Volunteer of the Pavilion and cleaning managed by Dorothy.
8. Groundwork volunteer managed by ChrisB, JeremyB, Howard, Gary, Mike, Richard.
9. All complaints managed by ~~Tyler on bookings, or escalation to referee~~ Richard. Clear visibility to Claire and Emma (security camera!).
10. ~~Tyler to be paid £15ph to manage, expect 4 hours a month.~~

As this would be a change to the Clerks' hours and duties, and involving paid employment of another individual,  advice was sought from NCALC prior to the meeting.

In brief- their response was that  they  "would strongly advise against the Clerk giving up the management and administration of the council" They also questioned the Terms of Reference and governance and have offered a meeting to further discuss.