

# ISLIP PARISH COUNCIL

**Chair: Lisa Duval, Vice Chair: Bronwen Hughes**

**Clerk: Jill Dickinson – Telephone 07432098051**

[islip.clerk@gmail.com](mailto:islip.clerk@gmail.com) <http://www.islip-parish.co.uk>



**Minutes of** Islip Parish Council Meeting on **Tuesday 19<sup>th</sup> September at 19.15** at the Village Hall, Islip - Jill Dickinson, Parish Clerk

## In attendance

Clr Hughes- Vice Chair, Clr Horrell, Clr Tarling-Toley, Clr Gunby, Clr Vecten, Clr Brown, Clr Spencer

# Minutes

23/33	<p><b>APOLOGIES FOR ABSENCE-</b> To approve any apologies sent to the Clerk</p> <p>Clr Duval, Chair Clr Maxwell</p> <ul style="list-style-type: none"><li>•</li></ul>
23/34	<p><b>PUBLIC PARTICIPATION-</b></p> <p>Special guests:</p> <ul style="list-style-type: none"><li>• Florence Holmes Police officer</li><li>• Danny Moody – Chief Executive of Northamptonshire County Association of Local Councils Ltd</li></ul> <p>PC Holmes spoke about her role within the community and the wider area, and stated that there were currently no major issues in Islip. She was informed about instances of vandalism and drug usage in the Recreation field, and supported the proposal of installing CCTV in the park area. She will also ask the PCSO to visit the village more often and will organise more speed checks in areas the council wish them to take place.</p> <p>Action: Council to provide details of roads to be speed checked.</p> <p>Danny Moody introduced himself and his role in the Northamptonshire area, and how he and NCALC support Parish Councils.</p>
23/35	<p><b>DECLARATION OF INTERESTS</b></p> <p>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).</p> <p>none</p>
23/36	<p>minutes of the meeting held on 18<sup>th</sup> July. Confirmed as correct</p>
23/37	<p><b>GOVERNANCE-</b></p> <p>Motion approved: The clerk, in consultation with the chair, will maintain an up to date asset register and shall have the delegated authority to take such steps as is necessary to ensure that the council's property is kept safely and</p>

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	<p>securely at all times, is appropriately insured, and kept free from risk and liability.</p> <p>Action: the Clerk has asked for access (keys) to the sports pavilion and storage in order to carry out an asset register update.</p> <p>Approved policies and procedures</p> <ul style="list-style-type: none"> <li>o Health and Safety and Welfare policy</li> <li>o Financial Regulations</li> <li>o Standing Orders</li> <li>o Grant Policy</li> <li>o Data Protection Policy</li> <li>o Internal Banking Policy</li> <li>o Code of Conduct Policy</li> <li>o Risk Assessment</li> </ul>
23/38	<p>a) <b>PLANNING APPLICATIONS-</b> to discuss and comment where necessary</p> <ul style="list-style-type: none"> <li>• current situation re NE/22/01348/FUL noted along with concerns from members of the electorate. The issue to be further progressed with the Council Planning department.</li> <li>• Application decisions noted.</li> </ul>
23/39	<p><b>NORTH NORTHANTS COUNCILLORS' REPORTS-</b></p> <ul style="list-style-type: none"> <li>• Cllr Brackenbury advised the councillors about available grants and the empowerment fund.</li> <li>• A605 has been resurfaced in places.</li> <li>• Training package devised by Northamptonshire Council for taxi and private hire drivers has been nominated for an award.</li> <li>• Cllr Brackenbury acknowledged concerns raised regarding cost of maintaining the roads and mending pot holes. She will also check schedule for roads to be mended through the village.</li> </ul>
23/40	<p><b>FINANCE</b></p> <ul style="list-style-type: none"> <li>• Monthly Financial Reports for July and August approved, noted that Sports Field accounts and bank reconciliation could not be accurately reported.</li> <li>• Months payments authorised.</li> <li>• Internal control exercise undertaken.</li> <li>• Changes to The Model Financial Regulations noted.</li> </ul>
23/41	<p><b>HIGHWAYS AND FOOTPATHS</b></p> <ul style="list-style-type: none"> <li>• Council agreed to arrange Hedge cutting round the recreation ground and the sports field, by the same contractor who did it last year, at the same price.</li> <li>• update on Speed sign – Chapel Hill, noted. This has been taken down for the installers to repair. Clerk to arrange for postage to be paid by installer.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Mowing – last cut will be this month. Emerys to be asked start early again next year. Agreed to use this contractor again next year as he has quoted the same price as last year.</li> <li>• Noted that mowing grant from NCC has still not been received for last year. Action; Clerk to pursue.</li> </ul>
23/42	<p><b>RECREATION GROUND-</b> To receive checks from councillors and decide on any actions required- checks received.</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>• Clerk to request quote for removing ivy from the front wall, and for removing graffiti on the climbing frame.</li> <li>• Replacement football nets to be sought</li> </ul>
23/43	<p><b>SPORTS FIELD –</b></p> <p>Vice Chair reported that the consultant is currently working on a draft constitution for setting up a CIC (community interest company)</p> <p>Cllr Maxwell not in attendance to provide essential information and updates regarding management of the Sports Field, including financial reporting.</p> <p>Councillors expressed concerns about Sports Field non-compliance with financial regulations, audit recommendations and council practices and procedures.</p>
23/44	<p><b>COMMUNITY MATTERS</b></p> <ul style="list-style-type: none"> <li>• To discuss Bowls club fence Optimo Buuild Co Construction company have visited the site, and provided advice. Further discussion to be had when sufficient quotes have been received. Clerk to request further information regarding the amount of donation they wish for.</li> <li>• To discuss Village hall solar panels – further information to be requested including the size of donation wished for</li> <li>• To discuss High Street clean up and signage – Concerns raised about weeds and untidy vegetation along parts of the Main Street. Councillors to feedback to Vice Chair.</li> <li>• Litter pick was very successful</li> </ul>

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	<ul style="list-style-type: none"> <li>• CCTV. Cllr Brown gave a comprehensive report on two quotes received for the installation of CCTV around the Recreational Ground. A third quote will be sought. Impact on Bowls club and Village Hall was discussed along with source of power and place for the hard drive. PC Holmes confirmed it would be a worthwhile investment.</li> <li>• noted no response from NNC regarding empty houses in Islip. Cllr Brackenbury to follow-up.</li> </ul>
23/45	<p><b>CLERK UPDATES AND CORRESPONDENCE-</b> To action where necessary</p> <ul style="list-style-type: none"> <li>• To update regarding finance/business package – Clerk reported on investigations into adopting a new business system Three companies have been researched. Scribe system recommended and approved.</li> <li>• To update regarding website – Clerk reported on the need to update the website. A new website would be desirable, budget allowing. Cllr Spencer agreed to work on updating and improving the current site.</li> <li>• To update regarding external payroll. Councillors agreed to use an external payroll provider to ensure transparency and ease of dealing with HMRC and PAYE for employee succession.</li> </ul>
23/46	<p><b>OPPORTUNITY TO UPDATE COLLEAGUES-</b> For information only- no resolutions to be made</p> <p>Cllr Moody and PC Holmes were thanked for attending the meeting and for their advice and support.</p>
23/47	<p><b>DATE FOR NEXT MEETING- October 17<sup>th</sup></b></p>
23/48	<p><b>PART 2</b></p> <p>Resolution Under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 members of the public and press are to be excluded on the grounds that the following items to be discussed are of a confidential and sensitive nature (Members of the public and press will be moved to the waiting room)</p> <p>No items</p>
	<p>.</p>