

## ISLIP PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 8<sup>th</sup> April 2025, at 7.30 pm held at Islip Village Hall.

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**MEMBERS PRESENT:** **Parish Councillors:** Dennis Price (Chairman), Nicola Richardson, Sophie Miller and Doreen Cole.

**OTHER COUNCILLORS:** **County Councillor:** Cllr C Miller.

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

**OTHERS PRESENT:** **Members of the Public:** 2

**APOLOGIES:** The following apologies were received:  
**Parish Councillors:** Anneka Streule and Nathan Wiles.  
**District Councillor:** Gemma Coton.

**0131/24** **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
None

**0132/24** **PUBLIC PARTICIPATION**  
An update was received regarding the Burial Ground maintenance.

**0133/24** **MEETING MINUTES**  
It was **RESOLVED** by unanimous vote to accept as a true record the minutes of the parish council meeting held on 11th March 2025.  
This was proposed by Cllr Price and seconded by Cllr Cole.

**0134/24** **COUNCILLOR REPORTS**  
Councillors present gave their reports, and a written report was read out from Cllr Coton.  
Cllr Price reported that the Fourways planning application was refused at the recent Cherwell District Council Planning Committee meeting he attended, despite the officer's recommendation for approval. Several Islip residents attended, with one offering architectural insights on the design. The committee appeared to consider the Parish Council's concerns regarding scale, parking, and village character integration. Cllr Price noted that while the Parish Council supports appropriate development, any appeal against this decision would be addressed at a future meeting.

**0135/24** **THE RED LION PUBLIC HOUSE - ASSET OF COMMUNITY VALUE**  
The council discussed the response to Punch Partnerships' request for a review of the Asset of Community Value status for The Red Lion pub.  
It was **RESOLVED** by unanimous vote to respond asserting the council's statutory right to register the property as a community asset, requesting the full benefit of the five-year period to investigate options and fundraise.  
This was proposed by Cllr Price and seconded by Cllr Richardson.

**0136/24** **EAST WEST RAIL REQUEST**

1. It was **RESOLVED** by unanimous vote to grant East West Railway Company access to conduct environmental surveys on the recreation ground between July 2025 and June 2026.  
This was proposed by Cllr Price and seconded by Cllr Miller
2. It was **RESOLVED** by unanimous vote to sign the Access Agreement for environmental surveys for the total compensation of £1,650.  
This was proposed by Cllr Price and seconded by Cllr Miller

**0137/24**

**GRASS CUTTING CONTRACT REVIEW**

The council reviewed quotations from Green Scythe Ltd (£4,123) and Gallagher Gardens (£5,671) for the maintenance of the village greens, Millennium Wood, parish field, and footpaths.

It was **RESOLVED** by unanimous vote to award a one-year contract to Green Scythe Ltd with a view to establishing a three-year contract in the future once all landscaping requirements are fully documented.

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

**0138/24**

**PLAYING FIELD USE**

**1. Football Pitch Maintenance for Dr. South's School**

It was **RESOLVED** by unanimous vote to reallocate two of the four scheduled August cuts to November 2025 and February 2026 at the standard gang mowing rate (£72.50 + VAT per cut). This reallocation would maintain the same annual cost while better supporting the school's newly established football teams.

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

The Clerk to contact Green Scythe to implement this schedule adjustment.

It was also **AGREED** that Cllr Price would inquire about obtaining line marking equipment for the football pitches, following information that a resident on Mill Street may have suitable equipment available.

**2. Cricket Club Request**

It was **RESOLVED** by unanimous vote to approve Bicester School's use of the cricket pitch on April 25th, subject to verification of appropriate insurance coverage.

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

**0139/24**

**PLAYING FIELD ACCESS**

The council discussed the installation of a lock placed on the playing field bollard by the Village Hall Committee, it was noted that the action was taken with good intentions but prior consultation with the council should have taken place especially when deciding who will be granted permanent access.

It was **RESOLVED** by unanimous vote that:

1. Due to insurance requirements, the Parish Council must manage access to its property.
2. The Parish Council will maintain control of its access and keys.
3. A request for the continuation of support from the Village Hall by situating a key safe on the Village Hall for the parish council to manage, with costs to be covered by the PC and with codes issued by the Parish Council.

It was **AGREED** to send a letter to the Village Hall Committee explaining these arrangements, requesting their assistance in installing the key safe, and noting that future proposals should be brought to the Parish Council for consideration before implementation.

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

**0140/24**

**ANNUAL MEETING OF THE ELECTORATE**

It was **RESOLVED** by unanimous vote to hold the Annual Meeting of the Electorate on Monday, 13th May 2025 at 6:30 pm.

It was **AGREED** that councillors would provide light refreshments for the meeting without requiring a specific budget allocation.

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

**0141/24 FINANCIAL MATTERS****1. Income**

The following income was **NOTED**

|           |         |            |         |
|-----------|---------|------------|---------|
| 19/3/2025 | Tuffrey | Burial Fee | £104.00 |
|-----------|---------|------------|---------|

**2. Cashbook Purchases and Payments April 2025**

| Date     | Payee                             | Description                             | Invoice       | Total     |
|----------|-----------------------------------|-----------------------------------------|---------------|-----------|
| 8/4/2025 | SLCC                              | Membership Fee                          | MEM253279-2   | £76.80    |
| 8/4/2025 | Islip Village Hall                | Film Night March 2025                   | 20251535      | £38.40    |
| 8/4/2025 | OALC                              | Membership Fee                          | I00040/2025/1 | £240.00   |
| 8/4/2025 | Martin Pauling                    | Remedial Works to the burial Grd        | Inv0002       | £1,050.00 |
| 8/4/2025 | Cherwell District Council         | Dog bins half yearly charge & 10% admin | 20022345      | £370.66   |
| 8/4/2025 | Clerk                             | April Wages                             | See payslip   | £810.07   |
| 8/4/2025 | Clerk                             | WFHA April                              | See printout  | £24.00    |
| 8/4/2025 | Campaign to Protect Rural England | Annual membership minimum donation      | TBA           | £60.00    |
| 8/4/2025 | Community First Oxford            | Annual membership                       | TBA           | £55.00    |
| 8/4/2025 | Oxford Playing Field Association  | Annual membership                       | TBA           | £47.00    |
| 8/4/2025 | ICCM                              | Membership                              | TBA           | £105.00   |
|          |                                   |                                         | Total         | £2,876.93 |

It was **RESOLVED** by unanimous vote to approve the cashbook purchases and payments for April 2025.

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

**0142/24 CLERK UPDATE****Insurance quotation**

The Clerk reported on progress regarding insurance coverage for the burial ground.

**Potholes**

It was **NOTED** that the pothole at the bottom of Mill Lane had reportedly been repaired.

**0143/24 COMMUNICATIONS**

Newsletter article content was AGREED.

**0144/24 NEXT MEETING**

The next meeting of the Parish Council will be held on Tuesday 13th May 2025 at 7:30pm.

The meeting closed at 21.23

**SIGNED:** \_\_\_\_\_

Councillor Price: - Chair

## ISLIP PARISH COUNCIL MINUTES

Minutes of the Annual Meeting of the Council held on Tuesday, 13<sup>th</sup> May 2025, at 7.30 pm held at Islip Village Hall.

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

**OTHER COUNCILLORS:**    **Oxfordshire County Councillor:** Cllr Laura Gordon  
                                         **Cherwell District Councillor:** Cllr Gemma Cotton

**OFFICERS PRESENT:**    **Locum Clerk to the Council:** David Thornhill

**OTHERS PRESENT:**    **Members of the Public:** 1

**APOLOGIES:**            The following apologies were received:  
                                         **Parish Clerk:** Emma Kearney

**01/25                    ELECTION OF THE CHAIR**  
1. Cllr Dennis Price was elected to the position of Chair by unanimous vote.  
2. Cllr Nathan Wiles was elected to the position of Vice Chair by unanimous vote.  
2. Acceptance of office documents were duly signed in the presence of the Locum Clerk.

**02/25                    APOLOGIES**  
**None.** All members of the Council were present at the meeting

**03/25                    DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
None

**04/25                    PUBLIC PARTICIPATION**  
One member of the public was present at the meeting. Questions were raised concerning whether an un-amplified vocal concert could be undertaken from 5pm-6.30 on 6<sup>th</sup> June using the Viking ship in the Children's playground as the main performance area. The playground would need to be closed during that period. Notices and public information would need to be provided in advance, and the Council noted that the closure notice should be posted in various locations, as well as on the play area gates. Of the 6 members present, the Council voted 5 in favour of the event.

**05/25                    MEETING MINUTES**  
It was **RESOLVED** by unanimous vote to accept as a true record the minutes of the ordinary Parish Council meeting held on Tuesday, 8<sup>th</sup> April 2025.

**06/25                    COUNCILLOR REPORTS**

The District Councillor gave her verbal report to the Council with issues addressed concerning proposed developments. New CDC offices were mentioned at Castle Key, and the four key Cherwell District Council initiatives were discussed. Local government reorganisation was also mentioned with the various unitary council structures being shared.

The County Councillor gave a verbal report concerning traffic and highways issues, local government reorganisation and County Council views concerning the inclusion of Swindon in the Oxfordshire unitary area. Questions were asked by Council members concerning clarification over bridge work road closures and the minimum notice period for residents. A request was made as to whether the road closures could be undertaken during half-term to minimise commuter and school-run disruption.

**07/25**

### **PLANNING**

To review the following planning application and note the expired application.

**25/00891/PIPTech - Cedar Wood Cottage, 23 Mill Street, Islip, OX5 2SY.** Technical Details Consent for erection of a single replacement dwelling, garage and garden area, permission in principle application number 24/00133/PIP – the Council noted the expired application but raised no objections in principle to this application.

**25/01064/SO - Barwood Land - Esso Petroleum, Petrol Filling Station, Bletchington Road.** Screening opinion in relation to the above site for a residential development of up to 250 dwellings, public open space, pedestrian and cycle links, play area, drainage, landscaping, and all other related works, including the removal of fuel storage tanks and associated engineering/remediation works, and demolition of associated structures and buildings ('the Proposed Development').

1. To review and approve the draft response for 25/01064/SO – The Council voted unanimously to approve the draft response in opposition of this application which will be submitted prior to the application closing date of 14.5.25. Noted that the closing date was short, and the District Councillor will speak to the Planning Officers to ensure that the Council's views are considered. The Council
2. To note the response from the planning consultant – The Council noted the response from the Planning Consultant.
3. To agree the consultant costs – The Council agreed to the Planning Consultant's fees and would like to propose an agreement in principle concerning costed stages in order to maintain budgeted expense.
4. To discuss and agree publicity options – The Council considered the publicity options and will discuss this at the next meeting after consultation with the Planning Consultant concerning his fees. The Council will provide no information to residents at the present time.
5. To note the Fourways appeal and agree the next steps – The Council noted the Fourways appeal refusal and the developer's intent to appeal. The Council RESOLVED to prepare a response for consideration at the next meeting.

### **08/25 POLICY REVIEW**

To review and adopt the following policies and procedures:

1. Code of Conduct (2025 Updated)
2. Standing Orders (2025 Updated)

3. Financial Regulations 2024 (2025 Updated)
4. Grant policy.

The Council reviewed all of the above policies and procedures and RESOLVED by unanimous vote to adopt them all with no amends or changes, bar the noted changes to the Standing Orders and Code of Conduct Complaints (Section 14) and Financial Controls and Procurement (Section 18). The Council RESOLVED to maintain the present grant limits with no change.

**09/25**

#### **COUNCILLORS PORTFOLIO**

To agree the portfolios, and for the councillor to act as a representative for:

1. Cllr Wiles – Parish council properties, Planning and Financial Control
2. Cllr Price – Community Speed Watch and Transport
3. Cllr Richardson – Planning and Burial Ground
4. Cllr Miller – Flooding and Environment
5. Cllr Streule – Playground and Planning
6. Cllr Cole – Village Hall and Flooding

The Council agreed to the portfolios and the respective Councillors agreed to act as representatives as above points 1-6.

**10/25**

#### **STAFFING COMMITTEE**

1. Form a Staffing Committee

The Council RESOLVED to form a Staffing Committee.

2. The Staffing Committee terms of reference (No change)

The Council RESOLVED to approve the Staffing Committee terms of reference with no changes.

3. Appoint members and an alternate member

The Council RESOLVED to appoint Cllr Miller, Cllr Richardson and Cllr Wiles as members of the Staffing Committee and appointed Cllr Cole as an alternate member

4. Appoint a committee Chair

The Council RESOLVED to appoint Cllr Wiles as the Staffing Committee Chair

5. Set the date for the Clerk's appraisal

The Council RESOLVED to schedule the date for the Clerk's appraisal in October. The date will be confirmed when the Clerk returns to work.

**11/25**

#### **PLAYGROUND USE**

##### **MUSIC IN ISLIP EVENT REQUEST - 28TH JUNE 2025**

To consider request from Music in Islip to use the children's playground for a vocal performance on Saturday 28th June 2025 from 2:30pm-6:30pm.

1. To approve use of Council facilities for this event

The Council RESOLVED to approve the use of Council facilities for the event, with provisional considerations concerning insurance\* and risk assessments

2. Insurance requirements\*

The Council approval will be subject to sight of appropriate risk assessment and public liability insurance to ensure these are in place. The Council felt that alcohol should be excluded from the playground, and that the policing of the event would not be undertaken by the Council, and should not be undertaken by the event organiser.

12/25

## CRICKET CLUB REQUEST

The Council approved the dates of the Cheney School Staff cricket matches on 2nd May, 13th May, 20th May and 1st July 2025 and noted that proof of public liability insurance had been provided.

13/25

## FINANCIAL MATTERS

### 1. Income

The following income was noted:

|            |                  |          |            |
|------------|------------------|----------|------------|
| 09/04/2025 | CHERWELL GEN PAY | CS000199 | £11,805.62 |
|------------|------------------|----------|------------|

### 2. Cashbook Purchases and Payments April 2025

| Date      | Payee              | Description                            | Invoice      | Total   |
|-----------|--------------------|----------------------------------------|--------------|---------|
| 13/05/202 | Clerk              | May Wages                              | See payslip  | £810.07 |
| 13/05/202 | Clerk              | Working from Home all<br>May           | See printout | £24.00  |
| 13/05/202 | Islip Village Hall | Film Night April 2025                  | 20251543     | £38.40  |
| 13/05/202 | Islip Village Hall | Toddler Group<br>01/01/25-0<br>1/04/25 | 20251547     | £230.40 |

It was **RESOLVED** by unanimous vote to approve the cashbook purchases and payments for May 2025.

### 3. Grant Request – Otmoor Art Fair

The Council **RESOLVED** to award a grant of £500 awarded under Local Government Act 1972 Section 145 - Entertainment and the Arts to support the Otmoor Art Fair, with the grant payment be made directly to Islip Village Hall to cover the venue hire.

### 4. Burial Ground Maintenance Increase

The Council voted unanimously and **RESOLVED** to approve a 10% increase for the annual burial ground maintenance fee from £1,100 to £1,210, recognising the comprehensive services provided.

### 5. Grass Cutting

I. The Council reviewed the Oxfordshire County Council agreement to maintain the verges in the village and

II. The Council **RESOLVED** to retrospectively, and begrudgingly accept the contract terms and the additional cost to maintain the verges

### 6. Village Planters

The Council **RESOLVED** to arrange the planters for the village and spend up to £200 from the Land Maintenance & Small Works budget for this.

- 14/25 Memberships**  
The Council RESOLVED to continue with the following memberships at the following approximate costs per annum:
1. Society of Local Council Clerks (SLCC) @ ~ £120
  2. Oxfordshire Association of Local Council (OALC) @ ~ £168.00
  3. Campaign to Protect Rural England (CPRE) @ ~ £36.00
  4. Oxford Playing Field Association (OPFA) @ ~ £42.00
  5. Oxford Green Belt Network (OGBN) @ ~ £15.00
  6. Community First Oxford (CFO) @ ~ £27.50
  7. The Institute of Cemetery & Crematorium Management (ICCM) @ ~ £105.00

**15/25 Regular Payments**

The Council RESOLVED to continue with the following regular payments at the following approximate costs per annum:

1. Village Hall - Film Night @ ~ £400
2. Village Hall - Toddler Group\* @ ~ £500
3. Green Scythe - Gang mowing, verge and grass cutting @ ~ £4,000
4. Martin Pauling - Burial Ground Maintenance @ ~ £1,200
5. Top Leaf - Annual Hedge Cut @ ~ £750
6. Clerk - Working from home allowance @ ~ £300
7. Microsoft Office @ ~ £80
8. Cherwell District Council - Dog Bins @ ~ £750

\*Noted that additional support for care fees on entrance may be necessary to support the toddler group.

**16/25 Standing Order/Direct Debits**

The Council RESOLVED to pay via standing order/DD:

1. Clerks Wages
2. HMRC payments
3. ICO Certificate
4. Wix – Website costs

**17/25 Cashbook**

The Council RESOLVED to approve cashbook purchases and payments for May 2025

**18/25 NEWSLETTER ARTICLE**

The Council RESOLVED to include the following items in the next edition of the newsletter:

- a) Issues with the Bridge
- b) The oil depot
- c) Fourways development
- d) Notes about upcoming planning applications



#### **ITEMS FOR THE NEXT AGENDA**

1. AGAR figures
2. Confirmation of dates for the Notice of Public Rights
3. Paying for the cost of a pollution assessment if necessary

Thanks were given to the Locum Clerk for supporting the Chair's Annual Parish Meeting and the Annual Meeting of the Council.

The meeting closed at 9.10pm

The next ordinary meeting of the Parish Council will be held on Tuesday 10th June 2025 at 7.30pm in Islip Village Hall.

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

## ISLIP PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 10<sup>th</sup> June 2025, at 7.30 pm held at Islip Village Hall.

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

**OTHER COUNCILLORS:** **District Councillor:** Gemma Coton.

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

**OTHERS PRESENT:** **Members of the Public:** 2

**APOLOGIES:** The following apologies were received:  
**Parish Councillors:** Dennis Price and Doreen Cole  
**County Councillor:** Laura Gordon

**19/25** **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
None

**20/25** **PUBLIC PARTICIPATION**  
None

**21/25** **MEETING MINUTES**  
It was **RESOLVED** by unanimous vote to accept as a true record the minutes of the parish council meeting held on 13th May 2025.

**22/25** **COUNCILLOR REPORTS**  
A written report submitted by Cllr Laura Gordon was received at the meeting.

**23/25** **ASSET OF COMMUNITY VALUE (ACV) REVIEW DECISION - RED LION PUBLIC HOUSE**  
The Council **NOTED** that Cherwell District Council had removed the Red Lion from the ACV register on 9th May 2025 following their formal review. The decision cited insufficient evidence of a realistic community plan, lack of fundraising evidence, and absence of an organised community group ready to act.  
The Council **NOTED** that a resident had updated the Parish Council on a new community initiative to save the Red Lion and that a community survey was being conducted to gauge support and explore options for community ownership.  
It was **AGREED** that the Parish Council would investigate facilitating a meeting between interested residents and the Plunkett Foundation.  
The Council **NOTED** that a fresh ACV nomination could be submitted if a community group forms with a concrete plan and funding proposals.

**24/25** **YEAR END AUDIT FIGURES 2024-25 (AGAR FIGURES)**

1. **Annual Internal Audit Report 2024-25.**  
The clerk circulated the internal auditors report in advance and it was **NOTED** by the council.
2. **Annual Governance Statement**  
The clerk circulated the questions in advance, and they were read out in the meeting for confirmation.  
It was **RESOLVED** by unanimous vote to tick 'yes' to all questions.
3. **Signed Accounting Statement.**  
The clerk circulated the figures along with the asset register in advance of the meeting.  
It was **RESOLVED** by unanimous vote to agree to the Accounting Statement.

4. **Statement of Variances.**

The clerk circulated the statement of Account before the meeting, and it was **NOTED** by the council.

5. Clerk to confirm the dates of Electors rights.

It was **NOTED** that the date of announcement would be Monday 30th June 2025 and the date of commencement Tuesday 1st July 2024 ending on Friday 8th August 2025.

**25/25 INTERNAL AUDITOR**

- 1) It was **RESOLVED** by unanimous vote to retrospectively appoint Jane Olds for the 2024-25 audit.
- 2) It was **RESOLVED** by unanimous vote to accept the annual cost of approximately £210.

**26/25 PLANNING**

The following planning application was reviewed

| Reference                      | Address                                      | Proposal                                                                                                 | Ward  | Deadline   | Outcome                                     |
|--------------------------------|----------------------------------------------|----------------------------------------------------------------------------------------------------------|-------|------------|---------------------------------------------|
| APP/C3105/<br>W/25/3365<br>257 | Fourways,<br>North Street,<br>Islip, OX5 2SQ | Demolition of existing<br>bungalow and<br>construction of two<br>houses - re-submission<br>of 23/02203/F | Islip | 12.06.2025 | The objection<br>was upheld<br>unanimously. |

The council discussed heritage and conservation concerns regarding the development's design and location at the main entrance to the village, as well as the tension between national housing policy and local planning considerations. Concerns were also raised regarding the applicant's track record with previous planning applications.

It was unanimously **RESOLVED** to continue the council's objection to the development and to consider appointing a planning consultant to assist with the appeal response.

**27/25 PLANNING CONSULTANT**

It was **RESOLVED** by unanimous vote to -

- 1) Appoint a ONH as the consultant to respond to the Fourways appeal.
- 2) Approve the consultant quotation cost of £445 + VAT
- 3) Agree for the quotation costs to be paid from the general reserves.

**28/25 INTERIM CLERK**

It was **RESOLVED** by unanimous vote to -

- 1) Retrospectively appoint an interim clerk for the May meetings.
- 2) Approve the costs of £20 per hour for approximately 10 hours.

**29/25 INSURANCE QUOTATION**

It was **RESOLVED** by unanimous vote to approve the Zurich insurance quotation of £1,341.38 for 2025-26.

**30/25 PLAYGROUND INSPECTION**

It was **RESOLVED** by unanimous vote to -

- 1) Agree for the annual inspection in July.
- 2) Agree the cost of approximately £80 + vat.

### 31/25 FINANCIAL MATTERS

It was **RESOLVED** by unanimous vote to

- 1) Note the following income

| Date      | Payee          | Description | Amount    |
|-----------|----------------|-------------|-----------|
| 29/5/2025 | East West Rail | Contract    | £1,650.00 |

- 2) To approve the following payments for June 2025 cashbook.

| Date      | Payee                   | Description            | Invoice      | Total     |
|-----------|-------------------------|------------------------|--------------|-----------|
| 10/6/2025 | Clerk                   | WFHA June              | See printout | £24.00    |
| 10/6/2025 | Thornhill Professionals | Locum Clerk            | 11PC15792    | £191.43   |
| 10/6/2025 | Green Scythe Ltd        | Landscaping            | 17802        | £1,591.20 |
| 10/6/2025 | Jane Olds               | Internal Audit 2024-25 | JO296        | £210.00   |
| 10/6/2025 | Islip Village Hall      | Otmoor Art Fair Grant  | 20251550     | £500.00   |
| 10/6/2025 | Zurich                  | Insurance              | 544537657    | £1,341.38 |
| 10/6/2025 | Clerk                   | June Wages             | See payslip  | £810.17   |
|           |                         |                        |              |           |
|           |                         |                        | Total        | £7,636.38 |

### 32/25 DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on Tuesday 8th July 2025 at 7.30pm

The meeting closed at 8.50 pm

**SIGNED:** \_\_\_\_\_  
Councillor Wiles

## ISLIP PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 8<sup>th</sup> July 2025, at 7.30 pm held at Islip Village Hall.

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**MEMBERS PRESENT:** **Parish Councillors:** Nathan Wiles (Vice Chair) , Nicola Richardson, Anneka Streule and Doreen Cole.

**OTHER COUNCILLORS:** **District Councillor:** Gemma Coton.  
**County Councillor:** Laura Gordon

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

**OTHERS PRESENT:** **Members of the Public:** 22

**APOLOGIES:** The following apologies were received:  
**Parish Councillors:** Dennis Price (Chairman) and Sophie Miller.  
Cllr Wiles chaired the meeting in Cllr Price's absence.

**33/25        DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
None

**34/25        PUBLIC PARTICIPATION**  
Two members of the public raised concerns regarding the planning consultant's submission on the Fourways appeal.

**35/25        MEETING MINUTES**  
It was **RESOLVED** by unanimous vote to accept as a true record the minutes of the parish council meeting held on 10th June 2025.

**36/25        CO-OPTION**  
It was **RESOLVED** by unanimous vote to co-opt Andrew Smith as a Parish Councillor. Cllr Smith was welcomed to the Council and took his seat at the meeting. The Clerk provided the necessary declaration forms for completion.

**37/25        PLUNKETT FOUNDATION ADVISER - RED LION OWNERSHIP**  
It was **NOTED** that councillors **AGREED** via email to fund the adviser attending the meeting at a cost of £261.00.  
An advisor from Plunkett UK attended to discuss community pub ownership options. The Council **NOTED** the challenges of community ownership including raising approximately £675,000 plus renovation costs, limited grant funding availability, and the removal of the Asset of Community Value listing.  
The Council further **NOTED** that a steering group would be formed to develop a business plan.  
It was **AGREED** that Plunkett Foundation would provide ongoing support if the project proceeds.

**38/25        PLANNING CONSULTANT REQUIREMENTS**  
The Council discussed the anticipated planning application for approximately 250 houses on the depot site.  
It was **AGREED** that the Clerk would contact the previously appointed planning consultant regarding the anticipated application.

**39/25        CASHBOOK**  
**1) Income**  
None.

## 2) Cashbook Purchases

It was **RESOLVED** by unanimous vote to approve the following payments for July 2025 cashbook.

| Date      | Payee              | Description          | Invoice      | Total            |
|-----------|--------------------|----------------------|--------------|------------------|
| 8/7/2025  | Green Scythe Ltd   | Gang Mowing          | 17877        | £261.00          |
| 8/7/2025  | rCOH               | Appeal Statement     | 1816         | £534.00          |
| 8/7/2025  | Islip Village Hall | Film Night June 2025 | 20251565     | £38.40           |
| 8/7/2025  | Clerk              | WFHA July & August   | See Printout | £48.00           |
| 8/7/2025  | Plunkett UK        | Advisor Attendance   | 1186         | £261.00          |
| 14/7/2025 | Clerk              | July Wages           | See Payslip  | £810.17          |
| 14/8/2025 | Clerk              | Aug Wages            | See Payslip  | £810.17          |
|           |                    |                      | <b>Total</b> | <b>£2,762.14</b> |

40/25

### EXCLUSION OF THE PUBLIC AND PRESS

The Council discussed matters relating to the Fourways appeal submission.

It was **RESOLVED** to redact the supplementary submission and to apologise for any misunderstanding.

41/25

### DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on Tuesday 9th September 2025 at 7.30pm

The meeting closed at 9.20 pm

**SIGNED:** \_\_\_\_\_  
Councillor Wiles

## ISLIP PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 9<sup>th</sup> Sept 2025, at 7.30 pm held at Islip Village Hall.

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

**OTHER COUNCILLORS:** None

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

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

**APOLOGIES:** The following apologies were received:  
**Parish Councillors:** Sophie Miller and Nathan Wiles.  
**County Councillor:** None  
**District Councillor:** Gemma Coton (written report provided).

**42/25 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
None

**43/25 PUBLIC PARTICIPATION**  
None

**44/25 MEETING MINUTES**  
It was **RESOLVED** by unanimous vote to accept as a true record the minutes of the parish council meeting held on 8th July 2025.

**45/25 COUNCILLOR REPORTS**  
The councillors present gave their report. The Clerk read out a report from District Councillor Gemma Coton.

**46/25 PLANNING APPLICATIONS**  
**1) Planning Application Considered**  
25/00009/REF - Land North of Manor Farm, Noke  
It was **RESOLVED** for Cllr Richardson to submit the Council's objection to the Planning Inspectorate, supporting the RSPB's position.  
**2) Planning Outcomes Noted**  
The Council **NOTED** the following planning outcomes:  
1. Fourways - APP/C3105/W/25/3365257: Appeal allowed.  
2. Cedar Wood Cottage - 25/00891/PIPTech: Application permitted on 29 August 2025.  
3. Hillside Farm - 25/01273/F: Application permitted on 2 September 2025.  
4. Os Parcel 6990 NW Reservoir - 25/00230/F: Application refused on 18 July 2025.

**47/25 VILLAGE MATTERS**  
**1) Traffic Calming Measures**  
Discussions were held regarding traffic calming measures and there were different views. It was **AGREED** that the Council should seek the views of the community through the parish newsletter and that this would be added as a recurring agenda item to enable residents to attend meetings and share their feedback.  
**2) The Red Lion Public House**  
The Council **NOTED** that the Red Lion has been sold.

### **3) Landscaping Requests**

It was **NOTED** that land ownership needed to be established for all requests, and that the parish council did not have the funds to maintain land that it did not own.

### **4) Items for the Newsletter**

The items to be included were **NOTED**.

**48/25**

## **PARISH PROPERTIES**

### **1) Burial Request**

The Council **NOTED** that permission for the burial on the 18th September had been approved via email.

It was **RESOLVED** to approve additional expenditure for burial ground car park clearance work for a budget cost of £220 + deposit for the chipper.

### **2) Playground Report and Quotation**

The Council **NOTED** the recent RoSPA inspection report.

It was **AGREED** that the Clerk would obtain quotations for both timber replacement and metal alternatives and the consideration to change from wood to metal would be included in the newsletter.

### **3) Noticeboards**

It was **AGREED** that Cllr Richardson would assess the condition of both noticeboards and report back.

### **4) Swan Car Park**

#### **i. Sub-station Update**

The Council **NOTED** the update.

#### **ii. Car Park Lease**

It was **RESOLVED** to note progress and confirm approval for continued legal action.

#### **iii. Solicitor Invoices**

It was **RESOLVED** by unanimous vote to approve payment of solicitor invoices:

1. Previous invoice £58.92 (already paid)
2. Current invoice £300.00

**49/25**

## **COUNTY AND DISTRICT MATTERS**

### **1) Local Government Reorganisation - Unitary Proposals**

It was **RESOLVED** by unanimous vote to:

- i. Oppose the Greater Oxford proposal.
- ii. Support the county-wide unitary option.
- iii. Join the rural parish coalition opposing Greater Oxford.
- iv. Submit a formal response to the government opposing Greater Oxford and supporting the county-wide option.

**50/25**

## **FINANCIAL MATTERS**

### **1) Income**

None

### **2) External Audit Outcome**

The Council **NOTED** the external audit for 2024/25 outcomes, that the audit had been successfully completed, and will be posted on to the website.

### **3) Cashbook Purchases**

It was **RESOLVED** by unanimous vote to approve the following payments for September 2025 cashbook.



## September Cashbook

| Date     | Payee                  | Description                  | Total     |
|----------|------------------------|------------------------------|-----------|
| 9/9/2025 | Clerk                  | Sept Wages                   | £810.17   |
| 9/9/2025 | Moore                  | External Audit 2024-25       | £283.50   |
| 9/9/2025 | Clerk                  | WFHA September               | £24.00    |
| 9/9/2025 | Norfolk County Council | Legal Advise                 | £58.92    |
| 9/9/2025 | Norfolk County Council | Legal Advise                 | £298.80   |
| 9/9/2025 | Islip Village Hall     | Toddler Group 22/04/15-07/25 | £207.60   |
| 9/9/2025 | Green Scythe Ltd       | Gang Mowing                  | £1,417.20 |
| 9/9/2025 | Green Scythe Ltd       | Gang Mowing                  | £708.60   |
| 9/9/2025 | Helpful Hirings        | Chipper Hire Approx.         | £220.00   |
|          |                        |                              |           |
|          |                        |                              |           |
|          |                        | Total                        | £4,028.79 |

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### DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on Tuesday 14th October 2025 at 7.30pm

The meeting closed at 9.10 pm

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