

ISLIP PARISH COUNCIL MINUTES

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

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
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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, 13th May 2025, at 7.30 pm held at Islip Village Hall.

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 6th 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, 8th 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 form 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		CS00019 9	£11,805.62
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2. Cashbook Purchases and Payments April 2025

Date	Payee	Description	Invoice	Total
13/05/20 25	Clerk	May Wages	See payslip	£810.07
13/05/20 25	Clerk	Working from Home all May	See printout	£24.00
13/05/20 25	Islip Village Hall	Film Night April 2025	20251543	£38.40
13/05/20 25	Islip Village Hall	Toddler Group 01/01/25-01/04/25	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, 10th June 2025, at 7.30 pm held at Islip Village Hall.

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/W/25/3365 257	Fourways, North Street, Islip, OX5 2SQ	Demolition of existing bungalow and construction of two houses - re-submission of 23/02203/F	Islip	12.06.2025	The objection was upheld 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, 8th July 2025, at 7.30 pm held at Islip Village Hall.

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
			Total	£2,762.14

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, 9th Sept 2025, at 7.30 pm held at Islip Village Hall.

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

51/25

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

ISLIP PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 14th October 2025, at 7.30 pm held at Islip Village Hall.

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

OTHER COUNCILLORS: Gemma Coton

OFFICERS PRESENT: Clerk to the Council: Emma Kearney

OTHERS PRESENT: Members of the Public: None

APOLOGIES: The following apologies were received:
County Councillor: Written report provided.
District Councillor: None

52/25 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION

None

53/25 PUBLIC PARTICIPATION

A member of the public attended and raised concerns about traffic calming measures in North Street, Middle Street and Lower Street, and poor pavement conditions.

54/25 MEETING MINUTES

It was **RESOLVED** by unanimous vote to accept as a true record the minutes of the parish council meeting held on 9th September 2025.

55/25 COUNCILLOR REPORTS

The councillors present gave their reports.

56/25 PLANNING APPLICATIONS

The following outcomes were **NOTED**

1. **24/03133/F - Old Rectory, The Walk, Islip - Permission granted for** demolition of a lean-to and construction of a replacement extension with conservation roof light and window opening.
2. **24/03134/LB - Old Rectory, The Walk, Islip - Listed Building consent granted** for demolition of the lean-to, replacement extension, internal alterations to boot room with first-floor access, and introduction of conservation roof light and window opening.

57/25 VILLAGE MATTERS

1. Landscaping

The Council discussed existing maintenance contracts and arrangements following a systematic review of the village. A need for additional services including bramble clearance and pathway clearing was identified.

Members **NOTED** the Council's legal duty to maintain parish council-owned land and the importance of developing a comprehensive maintenance schedule for the asset register.

It was **RESOLVED** unanimously for the clerk to obtain additional maintenance services including bramble clearance and pathway clearing, and arrange for a tree survey, to be brought back to a future meeting.

2. Traffic Calming Measures

The Council discussed traffic calming measures and **NOTED** ongoing concerns about speeding in North Street, Middle Street and Lower Street, particularly regarding safety for children and elderly residents.

The Council also discussed the traffic camera and whether to continue with volunteer recruitment, and further **NOTED** that police engagement had reduced. The matter will be added to the November agenda for fuller discussion.

3. Wheatley Road Surface Dressing Works

It was **NOTED** that these works have been deferred until 2026/27.

4. River Ray Blockage Letter

The Council discussed concerns raised by a resident regarding blockages in the River Ray where it meets the River Cherwell.

Members **NOTED** that river maintenance is the responsibility of landowners and the Environment Agency, not the Parish Council.

It was **RESOLVED** by unanimous vote to write to the Environment Agency and landowners about the River Ray blockage around the weir area, requesting inspection and action.

5. Tree Letter

Concerns were raised regarding unintentional damage to an Elm tree.

It was **RESOLVED** by unanimous vote for Cllr Cole to raise this with the landowner.

6. Flood Warden

It was **RESOLVED** by unanimous vote for Cllr S Miller and Cllr Cole to be appointed to the Volunteer Flood Wardens Scheme on behalf of the Parish Council.

7. Items for the Newsletter

The items were **AGREED**.

58/25

PARISH PROPERTIES

1. SSEN Wayleave Agreement - The Rise, Islip (Ref: FFZ756)

A request for a wayleave agreement for overhead electric lines on parish council land (title ON345960) at The Rise was received between meetings. Due to the urgency of scheduled works and the residents need to avoid cancelling contractors, councillors approved this via email.

It was **RESOLVED** by unanimous vote to ratify the approval.

2. Playground Equipment

The Council considered two quotations from RPM for replacement of rotten timber uprights for the basket swing at Church Lane Play Area -

- **Option 1** (standard replacement at £2,010.00 including VAT)
- **Option 2** (enhanced replacement with steel ground anchors at £2,910.00 including VAT).

It was **RESOLVED** by unanimous vote for Cllr Streule to request a third quotation for a solid metal frame and defer the decision until quotations are available for comparison.

59/25

PARISH POLICY

The Council considered the draft Document Retention and Disposal Policy, which sets out which documents should be retained and for how long, and the procedures for disposal in compliance with GDPR.

Following discussion about the need to consider digitising historical documents before disposal.

It was **RESOLVED** by majority vote to

- i. Approve the Document Retention Policy
- ii. The Clerk to obtain quotations for scanning historical documents before any disposal takes place.

60/25

FINANCIAL MATTERS**1. Income**

Date	Payee	Description	Amount
7/7/2025	OCC	Verges	£883.76
10/9/2025	CDC	Precept 2nd Install	£11,805.62
17/9/2025	T****y	Burial Fee	£388.00

2. Budget Update

The monthly budget was received.

Budget code	Insurance	Grants	Subscriptions	Dog Bins	Audit
Spent	£1,341.38	£1,245.20	£688.79	£370.66	£493.50
Budgeted	£2,500.00	£1,500.00	£780.00	£1,500.00	£600.00
Remaining	£1,158.62	£254.80	£91.21	£1,129.34	£106.50

Budget code	Grd Mnt	BG Mnt	BG Rem.	Land Maint Small W	Website
Spent	£3,978.00	£0.00	£0.00	£0.00	£645.12
Budgeted	£6,500.00	£1,500.00	£0.00	£1,350.00	£550.00
Remaining	£2,522.00	£1,500.00	£0.00	£1,350.00	£-95.12

Budget code	Training	Staff Costs	Playg Mnt & Ref	Stationery	General
Spent	£0.00	£7,263.84	£134.40	£0.00	£1,578.15
Budgeted	£600.00	£13,150.00	£150.00	£267.50	£4,500.00
Remaining	£600.00	£5,886.16	£15.60	£267.50	£2,921.85

Budget code	Grants	Staff Cost	C. Training	New C mbox	Land Main & SW
Spent	£0.00	£0.00	£0.00	£0.00	£0.00
Budgeted	£2,000.00	£13,150.00	£800.00	£250.00	£1,900.00
Remaining	£1,958.00	£13,150.00	£800.00	£250.00	£1,900.00

Budget code	Ground Maint	Playground	Playing field Project	Insurance Claim Excess
Spent	£0.00	£0.00	£0.00	£0.00
Budgeted	£1,310.00	£26,676.00	£6,000.00	£250.00
Remaining	£1,310.00	£26,676.00	£6,000.00	£250.00

Budget code	Election Costs	Solicitors fees
Spent	£0.00	£0.00
Budgeted	£250.00	£500.00
Remaining	£250.00	£500.00

3. Cashbook

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

61/25 STAFF MATTERS**1. National Pay Increase**

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

- To agree the National Pay increase for 2025-26

2. The back pay from April 2025

2. Clerks Appraisal

It was agreed to defer this item to a future agenda to arrange the date.

62/25 DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on Tuesday 11th November 2025 at 7.30pm

The meeting closed at 9.02 pm

SIGNED: _____
Councillor Price

ISLIP PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 11th November 2025, at 7.30 pm held at Islip Village Hall.

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

OTHER COUNCILLORS: **County Councillor:** Laura Gordon

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

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

APOLOGIES: The following apologies were received
Parish Councillor: Doreen Cole
District Councillor: None

The Council observed a minute's silence for Remembrance Day and to mark the tragic loss of a child in the village

63/25 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
None

64/25 **PUBLIC PARTICIPATION**
None

65/25 **MEETING MINUTES**
It was **RESOLVED** by unanimous vote to accept as a true record the minutes of the parish council meeting held on 14th October 2025.

66/25 **COUNCILLOR REPORTS**
The councillors present gave their reports.

67/25 **PLANNING**
The Council **NOTED** planning application 25/02613/TCA (Wooster Arms, The Walk, Islip) for tree works in a conservation area had been permitted by Cherwell District Council on 4th November 2025.

68/25 **VILLAGE MATTERS**

1. Playground

The Council considered a resident's concern regarding the yellow playground gates following an incident involving a young child. It was confirmed the gates had been inspected and were functioning correctly, meeting current safety standards.

Due to the gates functioning correctly and the low risk rating in the RoSPA report, the Council **AGREED** to request the playground contractor file down the edges when carrying out works on the basket swing.

Action: Clerk to contact the playground contractor.

2. Landscaping

1. The Whole Tree Company has quoted £675 for the bi-annual tree condition assessment of parish council trees. Cllr Smith will act as local contact.
2. It was **AGREED** to await HART team assessment of Town End House bramble clearance before obtaining alternative quotations.

3. Traffic Calming Measures

- The Council discussed ongoing concerns about increased traffic in Middle Street and North Street, attributed to A34 congestion diverting traffic via satnav.
- It was **NOTED** that an Officer from Oxfordshire County Council will visit to assess possible traffic calming options.
- Given the absence of affected residents at the meeting, it was **AGREED** to request comments from North and Middle Street residents via the parish newsletter and to discuss the matter further at the next meeting.

4. Village Planters

- It was **RESOLVED** by unanimous vote to reimburse £76.00 for plants and compost purchased for the village planters.
- The Council expressed thanks to Mr and Mrs Stead for their volunteer work maintaining the village planters, to be acknowledged in the parish newsletter.

5. Parish Site

The Council discussed the need to inspect parish-owned land adjacent to neighbouring properties. The Clerk to seek guidance from OALC on the council's responsibilities for regular asset inspections and boundary management.

6. Items for the Newsletter

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

69/25

REPRESENTATIVE

To appoint Cllr Smith as a representative for Parish council property portfolio was **DEFERRED** to a future agenda.

70/25

BUDGET 2026-27

The draft budget was circulated to the councillors to review, and will be added to the January 2026 agenda for approval.

71/25

FINANCIAL MATTERS

1. Finance Report

The report was **NOTED**

2. Income

The following income was **NOTED**

04/10/2025	CO-OP	Interest -Savings account	£155.43
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3. Budget Update

The following update was received.

	Insurance	Grants	Subscriptions	Dog Bins	Audit
Budgeted	£2,500.00	£1,500.00	£780.00	£1,500.00	£600.00
Spent	£1,341.38	£1,245.20	£688.79	£792.80	£493.50
Remaining	£1,158.62	£254.80	£91.21	£707.20	£106.50

	Grd Mnt	BG Mnt	BG Rem.	Land Maint Small W	Website
Budgeted	£6,500.00	£1,500.00	£0.00	£1,350.00	£550.00
Spent	£6,364.80	£0.00	£0.00	£1,399.00	£645.12
Remaining	£135.20	£1,500.00	£0.00	-£49.00	-£95.12

	Grants	General	Staff Cost	C. Training	New C mbox
Budgeted	£2,000.00	£4,500.00	£0.00	£800.00	£250.00
Spent	£0.00	£1,220.43	£0.00	£0.00	£0.00
Remaining	£2,000.00	£3,279.57	£0.00	£800.00	£250.00

	Land Main & SW	Ground Maint	Playground	Playing field Project
Budgeted	£1,900.00	£1,310.00	£26,676.00	£6,000.00
Spent	£0.00	£0.00	£0.00	£0.00
Remaining	£1,900.00	£1,310.00	£26,676.00	£6,000.00

	Insurance Claim Excess	Election Costs	Solicitors fees
Budgeted	£250.00	£250.00	£500.00
Spent	£0.00	£0.00	£0.00
Remaining	£250.00	£250.00	£500.00

**Please note - to see what payments are included in each heading go to November 2024 meeting minutes, and see the Approved Budget (080/24).*

4. November and December 2025 Cashbook Payments

It was **RESOLVED** by unanimous vote to approve the following payments.

Date	Payee	Description	Total
11/11/2025	Clerk	Wages - December	£893.60
11/11/2025	Clerk	Wages November	£893.60
11/11/2025	Clerk	WFHA - December	£24.00
11/11/2025	Clerk	WFHA - November	£24.00
11/11/2025	Cherwell District Council	Dog bins half yearly charge & 10% admin	£422.14
11/11/2025	Top Leaf Tree Service	Hedges	£648.00
11/11/2025	Green Scythe Ltd	Gang Mowing	£882.60
11/11/2025	Green Scythe Ltd	Gang Mowing	£795.60
11/11/2025	Green Scythe Ltd	Gang Mowing	£708.60
11/11/2025	The Whole Tree Company	Tree Survey 2025	£675.00
11/11/2025	Norfolk County Council	October Fee Time	£99.60
11/11/2025	Amazon	Ink Cartridges	£13.99
11/11/2025	Amazon	Paper	£16.99
11/11/2025	Justin Stead	Village Planters	£76.00
		Total	£6,173.72

5. Councillor Roles and Responsibility Training

The Clerk advised councillors there was a roles and responsibility training course available via the OALC. No councillors wished to undertake the training at this time.

6. Stationery Order

It was **RESOLVED** by unanimous vote to approve the clerk's stationery order of ink and paper.

7. Internal Auditor 2025-26.

It was **RESOLVED** by unanimous vote to appoint Theresa Goss as the internal auditor 2025-26.

72/25

CLERK'S APPRAISAL

It was **RESOLVED** by unanimous vote to set the date in January 2026 and to finalise outside of the meeting.

73/25

DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on Tuesday 13th January 2026 at 7.30pm

The meeting closed at 9.02 pm

SIGNED: _____
Councillor Price

ISLIP PARISH COUNCIL MINUTES

Minutes of the Extraordinary Council Meeting held on Tuesday, 2nd December 2025, at 7.30 pm held at Islip Village Hall.

MEMBERS PRESENT: **Parish Councillors:** Dennis Price (Chair), Nathan Wiles (Vice Chair), Nicola Richardson, Sophie Miller, Anneka Streule, Doreen Cole and Andrew Smith.

OTHER COUNCILLORS: Gemma Coton

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

OTHERS PRESENT: **Members of the Public:** 72

APOLOGIES: None

74/25 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION

None

76/25 PUBLIC PARTICIPATION

Members of the public raised concerns and asked questions regarding the planning applications on the agenda. Following public participation, the Council proceeded to discuss and vote on the applications.

77/25 PLANNING

An update on the following was received.

1. **25/02918/OUT - Land at Islip Fuel Depot planning application**

The current application for outline planning permission for up to 150 homes (Class C3), up to 70-bed care home (Class C2), up to 65 retirement/assisted living units (Class C2/C3) and associated facilities was presented

2. **25-01064-SO - Historic Screening Outcome**

Background on previous planning applications for the site (2012, 2016, and earlier in 2025) was provided.

The following 3 planning applications were considered.

Reference	Address	Details	Ward	Deadline
25/02918/OUT	Land At Islip Fuel Depot Adjoining Oxford To Bicester Railway, Bletchingdon Road, Islip	Outline application (All Matters Reserved except for Access) for the development of up to 150 homes (Class C3), up to 70-bed care home (Class C2), up to 65 no. retirement/assisted living units (Class C2/C3) and associated facilities, car parking associated with the neighbouring land use (sui generis), 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	Islip	03/12/2025

		engineering/remediation works and demolition of associated structures and buildings		
25/02788/F	Rear Of Jasmincot, High Street	Erection of 3 dwellings and associated works	Islip	03/12/2025
25/02996/F	Stanmore, North Street.	Demolish rear outhouse and construct two storey rear extension. Construct detached single storey garden room to rear of garden	Islip	09/12/2025

78/25 LAND AT ISLIP FUEL DEPOT, BLECHINGDON ROAD - 25/02918/OUT

During public participation and council discussion, concerns were raised including

1. Site contamination concerns, particularly PFAS (forever chemicals) from firefighting foam
2. Sewage system capacity - Thames Water data showing 50 solid days of discharge in 2023, rising to 88 days in 2024
3. Flooding issues affecting Mill Street properties, with approximately 4 houses flooded for extended winter periods
4. Traffic capacity and highway safety concerns
5. Railway station concerns regarding potential service reductions and closure
6. Medical centre capacity - previous concerns raised by GP practice
7. School capacity constraints
8. Infrastructure inadequacy including roads, shops, and community facilities
9. Scale of development (14 hectares) in relation to existing village size
10. Green Belt/Grey Belt designation
11. Illustrative nature of drawings described as misleading by a professional architect
12. Impact on residential amenity and privacy

Members discussed the concerns raised and the need for substantial Section 106 contributions should any development be approved, including for sewage infrastructure, traffic measures, education, medical facilities, and community facilities.

It was **RESOLVED** unanimously to **OBJECT** to the planning application in its entirety.

The Clerk to prepare and submit formal objection incorporating the concerns raised and relevant planning policy considerations.

79/25 REAR OF JASMINCOT, HIGH STREET - 25/02788/F

The Council received comments from residents of 1 North Street and Middle Way regarding boundary treatments, overbearing impact due to level differences, and loss of amenity.

Members discussed concerns regarding:

1. Impact on neighbouring properties due to proximity and levels
2. Loss of daylight and sunlight to properties on North Street and Middle Way
3. Design quality in the conservation area
4. Parking provision

Members noted the site is suitable in principle for development but raised concerns about the design and impact on neighbours.

It was **RESOLVED** unanimously to **OBJECT** to this planning application on grounds of overbearing impact on neighbouring properties, loss of daylight/sunlight, and inadequate design quality for the conservation area location.

80/25 STANMORE, NORTH STREET - 25/02996/F

The Council discussed the application and there were no objections raised.

It was **RESOLVED** unanimously that there were **NO OBJECTIONS** to this planning application.

81/25 DATE OF THE NEXT MEETING

The next meeting of the Parish Council will be held on Tuesday 13th January 2026 at 7.30pm.

The meeting closed at 9.02 pm

SIGNED: _____
Councillor Price

ISLIP PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 13th January 2026, at 7.30 pm held at Islip Village Hall.

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

OTHER COUNCILLORS: None

OFFICERS PRESENT: Clerk to the Council: Emma Kearney

OTHERS PRESENT: Members of the Public: None

APOLOGIES: The following apologies were received

County Councillor: Laura Gordon

District Councillor: None

Parish Councillor: Nathan Wiles

82/25 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION

None

83/25 PUBLIC PARTICIPATION

None

84/25 MEETING MINUTES

It was **RESOLVED** by unanimous vote to accept as a true record the minutes of the parish council meeting held on 14th October 2025.

85/25 COUNCILLOR REPORTS

The councillors present gave their reports.

86/25 PLANNING

The Clerk reported that planning application 25/02918/OUT (Land at Islip Fuel Depot) has been referred to committee at Cherwell District Council. The committee date is expected to be in February 2026.

It was **AGREED** that Cllr Richardson would represent the Council and speak at the Cherwell District Council planning committee meeting to represent the Council's views.

Action: Clerk to confirm committee attendance process.

87/25 MID CHERWELL MODIFIED NEIGHBOURHOOD PLAN

The Council discussed the Mid Cherwell Modified Neighbourhood Plan consultation concerning 12 parishes north of Islip.

Members noted the consultation period runs from 19th December 2025 to 15th February 2026, and that while Islip is not included in the plan area, it has been notified as a neighbouring parish.

Discussion included brief consideration of green belt designation matters and the classification of Upper Heyford as a new town.

It was **RESOLVED** to make no formal representation to the Mid Cherwell Modified Neighbourhood Plan consultation

88/25 VILLAGE MATTERS

1. Playground - Basket Swing and Gate quotations

Council reviewed quotations from RPM for works at Church Lane Play Area following the RoSPA inspection of 22 July 2025, which identified timber decay in the basket swing as HIGH RISK (Risk Score 15) requiring immediate action.

The Clerk confirmed the basket swing itself was last replaced in 2022.

It was **RESOLVED** unanimously to accept quotation ref. 9629 to repair the existing basket swing by replacing two rotten timber uprights with new pressure treated timber with steel ground anchors and making the grass surface good at a cost of £2,425.00 plus VAT.

2. Landscaping - Tree Survey

The Council received and **NOTED** the December 2025 Tree Condition Survey completed by The Whole Tree Company.

Cllr Smith provided a detailed report on the survey findings, including medium priority items (dead cherry tree removal, ash tree ownership clarification, poplar tree pruning near power lines, and Millennium Wood ecological assessment) and low priority maintenance works.

These matters will be included on a future agenda for formal council consideration and approval.

3. Traffic Calming Measures

Concerns were raised regarding Kings Head Lane junction and highway signage. The matter was **NOTED** and will be kept under review.

4. Items for the Newsletter

The council **AGREED** that the newsletter should include information about the approved 2026-27 budget and precept increase

89/25

BUDGET 2026-27

The draft budget was reviewed and it was **RESOLVED** unanimously to approve the following.

Budget Heading with Breakdown	2026-27
Insurance	£1,500.00
Grants	£1,750.00
7 requests @ £500.00	
Subscriptions	£1,230.00
OALC	
SLCC	
Microsoft Office	
ICCM	
Campaign to protect rural England (CPRE)	
Oxford Playing Field Association (OPFA)	
Oxford Green Belt Network	
Community First Oxford	
Parish Online	
Parish Property	£3,000.00
Land registry checks to confirm ownership	
Specialist Quarterly Risk Assessments for Burial Ground	
Dog Bin Maintenance	£1,500.00
Dog Waste bins (6 monthly)	
Dog bags	
Audit	£600.00

External Audit	
Internal Audit	
Ground Maintenance - Green Scythe	£7,500.00
Maintenance - Playing field	
Maintenance - Millennium Wood	
Maintenance - Verges & Greens	
Maintenance - Footpaths	
New Burial Ground - maintenance	£1,500.00
Maint - Mowing of the burial area x 14 (Apr-Oct)	
Maint - Mowing of the meadow edge x 14 (Apr-Oct)	
Maint - Annual Internal Hedges trim	
Maint - Top and Road/field side hedge trim. (24 months)	
Maint - Mowing and raking the Wildflower meadow 2 days (July)	
Land Maintenance & Small Works	£1,450.00
Maintenance - War mem/cross tee	
Maintenance - Hedges	
Maintenance - Planters of the village	
Maintenance - Strim footpaths	
Maintenance - tree surgery	
Maintenance - tree survey	
Maintenance - tree planting	
Website	£675.00
Annual Wix Subscription	
Mailboxes	
Domain Name 2 Yearly (£200)	
Training	£600.00
Allocation per councillor - £100 each	
Staff Costs	£13,150.00
Clerk wages	
National wages increase	
Working from home allowance	
Allocation for additional hours for clerk (to be reviewed)	
Clerk Bonus	
HMRC	
Playground Maintenance/ Refurbishment	£150.00

Rospa annual check	
Stationery	£100.00
Printer Ink	
Stamps	
Paper (box)	
Mobile phone credit	
Envelopes	
Solicitors' fee's	£1,000.00
Total budget expenditure	£35,705.00

Reserves 2026-27	
General	£4,500.00
Grants	£2,000.00
Earmarked reserves	
Running costs approximately (from budget)	£35,705.00
Precept	£23,611.24
Remain in Bank Account (Jan 2026)	£19,200.00
Jan, Feb and March Running cost Approx	- £2,730.00
Basket Swing Quote (up to)	- £6,000.00
General	£1,250.00
Grants	£500.00
Staff costs	£500.00
Councillor training	£200.00
Land maintenance and small works	£500.00
Ground maintenance	£450.00
Playground refurb/replace	£15,000.00
Insurance claim excess	£200.00
Election costs	£250.00
Solicitor's fees	£500.00
Total	£19,350.00

90/25 PRECEPT

The Council reviewed the precept request for 2026-27. The Clerk explained that the current precept of £23,611.24 has remained unchanged for approximately 25 years, creating a structural deficit, and that approximately £36,000 per annum is required to run the parish sustainably.

Cherwell District Council confirmed the tax base for 2026-27 as 329.4 (increased from 321.9 in 2025/26). The Band D equivalent would increase from £73.35 to £88.17 (£14.82 per annum), remaining below the national parish average of £92.22.

It was **RESOLVED** to set the precept at £29,041.83 for 2026-27 representing a 23% increase that will yield approximately 20% additional income due to the increased tax base.

The Council agreed to include information about the precept increase in the parish newsletter.

91/25 FINANCIAL MATTERS

1. Finance Report

The report was received and **NOTED**.

2. Income

Allotment rent received £40 from 6 tenants.

3. Budget Update

The following budget update was **NOTED**.

	Insurance	Grants	Subscriptions	Dog Bins	Audit	Grd Mnt
Budgeted	£2,500.00	£1,500.00	£780.00	£1,500.00	£600.00	£6,500.00
Spent	£1,341.38	£1,456.40	£688.79	£792.80	£493.50	£6,364.80
Remaining	£1,158.62	£43.60	£91.21	£707.20	£106.50	£135.20

	BG Mnt	BG Rem.	Land Maint Small W	Website	Training	Staff Costs
Budgeted	£1,500.00	£0.00	£1,350.00	£550.00	£600.00	£13,150.00
Spent	£0.00	£0.00	£1,399.00	£645.12	£0.00	£10,016.64
Remaining	£1,500.00	£0.00	-£49.00	-£95.12	£600.00	£3,133.36

	Playg Mnt & Ref	Stationery	Solicitor Fees	Grants	General	Staff Cost
Budgeted	£150.00	£267.50	£1,500.00	£2,000.00	£4,500.00	£0.00
Spent	£134.40	£48.11	£457.32	£0.00	£1,222.43	£0.00
Remaining	£15.60	£219.39	£1,042.68	£2,000.00	£3,277.57	£0.00

	C. Training	New C mbox	Ground Maint	Land Main & SW	Playground
Budgeted	£800.00	£250.00	£1,310.00	£1,900.00	£26,676.00
Spent	£0.00	£0.00	£0.00	£0.00	£2,425.00
Remaining	£800.00	£250.00	£1,310.00	£1,900.00	£24,251.00

	Playing field Project	Insurance Claim Excess	Election Costs	Solicitors fees
Budgeted	£6,000.00	£250.00	£250.00	£500.00
Spent	£0.00	£0.00	£0.00	£0.00
Remaining	£6,000.00	£250.00	£250.00	£500.00

92/25 CASHBOOK PAYMENTS

It was **RESOLVED** by unanimous vote to pay the following payments.

Date	Payee	Description	Total Cost	Budget Code
13/1/2026	Amazon	Pads, plastic wallets and post it	£17.13	STATIONERY
13/1/2026	Clerk	Wages - January	£893.60	STAFF COST
13/1/2026	Clerk	WFHA - January	£24.00	STAFF COST
13/1/2026	Islip Village Hall	Film Night - Dec	£38.40	GRANT
14/1/2026	Islip Village Hall	Toddler Group	£38.40	GRANT
14/1/2026	Reid	Basket Swing	£2,425.00	PLAYGRD
			Total	£3,575.43

93/25 CLERK'S APPRAISAL

It was **AGREED** the staffing committee would liaise with the clerk to arrange a suitable date.

94/25 DATE OF THE NEXT MEETING

The next meeting of the Parish Council will be held on Tuesday 10th February 2026 at 7.30pm.

The meeting closed at 9.20 pm

SIGNED: _____
Councillor Price

ISLIP PARISH COUNCIL

No meeting was held on Tuesday, 10th February 2026

ISLIP PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 10th March 2026, at 7.30 pm held at Islip Village Hall.

MEMBERS PRESENT: Parish Councillors: Dennis Price (Chairman), Nicola Richardson, Sophie Miller, Anneka Streule, and Andrew Smith.

OTHER COUNCILLORS: None

OFFICERS PRESENT: Clerk to the Council: Emma Kearney

OTHERS PRESENT: Members of the Public: None

APOLOGIES: The following apologies were received

County Councillor: Laura Gordon

District Councillor: None

Parish Councillor: Nathan Wiles and Doreen Cole

95/25 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION

None

96/25 PUBLIC PARTICIPATION

None

97/25 MEETING MINUTES

It was **RESOLVED** by unanimous vote to accept as a true record the minutes of the parish council meeting held on 13th January 2026. There was no meeting held in February.

98/25 COUNCILLOR REPORTS

The councillors present gave their reports.

99/25 PLANNING

- The Council noted the update on live planning applications. Planning application 25/02918/OUT (Land at Islip Fuel Depot) is expected to be scheduled for committee at Cherwell District Council in March or April 2026.
- It was **AGREED** that Cllr Richardson would attend the committee meeting to speak on behalf of the Council.
- **Action:** Clerk to monitor committee listings and notify councillors of the confirmed date

100/25 VILLAGE MATTERS

- Traffic calming concerns in North Street, Middle Street and Lower Street were discussed. County Councillor Gordon agreed to provide contact details for the relevant OCC officer for a historic traffic calming scheme developed for Islip.

101/25 ASSERTION 10

The following documents were presented for adoption in connection with Assertion 10 of the Annual Governance and Accountability Return (AGAR) 2025-26.

1. IT Policy

It was **RESOLVED** unanimously to adopt the Islip Parish Council Information Technology Policy.

2. Data Protection Policy and Privacy Notice

It was **RESOLVED** unanimously to adopt the Islip Parish Council Data Protection Policy and Privacy Notice 2026.

3. Burial Ground Fees Schedule

- The Clerk's briefing note was **RECEIVED**.

- The Council **NOTED** the governance matters identified, including the need to formalise the management arrangement with the joint PC/PCC group and to ensure appropriate insurance cover.
- The Council further **NOTED** that OALC have been consulted and have offered to attend a future meeting to advise.
- It was **RESOLVED** unanimously to adopt the Burial Ground Fees Schedule 2025-26 interment of ashes £156, memorial ledger installation £45.

4. Allotment Fees Schedule

- The Clerk's briefing note was received. Council noted the governance matters identified, including the absence of formal tenancy agreements and the need for regular site inspections.
- It was **RESOLVED** unanimously to adopt the Allotment Fees Schedule at the current rate: 1 plot £5.00 per annum; 2 plots £10.00 per annum

5. Publication Scheme

It was **RESOLVED** unanimously to adopt the Islip Parish Council Publication Scheme.

102/25

DIGITAL COMPLIANCE RESOLUTIONS

The following resolutions were made in connection with Assertion 10 of the AGAR 2025-26.

1. Authority-Owned Email

It was **RESOLVED** unanimously to confirm that the council conducts all official business using the authority-owned email addresses.

2. Website Accessibility

It was **RESOLVED** unanimously to confirm that the council is committed to maintaining its website in compliance with WCAG 2.2 Level AA accessibility standards and will take all reasonable steps to ensure ongoing compliance.

3. Accessibility Statement

It was **RESOLVED** unanimously to approve the publication of the Accessibility Statement on the council's website and to confirm that it will be reviewed and kept up to date.

4. Transparency Code

It was **RESOLVED** unanimously to confirm that the council meets its obligations under the Local Government Transparency Code 2015 and that required information is published and maintained on the council's website at www.islipparishcouncil.gov.uk.

103/25

ASSET REGISTER 2025-26

The Asset Register 2025-26 was presented. No changes to the register were reported.

It was **RESOLVED** unanimously to approve the Asset Register 2025-26.

104/25

RISK ASSESSMENT 2025-26

The updated Risk Register 2025-26 was presented.

It was **RESOLVED** unanimously to approve the Risk Register 2025-26.

105/25

FINANCIAL MATTERS

1. The Finance Report

The Finance Report was received and **NOTED**.

- The Clerk reported that the VAT reclaim for 2025-26 was £2,138.16.

- The Clerk also reported receipt of a penalty notice from HMRC of £100, which has been appealed on the basis that the submission was made on time and it is an administrative error.

It was **RESOLVED** unanimously to approve this payment retrospectively.

- Council **NOTED** the appeal.

2. Income

Allotment rent at a total of £55.00 was received from 7 tenants.

3. Budget Update

The following budget update was **RECEIVED**.

	Insurance	Grants	Subscriptions	Dog Bins	Audit	Grd Mnt
Budgeted	£2,500.00	£1,500.00	£780.00	£1,500.00	£600.00	£6,500.00
Spent	£1,341.38	£1,629.20	£821.65	£792.80	£493.50	£6,364.80
Remaining	£1,158.62	-£129.20	-£41.65	£707.20	£106.50	£135.20

	BG Mnt	BG Rem.	Land Maint. Sm. W	Website	Trainin g	Staff Costs
Budgeted	£1,500.00	£0.00	£1,350.00	£550.00	£600.00	£13,150.00
Spent	£0.00	£0.00	£1,399.00	£875.52	£0.00	£12,193.95
Remaining	£1,500.00	£0.00	-£49.00	-£325.52	£600.00	£956.05

	WFHA	Playg Mnt & Ref	Stationery	Solicitor Fees	Grants	General Reserves
Budgeted	£13,151.00	£150.00	£267.50	£1,500.00	£2,000.00	£4,500.00
Spent	£240.00	£134.40	£48.11	£497.16	£0.00	£1,322.43
Remaining	£12,911.00	£15.60	£219.39	£1,002.84	£2,000.00	£3,177.57

Reserves	C. Training	New C M.box	Ground Maint	Land Main & SW	Playground	P. field Project
Budgeted	£800.00	£250.00	£1,310.00	£1,900.00	£26,676.00	£6,000.00
Spent	£0.00	£0.00	£0.00	£0.00	£2,425.00	£0.00
Remaining	£800.00	£250.00	£1,310.00	£1,900.00	£24,251.00	£6,000.00

	Insurance Claim Excess	Election Costs	Solicitor fees
Budgeted	£250.00	£250.00	£500.00
Spent	£0.00	£0.00	£0.00
Remaining	£250.00	£250.00	£500.00

106/25 CASHBOOK PAYMENTS

It was **RESOLVED** by unanimous vote to pay the following payments.

Date	Payee	Description	Total
10/3/2026	Islip Village Hall	Film Night - Mar	£38.40
14/3/2026	Moorcroft	Late charge penalty	£100.00
14/3/2026	ICO	Annual subscription	£52.00
10/3/2026	Clerk	Wages - March	£893.60
13/3/2026	Reid	Basket Swing	£2,425.00
14/3/2026	Clerk	WFHA	£3.50
10/3/2026	Islip Village Hall	Toddler Group	£57.60
10/3/2026	Norfolk County Council	Legal Fees	£39.84
12/3/2026	OWA Digital Ltd	2-year renewal Domain Name	£80.96
		Total	£3,690.90

107/25 ITEMS FOR THE NEWSLETTER

Items to be included were discussed as **AGREED**.

108/25 DATE OF THE NEXT MEETING

The next meeting of the Parish Council will be held on **Tuesday 14th April 2026 at 7.30pm.**

The meeting closed at 9.20 pm

SIGNED: _____
Councillor Price