

ISLIP PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 12th May 2026, at 7.30 pm held at Islip Village Hall.

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

OFFICERS PRESENT: Clerk to the Council: Emma Kearney

OTHER COUNCILLORS: District Councillor: Dr Timothy Faltermeyer

OTHERS PRESENT: Members of the Public: 1

APOLOGIES: The following apologies were received: None

015/26 ELECTION OF THE CHAIR

It was **RESOLVED** by unanimous vote to re-elect Cllr Dennis Price as Chair for 2026–27. Cllr Price signed the Acceptance of Office form.

016/26 ELECTION OF THE VICE CHAIR

It was **RESOLVED** by unanimous vote to elect Cllr Andrew Smith as Vice Chair for 2026–27. Cllr Smith signed the Acceptance of Office form.

017/26 ACCEPTANCE OF OFFICE

Forms were signed by all councillors present.

018/26 CO-OPTION OF COUNCILLOR

It was **RESOLVED** by unanimous vote to co-opt Sophie Miller to the Parish Council. Cllr Miller signed the Acceptance of Office form.

019/26 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION

None

020/26 PUBLIC PARTICIPATION

None

021/26 MEETING MINUTES

It was **RESOLVED** by unanimous vote to accept as a true record the amended minutes of the parish council meeting held on 14th April 2026.

022/26 PLANNING

25/02918/OUT - Land At Islip Fuel Depot

Cllr Richardson updated the Council that the Cherwell Planning Committee meeting is anticipated on 4th June 2026, prior to the next ordinary meeting.

Cllr Richardson offered to circulate a draft letter to councillors for consideration by email agreement ahead of that date, to be recorded in the June 2026 minutes.

023/26 REPORTS

Councillors with updates gave their reports.

An update was **RECEIVED** from the Clerk.

024/26 POLICY REVIEW

Council reviewed the following policies and procedures, all of which were confirmed as requiring no change:

1. Code of Conduct (No change)
2. Standing Orders (No change)
3. Financial Regulations (No change)
4. Grant Policy (No change)

It was **RESOLVED** unanimously to readopt all four policies without amendment.

It was **NOTED** that the current maximum grant award is £500 per group per year. Council confirmed it wished to continue with this figure.

025/26

COUNCILLORS' PORTFOLIOS

It was **RESOLVED** unanimously to agree to the following portfolios for 2026-27 as per the Representative Protocol.

Councillor	Portfolio(s)
Cllr Dennis Price	Community Speed Watch and Transport
Cllr Nicola Richardson	Planning and Village Hall
Cllr Anneka Streule	Playground and Planning
Cllr Andrew Smith	Burial Ground and PC Properties
Cllr Sophie Miller	Flooding

026/26

STAFFING COMMITTEE

- It was **RESOLVED** unanimously to reconstitute the Staffing Committee for 2026–27.
- It was **RESOLVED** unanimously to readopt the Committee Terms of Reference without amendment.
- It was **RESOLVED** unanimously to appoint Cllr Richardson, Cllr Miller and Cllr Streule as members of the Staffing Committee, with Cllr Smith as alternate member.
- It was **RESOLVED** unanimously to appoint Cllr Miller as Committee Chair.
- It was **RESOLVED** unanimously that the Clerk's annual appraisal will be held on Tuesday 13th October 2026 at 6.30 pm, prior to the regular council meeting.

027/26

VILLAGE MATTERS

1. Green Scythe — Additional Works

It was **RESOLVED** unanimously to accept quotations from Green Scythe Ltd for one-off strimming works at Middle Way and the Church Close/Bletchingdon Road footpath at £85.00 per area plus VAT.

It was **AGREED** that Cllr Smith will liaise with the Clerk regarding the precise areas to be included and any additional bramble clearance near the school.

2. Green Scythe — Mowing Schedule and Mapping

It was **NOTED** a resident reported a private wildflower area had been mowed in error. It was **AGREED** the Clerk will notify the contractor and remind them of the mowing boundaries.

It was **AGREED** that the mowing schedule, including No Mow May provisions, will be brought to a future agenda for review, together with the contractor's area map. Councillors wishing to propose changes to the schedule should submit an agenda request form to the Clerk.

It was **NOTED** that the agreed 2026 contract schedule and 4% cost increase remain in place in the meantime.

It was **AGREED** that an article will be included in the village newsletter informing residents of the Council's ownership of verges, the contractor's mowing responsibilities, and how residents can raise issues.

028/26

3. Cricket Net Hard Surface and Matting — Asset Register

It was **RESOLVED** unanimously to add the cricket net hard surface and artificial turf matting (installed 2009) to the Asset Register 2026–27, following confirmation of Council ownership by reference to the March and May 2009 meeting minutes.

FINANCIAL MATTERS

1. Memberships

It was **RESOLVED** unanimously to continue with the following memberships for 2026–27:

Membership	Approx. Annual Cost
Oxfordshire Association of Local Councils (OALC)	£200
Society of Local Council Clerks (SLCC)	£230
Institute of Cemetery & Crematorium Management (ICCM)	£100
Campaign to Protect Rural England (CPRE)	£36
Oxford Playing Fields Association (OPFA)	£42
Oxford Green Belt Network	£15
Community First Oxford	£27.50
Microsoft Office	£80

2. Regular Payments

It was **RESOLVED** unanimously to continue with the following regular payments for 2026–27:

Payment	Approx. Annual Cost
Village Hall — Film Night	£400
Village Hall — Toddler Group	£500
Green Scythe — Ground Maintenance	£8,845
Martin Pauling — Burial Ground Maintenance	£1,000
Top Leaf — Annual Hedge Cut	£750
Cherwell District Council — Dog Bins	£1,500
Clerk — Working from Home Allowance	£288

3. Standing Orders / Direct Debits

It was **RESOLVED** continue the following payments via standing order or direct debit 2026–27:

- Clerk's wages
- HMRC payments
- ICO Certificate
- Wix — Website

4. Cricket Net Assets — Budget and Insurance

It was **RESOLVED** unanimously to authorise a budget virement of £400 from the 'Grants' budget line to 'Land Maintenance & Small Works' to fund routine maintenance of the cricket net matting.

5. Shredder

It was **NOTED** that the Clerk requires a shredder to support disposal of 6 large archive boxes of historical documents in line with the Document Retention Policy

It was **RESOLVED** unanimously for a shredder to be borrowed from Cllr Richardson.

6. Cashbook

It was **RESOLVED** unanimously to pay the following May cashbook payments.

Date	Payee	Description	Total
12/5/2026	Clerk	May Wages	£893.60
12/5/2026	Clerk	May Working From Home Allowance	£24.00
12/5/2026	Norfolk County Council	April Fees	£519.00
12/5/2026	HMRC	Employers Contributions	£423.54
12/5/2026	Glasdon	RETRIEVER CITY BAGS (8 PACKS OF 250 BAGS)	£278.34
12/5/2026	Reids	Basket Swing	£3,005.58
12/5/2026	Sutcliffe Play (South West) Ltd	Springie Spares	£372.28
12/5/2026	Islip Village Hall	Toddlers Group 13.01.2026 - 27.01.2026	£57.60
12/5/2026	Islip Village Hall	Parish Council March Meeting	£38.40
12/5/2026	Islip Village Hall	Film Night - March 2026	£76.80
12/5/2026	Islip Village Hall	Film Night - April 2026	£38.40
12/5/2026	Islip Village Hall	Toddlers Group 13.01.2026 - 27.01.2026	£57.60
			£6,037.14

14. NEWSLETTER ARTICLE

It was **AGREED** that the following items would be included in the next village newsletter:

- the Annual Meeting of the Council update including portfolios and council vacancies; the fuel depot planning application
- an article regarding PFAS in local waterways to be written by Cllr Miller in her capacity as a councillor, circulated to councillors in advance.
- Verge cutting
- Swan Car Park

15. ITEMS FOR THE NEXT AGENDA

The following items were proposed

- AGAR figures.
- Notice to the electors.
- Burial Ground Committee set-up.

- Discussion on the landscaping contract for the village.
- The Swan Car Park

The meeting closed at 9.20 pm

SIGNED: _____
Councillor Price