

8th May 2025

Dear Councillor,

You are summoned to attend a meeting of Islip Parish Council on **Tuesday 13th May 2025** from 19.30 at Islip Village Hall.

Yours sincerely

E Kearney

Parish Clerk

AGENDA

1. ELECTION OF THE CHAIR

1. To elect a chair for 2025-26
2. Acceptance of office form to be signed

2. APOLOGIES

To be received.

3. DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION

To receive any Declarations of Interest.

4. PUBLIC PARTICIPATION

Members of the public can address the council with prior notice to the chair.

5. MEETING MINUTES

To confirm as a true record the minutes of the meeting held on 8th April as a true and correct record.

6. COUNCILLOR REPORTS

To receive updates from those present.

7. PLANNING

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

1.	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	Islip	08.05.25
2.	25/01064 /SO	Barwood Land Esso Petroleum, Petrol Filling Station, Bletchington Road, Islip, Kidlington, OX5 2TQ	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').	Launton & Otmoor	14.05.25

1. To review and approve the draft response for 25/01064/SO
2. To note the response from the planning consultant
3. To agree the consultant costs.
4. To discuss and agree publicity options.
5. To note the Fourways appeal and agree the next steps.

8. POLICY REVIEW

To review and adopt the following policies and procedures:

1. Code of Conduct (No change)
2. Standing Orders (2025 Updated)
3. Financial Regulations 2024 (No change)
4. Grant policy (No change)

9. COUNCILLORS PORTFOLIO

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

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

10. STAFFING COMMITTEE

To agree to:

1. Form a Staffing Committee
2. The committee terms of reference (No change)
3. Appoint members and an alternate member
4. Appoint a committee Chair
5. Set the date for the clerk's appraisal

11. 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
2. Insurance requirements
To either supply proof of public liability insurance or submit a risk assessment.

12. CRICKET CLUB REQUEST

To approve Cheney School Staff cricket matches on 2nd May, 13th May, 20th May and 1st July 2025, noting proof of public liability insurance has been provided.

13. FINANCIAL MATTERS

1. Income

To note

2. Grant Request – Otmoor Art Fair

To consider a grant application of £500 for Otmoor Art Fair 2025, with payment to be made directly to cover the hall hire.

3. Burial Ground Maintenance Increase

To consider a 10% increase for the annual burial ground maintenance fee from £1,100 to £1,210, recognising the comprehensive services provided.

4. Grass Cutting

- I. To review the Oxfordshire County Council agreement to maintain the verges in the village
- II. To retrospectively accept the contract terms and the additional cost to maintain the verges

5. Village Planters

To agree to:

- I. Arrange the planters for the village
- II. Spend up to £200 from the Land Maintenance & Small works budget

6. Memberships

To agree to continue with the following memberships (approx. costs):

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 - £42.00
5. Oxford Green Belt Network - £15.00
6. Community First Oxford - £27.50
7. The Institute of Cemetery & Crematorium Management (ICCM) - £105.00

7. Regular Payments

To continue with the following regular payments approx. 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)

8. Standing Order/Direct Debits

To pay via standing order/DD:

1. Clerks Wages
2. HMRC payment
3. ICO Certificate
4. Wix - Website

9. Cashbook

To agree the cashbook purchases and payments for May 2025

14. NEWSLETTER ARTICLE

To agree items to be included

15. ITEMS FOR THE NEXT AGENDA

1. AGAR figures
2. Notice to the electors

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