

**MINUTES of Islip Parish Council Meeting
Islip Village Hall**

Tuesday 11th April 2017 at 7.30pm

75/17 Present: Mr P Collins (Chairman), Mr M Brown, Mrs F Forbes, Mrs D Nudds, Mr N Wiles, Mr M Wilkinson (Clerk)

76/17 Apologies: Cllr Mr R Venables

77/17 Minutes: the minutes of the meeting of Tuesday 14th March 2017 were approved and signed.

78/17 Matters arising which will not be raised under subsequent agenda items: none.

79/17 District and County Council Reports: Cllr Hallchurch was not present to report; Cllr David Hughes (CDC) [one of three councillors representing Launton and Otmoor] attended for part of the meeting

80/17 Changes in Members' interests and declarations of personal or prejudicial¹ interest: Cllr Nudds declared an interest in agenda items concerning the allotments, as Mr Nudds is an allotment-holder.

81/17 Administrative Matters: 1. Co-option: the Chairman is to contact a putative councillor in order to fill the outstanding vacancy. 2. Employment contract: the Chairman noted that the Clerk is to be issued with a contract of employment. [The NALC template which is to be the basis of the contract is currently in course of revision.]

82/17 Financial Matters: 1. Training: the Chairman reported that he and the Clerk had attended a training session on the 15th March covering the duties and powers of parish councils. The Clerk was instructed to obtain and issue to all councillors the NALC Good Councillors Guide. 2. Accounting arrangements: the Clerk noted that it is the duty of the Clerk to manage the Council's accounting arrangements. The current finance officer had informed him that she would be happy, now that she is no longer based in Kidlington, to return the finance duties to the Clerk. She has agreed that once she has left the Council's employ, she will carry out the internal audit of the 2016-17 accounts. 3. Draft accounts 2016-17: the Council approved the draft accounts for 2016-17 previously circulated, on the understanding that minor adjustments will be made subsequent to the payroll run 31st March 2017, and in respect of unrepresented cheques issued during 2015-16.

83/17 Environment: 1. Flood Management Plan: the Chairman confirmed that the plan has not yet been finalised. 2. Dog Fouling/Dogs off Leads: the Clerk reported that no new complaints had been received. 3. Church Commissioners: the Chairman restated the Council's concerns about the proposals made to CDC by the Church Commissioners for England after the deadline for submission in response to CDC's call for sites (revision of the Long term Plan Part 1). The Clerk was instructed to submit a summary of the matter to the three CDC councillors for the

¹ "one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgement of the public interest"

Launton and Otmoor division, being Cllrs Tim Hallchurch, David Hughes, and Simon Holland.

84/17 Communications: 1. Website: Cllr Forbes confirmed that the website has been much improved, and thanked again Mr Chris Rippon for his work

85/17 Traffic, Highways and Footpaths: 1. Bollards/White Lines/Potholes: Cllr Nudds reported that the white lines in the village are to be refreshed only once the road repairs outstanding are completed. 2. Footpaths: the Clerk that he had contacted Mr Mike Clarke, who expressed a strong interest in the matter. No further action is to be taken until the matter is discussed with the local land agents of the Church Commissioners. It was resolved that the Chairman should check the safety of the Aides Footpath and take appropriate action. 3. Traffic Report: Mr Dennis Price reported that the work on the 20 m.p.h. limit had stalled as the contractor is seeking plans of utility runs in the village before work can start. 4. Structural Report on the Ray Bridge: the Chairman reported that the Clerk has contacted Mr David Bullock [OCC] to note that water levels in the Ray appear to be low enough to permit the further inspection promised. 4. Pedestrian safety on the bridge: the Chairman reported that the Clerk has contacted Mr Kirkwood (OCC) to request a site meeting to discuss the matter of safety on the bridge, and the Council's proposal to commission a report by a consultant recognised by OCC. 5. Unadopted road: Cllrs Nudds declared an interest in this item, and withdrew from the meeting. The Chairman simply noted that the website <https://www.gov.uk/government/publications/unadopted-private-roads> states that

For most unadopted residential roads the duty to maintain it falls to the frontagers, ie the owners of the property fronting that road, which may include those where the side, or length, of their property fronts the unadopted road.

86/17 PC Properties: 1. Playing Field: the Chairman reported that he had contacted Mr Stewart (who constructed the playground), and that the latter had acted swiftly and satisfactorily. One item only remains to be attended to: Mr Stewart is awaiting a spare part for the spring horse. 2. Burial Ground: nothing to report. 3. Allotments (i): rabbits: the Clerk noted that he now believed that Cllr Nudds's proposal at the previous meeting that the allotment rabbits be shot would in fact involve the use of a professional marksman with public liability insurance. Cllr Brown is to provide contact details to the Clerk, who will discuss the matter with the contractor and report back to the Council. (ii) waiting list and allotments history: the Clerk reported that he had read through the file on the allotments. Items of interest included the Council's having granted permission to a Mr McKenzie (then owner of Cook Cottage, Bridge Street) to dig a ventilation trench and build a retaining wall to expose the gable end of the cottage to the air, subject to his maintaining the retaining wall and a safety rail; he had been granted permission to site a skip on Council allotment land for the purpose, but had been refused permission to park a car on Council allotment land by the cottage. The Clerk had spoken to Mrs Bridget Tuffrey, who manages the allotments for the Council, and learned from her that the waiting list for the allotments now consists only of Mr and Mrs Nudds, and Professors Robinson and Paterson: both households have expressed an interest only in the allotment currently held by Mr Neil Price. Mrs Tuffrey explained that an hereditary principle governs, largely, the allocation of allotments, in that the time, effort, energy, and money invested by an allotment holder is recognised in its allocation to a subsequent new holder, should there be a candidate from the same family. This hereditary principle is borne out by documentation in three historical cases; it is an unwritten rule, in that the rules last revised by

the Council in 1995 do not cover the allocation and reallocation of plots. The Clerk invited the Council to review the rules and the rents of the allotments (last revised in 2000). The future of one allotment, nominally that of Dr John Sargent, is to be decided by the Council. The Clerk is to speak to Dr Sargent about his wishes for the allotment, which is not cultivable in the ordinary sense, forming part of what was once Islip Quarry. In the meantime, the Clerk is to pass copies of the 1995 rules to Mrs Tuffrey for distribution to allotment holders. (iii) access to rear of Hill House: Mrs Nudds left the meeting for this item, having declared an interest. The Chairman reminded councillors that Professors Robinson and Paterson had asked for vehicular access via the allotment track to the southern boundary of Hill House in order to facilitate the works proposed including the removal by means of a skip or skips of waste. Professor Paterson was present and explained that the intention was to cause as little inconvenience as possible to neighbours and other users of the unadopted road by accessing the site from the southern boundary. She noted that her builder had already been told by a Collice Street resident that his parking was causing a nuisance.

Allotment holders Mr Nudds and Ms MacKay objected to the proposal, noting that the Oxfordshire Way runs along part of the track, and that Bridge Street is used by children from Dr South's School on their way to the lavender field. Mr Nudds noted that recent building in the vicinity had been accepted by residents, and that skips and builders' vehicles using the unadopted road to the north of Hill House would similarly be acceptable. Access to the site might then be gained by means of the pedestrian gate on the Wheatley Road. The Chairman suggested to Professor Robinson that she might, as the interested parties present had suggested, agree to use the unadopted road. Professor Robinson agreed that this seemed, in fact, the most acceptable course to take.

87/17 Planning: 1. Planning Applications: Cllr Wiles reported that the Council had been notified of no new applications since the last meeting.

Address	Application number/details	Decision
Appleyard, Mill Street	17/00186/F Mr and Mrs Calum Miller: replace single storey with two storey extension; ancillary works	Approved by CDC

2. Strategic Planning: the Chairman reported that the Clerk had emailed Cllr David Hughes (CDC Chairman of Planning) to ascertain the status of the Church Commissioners' proposals for a greater Islip and whether a formal objection ought now to be lodged. Mr Adrian Colwell, Strategic Planning Officer, replied non-committally [from holiday]. The Clerk had then emailed Mr Colwell for clarification, specifically as to whether the CCE submission is to be considered as part of the response to CDC's call for sites even though it was submitted outside the deadline. A reply is awaited.

The Chairman reported that the meeting with Mr Colwell and the owner of the Oil Dump site on the 24th March had once again been cancelled by Mr Colwell.

88/17 Evergreen 3/Network Rail: 1. Road damage: the Chairman reported that Mr Richard Warren, OCC Strategic Manager, is to meet Cllr Wiles and the Clerk on 20th April to outline the proposed repairs as they affect the village. 2. Community investment projects: the

Chairman noted that the Clerk had emailed Network Rail [NR] to offer pedestrian access only (say, twice a year) to the sound barriers along the western edge of the playing field, by means of a gate to be cut into the fence. As a quid pro quo, NR has been asked to postpone its delivery of the hedging plants until late 2017. 3. Mural proposal for equestrian bridge: the Clerk reported that the putative mosaic work on the equestrian bridge having been refused, it was now proposed to paint a mural. Cllr Wiles is to contact NR about this.

89/17 Village Hall: 1. Update: Cllr Venables was not present to report.

90/17 Education: there was nothing to report.

91/17 Health: Cllr Forbes reported that she attended as an observer the meeting arranged by Ms McQuillan about the Good Neighbour Scheme. There is to be a leaflet drop.

92/17 Public Transport: there was nothing to report.

93/17 Security: the Clerk noted that Mrs Tuffrey, having performed the duty for some years, is no longer the Co-ordinator of the Neighbourhood Watch.

94/17 Any Other Business: 1. Risk Register: the Clerk proposed that the Council consider a survey of its trees. The Clerk was instructed to discover when this was last done and by whom, and to report to the Chairman. 2. Bare licences: it was also resolved to review the bare licences issued to those on Collice Street occupying (at the margin) PC land. 3. Councillor portfolios: it was resolved that the Chairman and the Clerk should carry out an interim review of portfolios. 4. Red Lion: it was resolved that Cllr Venables should contact Punch taverns (understood still to be the owners of the pub) to discover its future.

95/17 Date of the next meeting: the Parish Council will next meet on Tuesday 9th May 2017 at 7.30pm in the Village Hall.

96/17 The Meeting Closed at 9.30pm

**MINUTES of Islip Parish Council Annual General Meeting
Islip Village Hall**

Tuesday 9th May 2017 at 7.30pm

97/17 Present: Mr P Collins (Chairman), Mr M Brown, Mrs F Forbes, Mrs D Nudds, Mr R Venables, Mr M Wilkinson (Clerk)

98/17 Apologies: Mr N Wiles

99/17 Administrative matters: Election of Officers: The outgoing Chairman asked for nominations for the role of Chairman. Cllr Collins was proposed by Cllr Venables, and seconded by Cllr Forbes; the proposal was carried unanimously. The newly elected Chairman asked for nominations for Vice Chairman. Cllr Venables was nominated by the Chairman, and seconded by Cllr Forbes; the proposal was carried unanimously.

100/17 Minutes: the minutes of the meeting of Tuesday 11th April 2017 were approved and signed.

101/17 Matters arising which will not be raised under subsequent agenda items: none.

102/17 District and County Council Reports: Cllr Hallchurch was not present to report; the Clerk was instructed to invite Islip's three district councillors to future meetings.

103/17 Changes in Members' interests and declarations of personal or prejudicial¹ interest: none.

104/17 Administrative Matters: 1. Council vacancies: the Chairman accepted with regret Cllr Nudds's resignation as from the end of the meeting, and thanked her for her assiduousness and success in her rôle. The Chairman is to contact a putative councillor in order to fill one outstanding vacancy, and the Clerk was instructed to contact a potential councillor without portfolio. 2. Councillor portfolios: the Chairman asked Cllr Brown to take on the traffic portfolio, and on Cllr Brown's agreement, Cllr Nudds passed over an indexed file, for which the

Chairman gave admiring thanks. 3. Governance: Financial Regulations; Standing Orders; Risk Register: the Clerk asked the Chairman for the Council's approval of the Financial Regulations; Standing Orders; and Risk Register, all recently reviewed by the Council, and noted that the 2017 edition of the NALC Good Councillor's Guide had very recently been circulated to the Council. The Clerk explained that such acceptance was required of the Council annually, and that the AGM provides a useful opportunity for review and endorsement. The Council's endorsement of all policy documents was unanimous. 4. Dinner for previous Chairman: the Chairman noted that it had become a tradition for Councillors (at their own cost) to provide a dinner for outgoing chairmen and their partners, and proposed that such a dinner be provided for Mrs Stephenson, who had worked long, hard, and successfully for the village as councillor and chairman. This was agreed unanimously. The

¹ "one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgement of the public interest"

Chairman is to discuss arrangements with Mrs Stephenson. 5. Risk Register: the Clerk reported that he has yet to discover when the inspection of the Council's trees was last done and by whom. 6. Bare licences: the bare licences issued to those on Collice Street occupying (at the margin) PC land have yet to be reviewed.

105/17 Financial Matters: 1. Draft accounts 2016-17: the Clerks noted that the draft accounts had been approved by the Council at the previous meeting, and that the minor amendments also approved had now been made. A vote was taken and the accounts were accepted unanimously.

The Clerk noted that the accounts would be sent for external audit and subsequently published via the village noticeboards and website. 2. Internal Audit: the Clerk noted that the internal audit of the 2016-17 accounts for a fee of £100 had been carried out. The recommendations will be published on the Council's website. The invoice had been received, but the Clerk had subsequently received from HMRC a notice of penalty of £300 for non-compliance with a statutory duty to report; this is in addition to a penalty of £200 already paid by the Council. The Clerk had previously been assured that an appeal against the first penalty had been made, but this does not seem to have been the case. He had now written to HMRC to appeal, noting that he had once more taken control of the payroll, and that the previous finance officer had been under a great deal of personal stress at the time of the failure of duty, and that this seems to have been the cause. The outcome of the appeal will be brought to the Council. Councillors asked whether there was any means of redress, but the Clerk's view was that the finance officer was at the time an employee of the Council, and that the Council had managerial responsibility for her actions. The Clerk is to bring to the Council a proposal on the means of monitoring the activities of its staff. .

106/17 Environment: 1. Flood Management Plan: the Chairman confirmed that the plan has not yet been finalised. 2. Dog Fouling/Dogs off Leads: the Chairman reported that no new complaints had been received. 3. Church Commissioners: Cllr Venables reported that he has yet to contact the Church Commissioners' local agents, Strutt and Parker, to arrange a meeting with representatives of the Council.

107/17 Communications: 1. Website: Cllr Forbes noted that an invoice had been received from Mr Chris Rippon for his work. She is to review the possibility of a grant available for the establishment of the Council's website and the provision off a laptop in relation to the Council's compliance with the Transparency Code. 2. Transparency Code: Cllr Forbes is to confirm compliance with the Code, which demands the publication of

- All items of expenditure above £100
- End of year accounts
- Annual governance statement, internal audit report
- List of councillors' responsibilities
- Details of public land and assets owned by the council
- Minutes, agendas and meeting papers of formal meetings.

The code notes that

This is not an optional extra this has been a requirement since April 2015.

108/17 Traffic, Highways and Footpaths: 1. Footpaths: the Chairman reported that the Aides footpath had been found to be unsafe. He had therefore contacted Ady Podbery, who had backfilled the gaps with gravel. 2. Traffic Report: Cllr Nudds asked the Council to confirm

that the work of the Traffic Group is valued and to be continued. The Chairman confirmed that the work of the Group and its feedback to the Council is extremely useful to the Council, and that the Council hopes that the Group will continue to thrive. 3. Further structural report on the Ray Bridge: the Chairman reported that the report is now expected at the end of the month. Mr Brian Henman asked from the floor whether the Council's unspoken objective was actually the imposition of a weight limit on the bridge, and, supported by Mrs Jenny Henman, noted that this would dramatically interfere with local farmers' business operations. The Chairman noted that the PC represents the interest of all villagers and village businesses, including farming, and that the matter of cracks in the bridge had been discovered and pursued by the highways authority, who would adjudicate on a weight limit, if any, rather than the Parish Council: the Council is not the highways authority. 4. Pedestrian safety on the bridge: the Chairman reported that he and the Clerk had met Mr Kirkwood (OCC) on site to discuss the matter of safety on the bridge, and the Council's proposal to commission a report by a consultant

recognised by OCC. Mr Kirkwood said that OCC would be happy to receive such a report, but that OCC could not treat Islip Bridge as a priority item because there was no history of serious accident. Even were the PC's proposal for improvement to be accepted, and the PC were to agree to try to raise the necessary funds, the call on OCC's resources in evaluation, management, etc, would be most unlikely to be met. The Council agreed to Cllr Venables' proposal that tenders for the report be invited, specifying a traffic lights and a footbridge solution, and to the Chairman's proposal that no further action on this would be taken until the outcome of the revision of CDC's long-term plan part 1. 5. Accident blackspot A34 slip road: Cllr Venables noted that there had been two serious accidents at the junction of the A34 sliproad and the Kidlington Road within the previous week, and that there had been many similar accidents previously. The Council resolved to ask TVP and OCC for a report on the number of accidents at the junction over the last ten years, noting that a failure to respond will lead the PC to submit a request under Freedom for Information, in order to firm up the Council's request for a review of the junction as to signage, the introduction of stop signs, and the regular clearance of vegetation at the approach to the junction with the slip road from the north.

109/17 PC Properties: 1. Playing Field: the Chairman reported Mr Stewart (who constructed the playground) had attended to the outstanding item, the spring horse. 2. Burial Ground: nothing to report. 3. Allotments: (i) rabbits: the Clerk brought to the meeting evidence of the insurance (British Association for Shooting and Conservation £10 million public liability Zurich) of the marksman who has asked permission to cull the allotment rabbits. The Council agreed to inform Mrs Tuffrey that it has decided to allow the marksman to proceed, first discussing the timing, etc, with Mr Geoff Nudds. (ii) waiting list: the Clerk reported that the waiting list is now as follows:

Name	Address	PC Meeting date	Minute ref.	Conditions
Dee and Geoff Nudds	Cooks Cottage, Bridge Street	11/04/2017	86/17	interest limited to allotment adjacent to Cooks Cottage
Professors Robinson and Paterson	Mill Street	09/05/2017	109/17	none

Daisy Richards and Kris	The Cottage, Mill Street	09/05/2017	109/17	none
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It was noted from the floor that there are vacancies in the private allotments on the other side of the Wheatley Road. Cllr Venables has spoken to Ms Jocelyne Bangham about the future of the allotment previously held by Dr John Sargent; the proposal is to convert this to a community orchard. Cllr Venables is to speak to Mrs Bridget Tuffrey.

110/17 Planning: 1. Planning Applications: the Clerk reported on planning applications:

Address	Application number/details	Decision
Mr & Mrs P Gray The Old Rectory, The Walk	17/00282/LB re-roofing, installation of solar panels, etc	CDC approved
Mr & Mrs P Gray The Old Rectory, The Walk	17/00822/LB replace glazing/windows	PC no comment – listed building regulations apply
Mr R Allen 16-18 Bletchington Road	17/00279/F separate shared driveway	CDC approved
Mrs L Edwards Japonica, Church Lane	17/00740/F first floor extension	PC no objection; neighbours' representations to be taken into account

2. Strategic Planning: the Clerk reported that Mr Colwell had not responded to the request for clarification as to whether the CCE submission is to be considered as part of the response to CDC's call for sites even though it was submitted outside the deadline. On behalf of Cllr David

Hughes (CDC), Mr Colwell had been asked to brief Islip's three representatives on CDC. The Chairman reported that the meeting with Mr Colwell and the owner of the Oil Dump site had not yet been rescheduled. Mr Venables noted that the CDC report of the review of its Plan Part 1 is expected towards the end of June. 3. Junction of Middle Street and High Street: the Clerk noted that he had received a complaint that the highway had been narrowed at the junction. He noted that in the past such matters have been referred on to OCC. The Council agreed that this be done, on the understanding that the household concerned be given prior notification.

111/17 Network Rail: 1. Road damage: the Clerk reported that Mr Richard Warren, OCC Strategic Manager, met Cllr Wiles and the Clerk on 20th April to outline the proposed repairs as they affect the village. The proposed repairs, scheduled to be carried out in the autumn, amount to some patching of the surface along the consortium designated routes, now marked out on the road surface. The run from the Mill Lane depot to the railway station was not a designated route: Mr Warren is to look into the damage along this run. 2. Community investment projects: the Chairman reported that no response had been received to the offer to Network Rail [NR] of pedestrian access only (say, twice a year) to the sound barriers along the

western edge of the playing field, by means of a gate to be cut into the fence. 3. Mural proposal for equestrian bridge: the Clerk reported Cllr Wiles is yet to contact NR about this.

112/17 Village Hall: Cllr Venables reported that the work on the kitchen is in hand.

113/17 Education: there was nothing to report.

114/17 Health: Cllr Forbes reported the Good Neighbour Scheme is moving forward.

115/17 Public Transport: there was nothing to report.

116/17 Security: there was nothing to report.

117/17 Any Other Business: 1. Red Lion: Cllr Venables reported that Punch taverns have no intention currently to sell the pub. 2. Right of way across the Green: Mr Brian Henman from the floor noted that he had confronted a dog walker on the Green – the water meadow to the south east of the Ray Bridge. He contended that the PC's interest in a possible right of way had prompted villagers to walk across what is private land. Mr Venables noted that the land is owned by the Church Commissioners [CC], and that it is therefore for the CC to determine within the law any right of access; the PC is shortly, it is hoped, to meet with the local representatives of the CC. Mr Henman acknowledged that some villagers had crossed the Green for some time, but noted that the local agents of the CC had suggested that the Council take care that in the pursuit of the establishment of a footpath across the Green, it did not alienate the permissive footpath granted by the CC as part of the Millennium Walk. He noted that he had planted crops, that the wildlife he valued (ground-nesting birds, leverets, etc) might be disturbed by walkers, and also that he had installed bird-scarers, which might be a danger to walkers other than by the Oxfordshire Way; he asked whether he was expected to put up notices warning walkers of the dangers of bird-scarers. Asked from the floor whether there are to be bird-scarers on the Green itself, Mr Henman said not; asked whether he had planted crops there, he confirmed that he had not - but that he had spread fertiliser.

118/17 Date of the next meeting: the Parish Council will next meet on Tuesday 13th June 2017 at 7.30pm in the Village Hall.

119/17 The Meeting Closed at 9.45pm

MINUTES of Islip Parish Council Meeting
Islip Village Hall
Tuesday 13th June 2017 at 7.30pm

120/17 Present: Mr P Collins (Chairman), Mr M Brown, Mrs F Forbes, Mr N Wiles,
Mr M Wilkinson (Clerk)

121/17 Apologies: Mr R Venables

122/17 Minutes: the minutes of the meeting of Tuesday 9th May 2017 were approved and signed.

123/17 Matters arising which will not be raised under subsequent agenda items: none.

124/17 District and County Council Reports: none.

125/17 Changes in Members' interests and declarations of personal or prejudicial¹ interest:
none.

126/17 Administrative Matters: 1. Council vacancies: the Chairman proposed and it was agreed that he is to contact a putative councillor without portfolio. The Clerk confirmed that he is to pursue further a potential councillor without portfolio. 2. Dinner for previous Chairman: the Chairman reported that a dinner for the previous chairman and her partner (at Councillors' own cost) has been agreed. It is to follow the Council meeting of September 12th, providing local facilities are still available then. This was agreed unanimously

127/17 Financial Matters: 1. Draft accounts 2016-17: the Clerk noted that the draft accounts had been submitted for external audit, and that a query had been received as to the precept income. It is possible that this item was inflated by the £400 grant for the Queen's Jubilee celebrations. The Clerk believes that should this be the case, the sum is not material in accountancy terms, and should not prevent approval of the accounts. 2. Budget: the Clerk noted that an error in the preparation of the budget had led to the understatement of the salary costs of the Clerk by £91 per annum. The Council approved unanimously the appropriate budget adjustment. 3. Council Controls: the Clerk proposed that as a minimum, the following additional financial controls be introduced:

Financial Management by the Chairman of the Clerk and/or Finance Officer

1. The Clerk or Finance Officer is to present a budget prior to the start of the financial year, interim statements of account in July and December, and draft final accounts prior to the year-end.
2. The statements of account are to include a bank reconciliation: this is to be substantiated by the sight of bank statements.
3. The statements of account are to show salaries paid: these are to be substantiated by a screenshot showing that the data underlying payment has been submitted to HMRC.

¹ "one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgement of the public interest"

4. The year-end internal audit is to include a report in person by the internal auditor to the Chairman.

The Council agreed unanimously to introduce the controls.

128/17 Environment: 1. Flood Management Plan: the Chairman confirmed that the plan has not yet been finalised. 2. Dog Fouling/Dogs off Leads: the Chairman reported that a previous chairman of the Council had successfully pointed out to a dog owner that dogs must be kept out of the playground, and kept on a lead on the playing field. The Council commended the action, both quick and effective. The Village Hall Committee is to be asked to inform hirers of the hall of the regulations. 3. Church Commissioners: the Council instructed the Clerk to contact the local agents of the Church Commissioners, Strutt and Parker, to arrange a meeting with representatives of the Council, items on the agenda to include the putative right[s] of way across the Green, the pollarding of willows on the eyot, and trees in the river.

129/17 Communications: 1. Website: Cllr Forbes is yet to investigate the possibility of a grant available for the establishment of the Council's website and the provision of a laptop in relation to the Council's compliance with the Transparency Code. 2. Transparency Code: Cllr Forbes is to confirm compliance with the Code, working with the Clerk.

130/17 Traffic, Highways and Footpaths: 1. Pavements: obstructions of the pavement by the War Memorial and across from the Old Rectory were reported. The Clerk is to write to the Old Rectory, and Cllr Forbes is to cut back the offending vegetation by the War Memorial. 2. 20 mph Zone: Cllr Brown noted that he is to pursue some matters of the signage of the 20 mph zone in the village, including a warning on the Wheatley Road approach that a 20 mph zone is ahead. The invoice for the installation has not yet been received, but is not to exceed the £4.7K cost as notified to Mr Price of the Traffic Group. The police are happy to carry out some enforcement of the new limit, and the traffic group is to investigate the possibility of acquiring a speed camera for use by the village and perhaps other local villages. TVP are happy to pursue those reported speeding using footage from such devices in evidence. 3. Reporting: the Council agreed that Cllr Brown be allowed to pass in confidence the draft minutes relevant to traffic matters to the Traffic Group once these had been circulated to councillors. 4. Further structural report on the Ray Bridge: the Clerk reported that the survey had been carried out, and that the report is now awaited. 5. Pedestrian safety on the bridge: the Chairman is to specify the scope of tenders for a consultant's report, specifying a traffic lights and a footbridge solution. 6. Accident blackspot A34 slip road: the Clerk reported that the TVP report on accidents at the junction did not appear to be comprehensive. The Clerk was instructed to write to OCC asking that stop signs be introduced at the junction of the Kidlington Road and the A34 slip road, and that the vegetation at the approach to the junction with the slip road from the north be regularly cleared.

131/17 PC Properties: 1. Playing Field: the Chairman reported that the bark under the zip wire is already in need of attention, and that the alternative surfacing is now looking financially attractive. It was agreed to seek advice and a quotation from Mr Stewart (who constructed the playground), and if the cost warranted it, to seek three tenders in total, bringing these to the Council. Cllr Forbes is to ask Dr South's School whether the surfacing in the playground there has come up to expectations. 2. Burial Ground: nothing to report. 3. Allotments: (i) rabbits: the Clerk confirmed that the Council's permission had been passed on to the

marksman who is to cull the allotment rabbits, and who is aware that he is to speak to Mr Geoff Nudds before proceeding. Mr Nudds has been informed. (ii) waiting list: the Clerk reported that Mrs Tuffrey had previously received an earlier request for an allotment. The applicant(s) will be included in the waiting list once known. The waiting list is to be published on the website.

132/17 Planning: 1. Planning Applications: the Clerk reported on planning applications:

Address	Application number/details	Decision
Mr and Mrs Martin Pauling, 66, Kidlington Road	17/0951/F demolish existing, erect new single storey extension	PC no objection; neighbours' representations to be taken into account
Mr Jonathan Ward Builders Yard, High Street	17/00986/F replace existing with single storey dwelling house	PC no objection; neighbours' representations to be taken into account

2. Strategic Planning: the Chairman reported that there is a meeting at CDC on the 19th June at which the decisions on the review of its Plan Part 1 is expected to be made. He hopes to attend the meeting. The agenda item appears to contain recommendations which, if endorsed, will rule out development in and around Islip. 3. Junction of Middle Street and High Street: the Clerk reported that he had been notified that OCC had instructed the property owners to clear the road. No further details have been made available. 4. Bare licences: the bare licences issued to those on Collice Street occupying (at the margin) PC land have yet to be reviewed.

5. Trees: the Clerk reported that a survey of the trees for which the Council is responsible (on the playing field, the Millennium Wood, the allotments, the Village Green) is timely, that a tree on the Village Green, Lower Street, is dead and should be cut down, and that fallen boughs are obstructing mowing on the Village Green and should be removed. The survey should be properly documented. The Chairman is to gain quotations for this.

133/17 Network Rail: 1. Mural proposal for equestrian bridge: Cllr Wiles is to contact NR this week about this.

134/17 Village Hall: Cllr Venables was not present to report.

135/17 Education: there was nothing to report.

136/17 Health: Cllr Forbes reported the Good Neighbour Scheme is moving forward. The Council has been asked to write to Age Concern in support of the Scheme; this was agreed.

137/17 Public Transport: the Traffic Group report noted that Charlton on Otmoor Services seem less respectful of others than previously. The Clerk is to write to C on O Services asking that the previous level of consideration be restored, and that C on O drivers be reminded that the use of mobile phones whilst driving is illegal.

138/17 Security: the Chairman is to contact Neighbourhood Watch to try to establish some form of reporting to the Clerk, so that anything of note can be distributed to the village by means of info4islip.

139/17 Any Other Business: 1. Council funds on deposit: the Clerk reported that he had followed up a lead on the potential for a significant return on term deposits, but that the scheme suggested, being bond related, was insufficiently secure for the Council's requirements. It was decided that the Council's funds be secure, even at the cost of a minimal rate of return. 2. Drones: the Clerk reported that he had received complaints about drones flown in the village. There are legal restrictions on the flying of drones. The code can be found at <http://dronesafe.uk/wp-content/uploads/2016/11/Dronecode.pdf>

It might be noted that drones cannot be flown within 50m [150ft] of people and properties, and within 150m [500ft] of crowds and built up areas, which must not be overflown. Given the illustrations in the code, it would appear that most of Islip is a built-up area. If you feel that the code is not being observed, ring 101 and report the matter to the police immediately: this will give the police a reasonable chance of catching the offender in the act.

140/17 Date of the next meeting: the Parish Council will next meet on Tuesday 11th July 2017 at 7.30pm in the Village Hall.

141/17 The Meeting Closed at 9.45pm

MINUTES of Islip Parish Council Meeting
Islip Village Hall
Tuesday 11th July 2017 at 7.30pm

142/17 Present: Mr P Collins (Chairman), Mr M Brown, Mrs F Forbes, Mr R Venables, Mr N Wiles, Mr M Wilkinson (Clerk). Cllr Ms N Richardson joined the Council subsequent to her co-option [see minute 148/17].

143/17 Apologies: none.

144/17 Minutes: the minutes of the meeting of Tuesday 13th June 2017 were approved and signed.

145/17 Matters arising which will not be raised under subsequent agenda items: it was noted that the reference to an invoice from Mr Chris Rippon in the minute 107/17 of 9th May 2017 should refer to an invoice for the annual website host charge. Mr Rippon very kindly operates the website without charge.

146/17 District and County Council Reports: none.

147/17 Changes in Members' interests and declarations of personal or prejudicial¹ interest: none.

148/17 Administrative Matters: 1. Council vacancies: the Chairman confirmed that as agreed at the last meeting he had contacted a putative councillor without portfolio. The Chairman proposed, and Mr Venables seconded the motion, that Ms Nicola Richardson be co-opted to the Council: agreed unanimously. The Clerk noted that he had been unsuccessful in the pursuit of a potential councillor without portfolio.

149/17 Financial Matters: 1. Draft accounts 2016-17: the Clerk noted that when the draft accounts had been submitted for external audit, a query had been received from the auditors as to the precept income: this appears to have been resolved. A further query as to the VAT claim submitted at the year-end (the debtor in respect of which had been prematurely discharged in the accounts) had resulted in a surcharge of £30. The Council approved payment.

150/17 Environment: 1. Flood Management Plan: the Chairman confirmed that the plan has not yet been finalised. 2. Dog fouling/dogs off leads: the Chairman has submitted a draft letter to the Clerk. This is to draw the attention of new residents to the bye-law which prohibits dogs on the playing field unless they are kept on a lead; the objective is to allow owners to exercise their dogs responsibly, by facilitating the removal of dog faeces. The letter is to be passed to all newcomers to the village. 3. Church Commissioners: the Clerk reported that a meeting with a representative of the local agents of the Church Commissioners, Strutt and Parker, had been arranged for Wednesday 12th July.

¹ "one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgement of the public interest"

151/17 Communications: 1. Website: Cllr Forbes is to apply for a grant available for the establishment of the Council's website in relation to the Council's compliance with the Transparency Code. 2. Transparency Code: Cllr Forbes is to confirm compliance with the Code, working with the Clerk, once the final accounts for '16-17 are approved.

152/17 Traffic, Highways and Footpaths: 1. Pavements: obstruction of the pavement across from the Old Rectory has not yet been cleared. The Clerk is to contact the Old Rectory. Cllr Forbes had cut back the offending vegetation by the War Memorial. The Chairman had cut back vegetation obscuring signage at the bridge. 2. 20 mph Zone: Cllr Brown noted that he is pursuing the matters of the signage of the 20 mph zone in the village, including a warning on the Wheatley Road approach that a 20 mph zone is ahead, and the removal of the no limit zone on Mill Street. Mr Dennis Price reported that the Traffic Group had spoken to Ivinghoe Parish Council about their use of a village speed camera, and had sounded out councils local to Islip about the potential for sharing. The camera and ancillaries would cost a total of some £5K. It was agreed that the Traffic Group should firm up its proposals, particularly with regard to sharing costs with other villages. Should Islip's share of any potential cost be reasonable, then the Council would make a grant to the Traffic Group. 3. Further structural report on the Ray Bridge: the Clerk reported that he had reminded OCC that the report is now awaited. 4. Pedestrian safety on the bridge: the Chairman reported that he had investigated the acceptability of consultants, has identified four, and is now ready to specify the scope of tenders for a consultant's report, specifying a traffic lights and a footbridge solution. Villagers are asked to report any dangerous incidents on the bridge to the Clerk – and to the police if this is warranted. It would be useful if the registration number of any vehicle involved is recorded. 5. Accident blackspot A34 slip road: the Clerk reported he had written to Council Sames of OCC asking (i) that stop signs be introduced at the junction of the Kidlington Road and the A34 slip road; (ii) that warnings of an accident blackspot be posted on the Kidlington road approaches to the junction; and (iii) that the vegetation at the approach to the junction with the slip road from the north be regularly cleared or replaced by hard standing. It had been stressed that the junction as it stands will in the end lead to a serious accident if nothing is done. It had been discovered that the Council was already considering the matter, which the Clerk is to pursue.

153/17 PC Properties: 1. Playing Field: the Chairman reminded the Council that the bark under the zip wire is already in need of attention, and that the alternative surfacing is now looking financially attractive. It was agreed to seek advice and a quotation from Mr Stewart (who constructed the playground), and if the cost warranted it, to seek three tenders in total, bringing these to the Council. Cllr Richardson reported that the safety surfacing in the playground at Dr South's School had come up to expectations; she is to let the Chairman know the type of surfacing used and the contractor's details. The Chairman reported that the deed of grant to Network Rail for pedestrian access via the playing field is proceeding. NR is to provide £1,300 for planting. 2. Burial Ground: nothing to report. 3. Allotments: Waiting list: the Clerk reported that Daisy and Kris Richards no longer seek an allotment.

154/17 Planning: 1. Planning Applications: the Clerk reported on planning applications:

Address	Application number/details	Decision
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Mr and Mrs Martin Pauling, 66, Kidlington Road	17/0951/F demolish existing, erect new single storey extension	CDC approved
Mr Jonathan Ward Builders Yard, High Street	17/00986/F replace existing with single storey dwelling house	CDC approved
Mr David Paterson, Hill House, Bridge Street	17/01293/F demolish existing stone wall, rebuild in limestone with oak gate	PC no objection

2. Strategic Planning: the Chairman reported that the executive meeting of CDC on the 19th June had approved the recommendations before it; this rules out development in and around Islip. CDC is to put on roadshows; the Clerk is to circulate the list of these. Cllr Venables reported that Mr Hugo Llewellyn is likely in due course to resubmit his planning application for the Oil Dump site, particularly in the light of probable changes to the planning status of brownfield sites. 3. Bare licences: the bare licences issued to those on Collice Street occupying (at the margin) PC land have yet to be reviewed. 4. Trees: the Chairman reported that he had contacted four contractors about a survey of the trees for which the Council is responsible (on the playing field, the Millennium Wood, the allotments, the Village Green), and the removal of a dead tree on the Village Green, Lower Street. One contractor is due shortly to carry out an informal review, after which a price will be submitted for a full survey, etc. The Chairman noted that an item for discussion with the Church Commissioners' agents 12th July is tree work. The agents will be asked whether some at least of the Council's tree work might be tied in.

155/17 Network Rail: 1. Mural proposal for equestrian bridge: Cllr Wiles has contacted NR about this; the matter is to be pursued. 2. Railings on the playing field: NR is to be asked why the fencing on the playing field is of lesser quality than that erected further along the track, and informed that the existing fencing has been breached.

156/17 Village Hall: Cllr Venables congratulated those (particularly Messrs Wale and Rippon) who had organised the village fête, which had been a great success. He reported that a grant had been obtained from Viridor towards the cost of the kitchen, and that the Village Hall finances were encouragingly buoyant. Cllr Venables is yet to pursue the matter of the car-park extension, and is to discover the whereabouts of the key to the Kidlington Road gate of the playing field.

157/17 Education: there was nothing to report.

158/17 Health: there was nothing to report.

159/17 Public Transport: there was nothing to report.

160/17 Security: the Chairman is to contact Neighbourhood Watch to try to establish some form of reporting to the Clerk, so that anything of note can be distributed to the village by means of info4islip.

161/17 Action Points: the action points arising from the June meeting were reviewed, and outstanding actions noted.

162/17 Any Other Business: 1. Overhanging Vegetation: Mr Brian Henman had reported overhanging vegetation in King's Head Lane; the Clerk is to contact the owner of the relevant property. 2. Empty Homes: the Clerk reported that CDC had asked to be informed of any homes left empty for more than six months if they had not been offered for sale or rent, or were subject to a planning application. CDC's objective is to bring any such properties back into occupation. It was agreed that should the Clerk be notified by villagers of any such properties, these might be reported to CDC.

163/17 Date of the next meeting: the Parish Council will next meet on Tuesday 12th September 2017 at 7.30pm in the Village Hall.

164/17 The Meeting Closed at 9.05 pm

MINUTES of Islip Parish Council Meeting
Islip Village Hall
Tuesday 12th September 2017 at 7.30pm

165/17 Present: Mr P Collins (Chairman), Mrs F Forbes, Ms N Richardson, Mr R Venables, Mr N Wiles, Mr M Wilkinson (Clerk).

166/17 Apologies: Mr M Brown.

167/17 Minutes: the minutes of the meeting of Tuesday 11th July 2017 were approved and signed.

168/17 Matters arising which will not be raised under subsequent agenda items: none.

169/17 District and County Council Reports: Cllr Dan Sames (OCC) reported on the Clerk's email to him of 28th June 2017, and consultations and meetings he had held with the Traffic Group; he promised the Council that he would raise the matters of the refreshment of white lines at the junction of the Kidlington Road and the A34 slip road. He noted that the introduction of stop signs at the junction had been ruled out on the grounds of the structure of the junction. He is to enquire as to the possibility of 20mph warning signs on the Wheatley Road approach to the village. He also noted that the structural report on the Ray Bridge had been for the moment misplaced, subsequent to a change in personnel at the County, but that he is to chase this up. He is next to visit the village 10th October to meet the Traffic Group at the Ray Bridge.

170/17 Changes in Members' interests and declarations of personal or prejudicial¹ interest: Cllr Richardson declared an interest in planning for Hill House, Wheatley Road.

171/17 Administrative Matters: 1. Council vacancies: the Chairman asked again whether any villager might be interested in joining the Council. The Clerk or any Councillor will be happy to discuss the operation of the Council with anyone interested.

172/17 Financial Matters: 1. Accounts 2016-17: the signed off accounts are still not to hand. 2. Financial Statements to 31.8.17: the Clerk had circulated financial statements to 31.8.17; these are to be reviewed at the next meeting of the Council.

173/17 Environment: 1. Flood Management Plan: the Chairman intends to complete the plan in time for the next meeting of the Council. 2. Dog fouling/dogs off leads: the Chairman reported that he had spoken to the owner of a dog running free on the playing field, and explained why leads are required – so that owners can easily retrieve any dog mess and deposit it in one of the several bins provided. 3. Church Commissioners: the Clerk reported that he and the Chairman had met a representative of the local agents of the Church Commissioners, Matthew Scott of Strutt and Parker, on Wednesday 12th July. Mr Scott promised that trees on Church

¹ "one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgement of the public interest"

Commissioners' land farmed by John and Megan Henman (between Jacob's Field and the weir) are to be pollarded, and that trees on the eyot are to be trimmed where there is a risk of limbs falling onto neighbouring property or into the river. The sometime impassability of the Oxfordshire Way where it now crosses the old fish farms at the bottom of North Street was raised, and is to be pursued by him. The poor maintenance of the Oxfordshire Way as it runs along by the Lynch was raised; Mr Scott promised that its proper maintenance would be a condition of the lease when the farm is re-let. The putative right of way across the Green (south-east of the Ray Bridge) was discussed. Mr Scott explained that the Commissioners are usually reluctant to grant rights of way. The Clerk emailed Mr Scott subsequently, setting out a minute of the meeting, and the following:

<http://researchbriefings.parliament.uk/ResearchBriefing/Summary/SN06026>

Establishing a right of way - Commons Library briefing ...
researchbriefings.parliament.uk

A common rights of way issue raised by constituents concerns the options available for formalising a right of way.

This note highlights a variety of relevant legal provisions and procedures and provides a summary timeline of the key legislative acts which have shaped the classifications of rights of way since 1949. The options available depend on how the path came to be of use in the first place and if it has any official classification on the Definitive Map for the area. The Definitive Map records all recognised rights of way.

The most common way that rights of way come into existence is by presumed dedication. There is a long established principle that long use by the public without challenge can constitute evidence that the landowner intended to dedicate the used route as a public right of way. Presumed dedication can take place by common law or statute law. Statute law requires a period of use of 20 years from the point the use of the path is brought into question. Common law dedication may require less time.

Overall, the rights of way officer at the relevant local authority will be the most appropriate person to contact regarding clarification of the status of any path in question as well the required procedures to make changes to the Definitive Map.

It was agreed that the Clerk is to contact Countryside Services at Oxfordshire County Council about the process. The Clerk is also to check whether any diversion of the Oxfordshire Way has formal approval.

174/17 Communications: 1. Website: Cllr Forbes is to apply for a grant available for the establishment of the Council's website in relation to the Council's compliance with the Transparency Code. It was agreed that the application should now include funds for a laptop computer.

175/17 Traffic, Highways and Footpaths: 1. Pavements: obstruction of the pavement across from the Old Rectory has not yet been cleared. The Clerk had contacted the Old Rectory, and been directed to Mrs Skinner, who still owns the relevant land. The Clerk had emailed Mrs Skinner.

2. 20mph Zone: Mr Dennis Price confirmed that the signage of the 20mph zone in the village is complete, but that there is as yet no warning on the Wheatley Road approach that a 20 mph zone is ahead; the no limit zone on Mill Street has now been removed. The electronic speed sign at the southern end of the bridge is in process of replacement. 3. Speed Gun: progress on discussions with a number of other councils was reported by the Traffic Group. Should Islip's share of any potential cost be reasonable, then the Council is to make a grant to the Traffic Group. The Chairman congratulated the group on its work. 4. Further structural report on the Ray Bridge: Cllr Dan Sames (OCC) reported that there had been personnel changes at OCC, and that the report appears at least temporarily to have been mislaid. The Traffic Group is to remind OCC that the report is now awaited. 5. Pedestrian safety on the bridge: the Clerk reported that the Council had received proposals from certain traffic consultants, but noted that traffic surveys had been mooted. The Traffic Group is to provide the Clerk with a means of accessing previous surveys. 6. Accident blackspot A34 slip road: Council Sames of OCC reported that the road configuration precluded the introduction of stop signs at the junction of the Kidlington Road and the A34 slip road. It was again stressed by Cllr Venables that the junction as it stands will in the end lead to a serious accident if nothing is done. 7. Oxfordshire Way: the Chairman reported that the headland of the field beyond the Lynch had been ploughed to the extent that the previously worn footpath of the Oxfordshire Way had been ploughed in, and the residual headland is impassable because of brambles and nettles. OCC's Countryside Services have been informed.

176/17 PC Properties: 1. Playing Field: the Chairman reminded the Council that the bark under the zip wire is already in need of attention, as now reported following the annual ROSPA review, but that any alternative surfacing would now have to wait until the new year. Cllr Richardson reported that Dr South's School had used Schoolscapes, and that the safety surfacing had proved most effective. It was agreed to seek advice and a quotation from Mr Stewart (who constructed the playground), and, if the cost warranted it, to seek three tenders in total, bringing these to the Council. It was agreed that in the meantime the Clerk should order three bags of bark. It was agreed to put up notices at the entrances to the playground and on the basketball wall warning users not to climb onto the playground equipment where it is not designed for climbing 2. Burial Ground: the Clerk reported that a villager had asked why the car park by the burial ground is not mown. The clerk had noted that the car park is, in fact, gravelled. It was agreed that the Clerk is to look into the clearance of the carpark. 3. Allotments: Waiting list: the Clerk reported Michelle Ashworth would like to join the waiting list for a Parish Council allotment. 4. Trees: the Chairman reported that he had received three tenders for a survey of the trees for which the Council is responsible (on the playing field, the Millennium Wood, the allotments, the Village Green), and the removal of a dead tree on the Village Green, Lower Street. His recommendation of one contractor on the grounds of price, quickness of response, and locality was accepted. The Council resolved to accept the tender.

177/17 Planning: 1. Planning Applications: the Clerk reported on planning applications:

Address	Application number/details	Decision
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Mr David Paterson, Hill House, Bridge Street	17/01293/F demolish existing stone wall, rebuild in limestone with oak gate	CDC approved
Mrs Louise Edwards, Japonica, Church Lane	17/00740/F first floor extension to the rear to form en-suite	CDC approved
Mr & Mrs Charles Shaw, Greengage Barn, Mill Street	17/01529/F single storey extension	No objection, neighbours' submissions to be taken into account

2. Strategic Planning: Cllr Venables reported that Cherwell District Council has extended the deadline for consultation on its partial review of the local plan, and is in the near future to carry out a full review. The Council might as part of this process support Mr Hugo Llewellyn's proposals for the Oil Dump site. Cllr Venables suggested, too, that the Council now pursue the possibility of a Neighbourhood Plan, as strongly supported by MP John Howell, at a cost previously estimated at some £20K, but which might now be expected to be reducing. Cllr Richardson strongly supported this proposal. The Clerk was instructed to contact the Neighbourhood Plan Team at Cherwell District Council to investigate.

3. Bare licences: the bare licences issued to those on Collice Street occupying (at the margin) PC land have yet to be reviewed.

178/17 Network Rail: 1. Railings on the playing field: Cllr Wiles is to ask NR why the fencing on the playing field is of lesser quality than that erected further along the track, and to inform NR that the existing fencing has been breached. 2. Network Rail access: the Clerk reported that he and the Chairman had met with Pellman's, Eynsham, to discuss the deed of grant. The Clerk is to investigate the matter as to who (Parish Council as trustees, or the National Playing Fields Association) has the authority to grant the limited access required. It was noted that Network Rail has installed the gate prior to the deed of grant's having been completed, on the basis, it is believed, of the heads of terms of the deed of grant signed off by the Chairman. 3. Mural: Cllr Wiles had raised the matter on more than one occasion, but reported that NR appears not to wish to engage on the matter.

179/17 Village Hall: 1. Kitchen: Cllr Venables reported that the kitchen refurbishment is complete. It was asked from the floor why a glasswasher had been installed rather than a dishwasher. It was explained that dishes are rinsed and then are in fact run through the glasswasher.

2. Carpark: Cllr Venables is yet to pursue the matter of the car-park extension, and is to look particularly into the matter of the areas of land the Council has agreed are to be exchanged. He is to draw up a schedule of action which might be taken up by others on the Village Hall management committee. 3. Management: the Chairman and the Clerk reported that complaints had been received subsequent to a party held in the VH on Saturday 2nd September, and that other parties in recent weeks had raised similar concerns. The Chairman noted the high noise level, and that windows and doors had been wide open. The Clerk noted that unruly behaviour by those leaving the function had also been reported. The Chairman asked Cllr Venables to remind the Village Hall management of its own rules, particularly with regard to doors and windows, and the use of the terrace rather than the Village Hall apron for smoking, etc. He also noted that the sound level of any performer can be monitored, and a

power cut-out, operated at a certain noise level, can be used to limit the amplification volume. He also asked Cllr Venables for a copy of the Village Hall hire agreement, and whether there might be some means of addressing untoward behaviour as it arose rather than after the fact. It might be possible to ask hirers to remind visitors to leave respectfully at the end of a function. Cllr Venables is to report back to the Council.

180/17 Education: there was nothing to report.

181/17 Health: there was nothing to report.

182/17 Public Transport: there was nothing to report.

183/17 Security: 1. Neighbourhood Watch: the Chairman is to contact Neighbourhood Watch to try to establish some form of reporting to the Clerk, so that anything of note can be distributed to the village by means of info4islip. 2. Trees, Kidlington Road: Cllr Venables proposed and the Council resolved to offer to buy trees to replace those destroyed by vandals on the green where the Kidlington Road leaves the village. The trees had been planted with the full agreement of Oxfordshire County Council. The Clerk was instructed to consult interested parties.

184/17 Any Other Business: 1. Overhanging Vegetation: the Clerk reported that the overhanging vegetation in King's Head Lane reported by Mr Brian Henman had reportedly been cut back, but that Mr Henman had recently enquired as to why nothing had happened. The Clerk is to contact the owner of the relevant property to report Mr Henman's request that higher level vegetation be cut back. 2. Tour of Britain: the Chairman noted that the Tour of Britain had passed successfully through the village, with impressive efficiency on the part of the police. 3. Garden Frontage competition: the Chairman offered his apologies to the Council and to the village for having overlooked his duty to arrange the best-kept garden frontage competition for 2017. He is to write to Ms Sue Bedwell to apologise, and to ask whether she is prepared to judge the competition next year.

185/17 Date of the next meeting: the Parish Council will next meet on Tuesday 10th October 2017 at 7.30pm in the Village Hall.

186/17 The Meeting Closed at 9.15 pm

MINUTES of Islip Parish Council Meeting
Islip Village Hall
Tuesday 10th October 2017 at 7.30pm

187/17 Present: Mr P Collins (Chairman), Mrs F Forbes, Ms N Richardson, Mr M Wilkinson (Clerk).

188/17 Apologies: Mr M Brown, Mr R Venables, Mr N Wiles, Cllr David Hughes (Cherwell District Council).

189/17 Minutes: the minutes of the meeting of Tuesday 12th September 2017 were approved and signed.

190/17 Matters arising which will not be raised under subsequent agenda items: none.

191/17 District and County Council Reports: the Chairman is to report on Cllr Tim Hallchurch's report at the November meeting.

192/17 Changes in Members' interests and declarations of personal or prejudicial¹ interest: none.

193/17 Administrative Matters: Council vacancies: the Chairman asked again whether any villager might be interested in joining the Council. The Council was this evening only just quorate. The Clerk or any Councillor will be happy to discuss the operation of the Council with anyone interested.

194/17 Financial Matters: 1. Accounts 2016-17: the signed off annual return and the auditors' certificate were approved and accepted unanimously by the Council. The Clerk noted that in response to a comment from him, the auditors appear to have waived the £30 charge for an amendment of the accounts. 2. Financial Statements to 31.8.17: the Clerk had prior to the previous meeting circulated financial statements to 31.8.17; receipt of these and of evidence that HMRC had been notified of the June payroll run was acknowledged.

195/17 Environment: 1. Flood Management Plan: the Chairman intends to complete the plan in time for the next meeting of the Council. 2. Dog fouling/dogs off leads: the Chairman reported that he had replenished the Council's stock of dog-bags, and had himself filled the dispenser. The Council thanked Mrs Stephenson for having looked after the dog-bags for so long after she had retired from the Council. 3. Church Commissioners: the Clerk reported that trees on Church Commissioners' land farmed by John and Megan Henman (between Jacob's Field and the weir) had been pollarded; the Clerk is to pass the Council's thanks to the local agents of the CCE. The Clerk had been in touch with Countryside Services at Oxfordshire County Council. He was now instructed to gather evidence of the putative right of way across the Green (southeast of the Ray Bridge), and

¹ "one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgement of the public interest"

to pursue this. The Clerk noted that Countryside Services has a long waiting list about such matters.

196/17 Communications: 1. Website: Cllr Forbes has now applied for a grant available for the establishment of the Council's website in relation to the Council's compliance with the Transparency Code; the grant is to include funds for a laptop computer. 2. Village Directory: Cllr Forbes is to make a recommendation at the next meeting on whether to update the Islip Directory.

197/17 Traffic, Highways and Footpaths: 1. Pavements: obstruction of the pavement across from the Old Rectory is understood to have been cleared. The Clerk is to thank Mrs Skinner, who still owns the relevant land. 2. Traffic Group: neither Mr Dennis Price nor Mrs Dee Nudds could attend the meeting. 3. Further structural report on the Ray Bridge: the Clerk is to ask OCC for a copy of the report under FoI. 4. Pedestrian safety on the bridge: the Clerk reported that he had informed the traffic consultants of the traffic surveys previously carried out. Tenders for the consultation are to be issued. 5. White Lines: the Chairman reported that the limited roadworks agreed between OCC and Network Rail appeared to have been completed. Cllr Brown is to be asked to pursue, therefore, the replenishment of the white lines in the village. 6. Accident blackspot A34 slip road: Council David Hughes (CDC) had offered to visit the site once he is back on his feet. This is to be taken up by the Clerk. 7. Oxfordshire Way: the Chairman reported that the residual headland of the field beyond the Lynch had made passable, the brambles and nettles having now been cut back – no doubt in response to the Chairman's complaint to Countryside Services. 8. Parking in North Street and outside the school: Cllr Richardson reported that parking in North Street and elsewhere in the village of contractors' vehicles is becoming problematic. Cllr Forbes reported that parking outside the school was again becoming a nuisance. The Clerk is to ask villagers to ask tradesmen to park considerately, and Cllr Forbes reported that she had asked the headmaster to remind parents to park considerately at drop-off and collection times; she noted that the option to call in the police community support officer might have to be exercised once more.

198/17 PC Properties: 1. Playing Field: the Chairman reported that he had replenished the bark under the zip wire at a cost of some £500. The Chairman has sought the advice of one possible supplier of a more permanent safety surface, who confirmed that the work is best done in spring. The Chairman is to seek advice and a quotation from Mr Stewart (who constructed the playground), and, if the cost warranted it, to seek three tenders in total, bringing these to the Council. The Clerk is to let the Chairman have the name of the supplier of the dog notices so that notices can be posted at the entrances to the playground and on the basketball wall warning users not to climb onto the playground equipment where it is not designed for climbing. It was noted that the flat roof at the Village Hall is climbed on from time to time. The Clerk is to contact the Village Hall committee. 2. Burial Ground: the Clerk reported Mr Mickey Franklin had very kindly strimmed the burial ground car park, for which the Council offered Mr Franklin its sincere thanks. The Council is to deter regrowth of the vegetation in spring. Mr Brian Henman is to be asked to cut the New Burial Ground hedge, which he has kindly arranged previously. 3. Trees: the Chairman reported that, as agreed at the previous meeting, he had accepted the tender for a survey of the trees for which the Council is responsible (on the playing field, the

Millennium Wood, the allotments, the Village Green). The tender has been received; the Chairman is now to consider what of the potential work the Council would be advised to accept, and to cost this work.

199/17 Planning: 1. Planning Applications: the Clerk reported on planning applications:

Address	Application number/details	Decision
Mr & Mrs Charles Shaw, Greengage Barn, Mill Street	17/01529/F single storey extension	CDC approved

2. Strategic Planning: the Chairman reported that there had been some recalculation of the local housing need. The Clerk had contacted the Neighbourhood Plan Team at Cherwell District Council, and had received the Protocol for Preparing Neighbourhood Plans. This is to be circulated to the Chairman and Cllrs Richardson and Venables for their views on feasibility. 3. Bare licences: the bare licences issued to those on Collice Street occupying (at the margin) PC land have yet to be reviewed.

200/17 Network Rail: 1. Railings on the playing field: Cllr Wiles was not present to report on NR's fencing on the playing field and its breach. 2. Network Rail access: the Clerk reported that Pellman's, Eynsham, are to try to ascertain whether the Parish Council as trustees, or the National Playing Fields Association has the authority to grant the limited access required.

3. Equestrian Bridge Mural: Cllr Wiles was not present to update the Council on NR's final decision.

201/17 Village Hall: Cllr Venables was not present to report. The Clerk noted that the question as to which plot of land might be exchanged with the Village Hall might be resolved by offering the PC's gravelled carpark in exchange for the VH apron which extends to the west onto the football pitch. A legal right of PC access via the metalled apron to the east of the VH and via the gravelled parking area would have to be ensured. This would allow the PC to isolate its parking should the need to do so ever arise. This is to be discussed with the VH representatives.

202/17 Education: there was nothing to report.

203/17 Health: there was nothing to report.

204/17 Public Transport: there was nothing to report.

205/17 Security: 1. Neighbourhood Watch: the Chairman is to contact Neighbourhood Watch to try to establish some form of reporting to the Clerk, so that anything of note can be distributed to the village by means of info4islip. 2. Trees, Kidlington Road: the Clerk had on behalf of the Council offered to buy trees to replace those destroyed by vandals on the green where the Kidlington Road leaves the village. The Clerk is now to offer to reimburse the cost of replacement trees.

206/17 Any Other Business: 1. Overhanging Vegetation: the Clerk is to ask Mr John Henman and Ms Megan Henman to arrange for the Church Lane hedge of the playing field to be cut back, along with the hedge at the Millennium Wood, a service for which the Council is ever grateful. 2. Overweight lorries: the Clerk reported that Ms Janet Webberley asked whether something can be done about lorries weighing in excess of the 7.5 tonne weight limit, as she has suffered damage to her property and has had to move her vehicle to allow the passage of a large vehicle. The Chairman noted that this seems to be an increasing problem. The Clerk noted that Oxfordshire County Council is the highways authority, and that apparent breaches of the weight limit should be referred to OCC using its website <https://www.oxfordshire.gov.uk/cms/content/weight-restriction-enforcement> It was noted that the 7.5 tonne limit does not apply to use of the road for access. The only way to identify illicit use, is to photograph what appear to be the offending vehicles (number plate to be visible) and report these. It was suggested that if the village gains a hand-held speed camera, then those operating it might be asked to photograph vehicles apparently exceeding the weight limit.

207/17 Date of the next meeting: the Parish Council will next meet on Tuesday 14th November 2017 at 7.30pm in the Village Hall.

208/17 The Meeting Closed at 8.45pm.

MINUTES of Islip Parish Council Meeting
Islip Village Hall
Tuesday 21st November 2017 at 7.30pm

209/17 Present: Mr M Brown, Mr P Collins (Chairman), Mrs F Forbes, Mr N Wiles, Mr M Wilkinson (Clerk).

210/17 Apologies: Ms N Richardson, Mr R Venables.

211/17 Minutes: the minutes of the meeting of Tuesday 10th October 2017 were approved and signed.

212/17 Matters arising which will not be raised under subsequent agenda items: none.

213/17 District and County Council Reports: none.

214/17 Changes in Members' interests and declarations of personal or prejudicial¹ interest: none. The Clerk noted that CDC had asked for declarations of interest from two new Councillors; he is to deliver the forms to the Councillors concerned.

215/17 Administrative Matters: 1. Council vacancies: the Chairman noted that no villager had expressed an interest in joining the Council. The Clerk or any Councillor will be happy to discuss the operation of the Council with anyone interested. 2. Dinner for Previous Chairman: the Chairman is to negotiate with the previous Chairman.

216/17 Financial Matters: 1. Financial statement 2017-18 and draft budget for 2018-19: the Clerk will distribute these to Councillors prior to the January 2018 meeting. 2. Clerk's annual bonus: the Clerk left the meeting for this item. The Chairman confirmed that the bonus is to be the budgeted amount, noting that this followed from an excellent years work by the Clerk in a great many respects, not least the crystallisation of around £900 in annual cost saving, for which the Chairman and the Council thanked the Clerk on his return to the meeting, and for which the Clerk, on his return, thanked the Council.

217/17 Environment: 1. Flood Management Plan: the Chairman reported that the plan is not yet complete. 2. Dog fouling/dogs off leads: no new complaints had been received. 3. Church Commissioners: the Clerk had passed the Council's thanks to the local agents of the Church Commissioners. The Clerk was instructed to start the process of collecting evidence on the putative right of way across the Green (south-east of the Ray Bridge), and to submit this evidence to Countryside Services. 4. Trees: The Clerk noted that CCE's local agents had confirmed that a budget is to be set for the pollarding of the eyot and for work on the trees on the site of the dutch barn in Lower Street

218/17 Communications: 1. Website: Cllr Forbes had succeeded in gaining a grant of £810 for the establishment of the Council's website in relation to the Council's compliance

¹ "one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgement of the public interest"

with the Transparency Code; the grant includes funds for a laptop computer, a scanner/printer, and the annual cost of maintaining a website. The Council roundly congratulated Cllr Forbes.

2. Village Directory: Cllr Forbes recommended that the current Islip Directory be updated and posted on the website in downloadable and printable format. Villagers without the internet might apply to the Clerk for a printed copy, of which a limited number only will be available. This was approved by the Council.

219/17 Traffic, Highways and Footpaths: 1. Pavements: Dr East had asked the Council to consider paving the footpath on the verge between the Kidlington Road, as it leaves the village, and the New Burial Ground. The Clerk noted that when this had been raised with OCC in the past, OCC would not pay, and the cost had been prohibitive (of the order some years ago of £40,000). Cllr Wiles raised the possibility of an approach to the Church Commissioners to lay a path inside the hedge along the current footpath. The Clerk was instructed to contact OCC and the Church Commissioners. 2. Traffic Group: the Group asked that the Council meet half the cost of the proposed electronic 20 mph sign at the southern approach to the bridge. The contribution of some £1K was approved by the Council. The Clerk is to inform OCC. The Group had met OCC's new officer in charge of traffic works, Mr M Wasley. He had visited the village, and hoped to provide from the new year's budget improved signage on the southern approach to the bridge; 20 mph roundels on the bridge; refreshment of white lines; and new cat's eyes. In response to a suggestion from the floor, the Group will propose roundels elsewhere in the village. The Group asked that a light be put on the bridge as two vehicles approaching the bridge from different directions at night dazzled each other and led, almost, to a serious accident to pedestrians. The Clerk noted that when, relatively recently, the Council had enquired about streetlights on an unlit part of North Street, OCC had named a prohibitive price. It was noted that a streetlight light might not have helped in the current case, given that the arc of the bridge must lead to such dazzlement. The Group noted that this reinforces the argument for a safe crossing of the bridge to be established. The Chairman noted that a traffic consultant is shortly to be appointed by the Council to look into the matter. The Traffic Group is to firm up its proposals for the speed camera. 3. Further structural report on the Ray Bridge: In response to a question from the floor, it was noted that the latest engineer[Skanska]'s report on the structure of the bridge had been obtained under FoI: there appears to be insufficient concern about the structure to lead to the bridge's immediate closure. However, the Council is to contact the OCC engineers to discover what action is to be taken in the light of the report and its recommendations. 4. Pedestrian safety on the bridge: the Chairman Clerk reported that tenders for the consultation have been received, and that a contractor is to be selected. 5. Accident blackspot A34 slip road: the Clerk reported that Mrs Venables wished to congratulate the Council on its success in improving the junction of the Kidlington Road and the A34 slip road. The Clerk had noted that OCC had said, on being contacted, that the matter was already in hand. It was noted that the work had been carried out not by OCC but by Highways England, whose responsibility the junction is. 6. Oxfordshire Way: the Chairman noted that he had reported to Countryside Services the electrocution of his dog by an unmarked electric fence in the approach to Sparsey Bridge; the dog survived, shocked. 7. Fingerpost, The Walk: Cllr Brown confirmed, in response to a question, that the fingerpost at the bottom of The Walk is to be repaired.

220/17 PC Properties: 1. Playing Field: the Chairman has yet to seek advice and a quotation from Mr Stewart (who constructed the playground), about a safety surface under the zip wire. The Chairman is, however, in the process of obtaining a quote from the company that recently provided the surface for the school playground. Notices have yet to be commissioned warning users not to climb onto the playground equipment where it is not designed for climbing. The Clerk had contacted the Village Hall committee about children climbing on the Village Hall roof. 2. Burial Ground: the Clerk reported that Mrs Johanna Stephenson had kindly agreed to look after the administration of interments in the New Burial Ground, for which the Council gave her a unanimous vote of thanks. 3. Trees: the Chairman reported that he is to review the tree survey with the Clerk to identify which trees belong to the Council, and then to consider what of the potential work the Council would be advised to accept, and to cost this work. 4. Trees, Kidlington Road: the Clerk had been informed that OCC had insisted that the replacement trees be insured for public liability by those in direct contact with OCC. The Clerk noted that the trees, if purchased by the Council, became the property of the Council,

and that the Council might suggest to OCC that they be adopted by OCC; if not, the Clerk might confirm with the Council's insurers that its PL policy would cover the trees.

221/17 Planning: 1. Planning Applications: Cllr Wiles noted, and the Clerk confirmed, that there no notice of applications or approvals had been received. 2. Neighbourhood Plan: Cllr Richardson is to bring her views on the matter to the next meeting. 3. Bare licences: the bare licences issued to those on Collice Street occupying (at the margin) PC land have yet to be reviewed.

222/17 Network Rail: 1. Railings on the playing field: Cllr Wiles reported that he is to contact on NR's fencing on the playing field and its breach. 2. Network Rail access: the Clerk reported that Pellman's, Eynsham, had arranged for the Clerk to discuss the deeds held by Royds Withy King. He had discovered that those deeds retrieved from the strong room do not include the deeds to the playing fields, which are expected to number five or six conveyances, one of which was preceded by a compulsory purchase order. The Clerk had contacted Mr Richard Gilman (quondam Chairman of the Council), who had suggested a different line of attack; this is to be followed up. 3. Equestrian Bridge Mural: Cllr Wiles is to ask NR for a final decision on the proposed mural.

223/17 Village Hall: Cllr Venables was not present to report. It was noted that the Village Hall bookings officer, Ms Rafaella Zero, had been very accommodating on the Council's having to postpone its November meeting.

224/17 Education: there was nothing to report.

225/17 Health: there was nothing to report.

226/17 Public Transport: there was nothing to report.

227/17 Security: 1. Neighbourhood Watch: the Clerk reported that Mrs Bridget Tuffrey had told him that recruitment to Neighbourhood Watch, and communication between representatives of NW was proving difficult. It was agreed that villagers be made aware that they can report crime, etc, direct to Thames Valley Police phone number 101 [999 in emergency]. It might be useful to relay any such report to the Clerk for dissemination throughout the village if appropriate by means of info4islip.

228/17 Any Other Business: 1. Overhanging Vegetation: the Clerk is to remind the Council's request to the owner of a property in the village to cut back the residual overhanging vegetation, pointing out the fallback position of informing OCC; the Clerk noted that though this is something the Council is always reluctant to do, it had been obliged to act in the past. 2. Planting on the playing field: Cllr Wiles is to pursue payment of the Network Rail support for hedge planting.

229/17 Date of the next meeting: the Parish Council will next meet on Tuesday 9th January 2018 at 7.30pm in the Village Hall.

230/17 The Meeting Closed at 9.15pm.

MINUTES of Islip Parish Council Meeting
Islip Village Hall
Tuesday 10th January 2017 at 7.30pm

9/17 Present: Mr P Collins (Chairman), Mrs D Nudds, Mrs F Forbes, Mr R Venables, Mr M Wilkinson (Clerk)

10/17 Apologies: Mr N Wiles

11/17 Minutes: The minutes of the meeting of 8th November 2016 and 4th January 2017 were approved and signed.

12/17 Matters arising which will not be raised under subsequent agenda items: None.

13/17 District and County Council Reports: Cllr Hallchurch was not present to report.

14/17 Changes in Members' interests and declarations of personal or prejudicial¹ interest: None.

15/17 Administrative Matters: 1. Co-option: the Chairman reminded the meeting that there are two vacancies on the Council, and reported that he is following up some promising leads.

16/17 Financial Matters: 1. Financial report '16-17 and budget '17-18: the Clerk had circulated to Councillors a forecast for the current financial year '16-17, and a draft budget on an existing commitments basis for 2017-18. The forecast was accepted. The Council discussed the draft budget, and made amendments to include expenditure on the 20 mph zone, and on the probable need once again to replenish the bark in the play area. The amended budget was then approved, and the precept set.

17/17 Environment: 1. Flood Management Plan: the Chairman confirmed that the plan has not yet been finalised, but that he expects to complete it shortly. 2. Dog Fouling/Dogs off Leads: no fresh complaints had been received by the Council. 3. Church Commissioners: Cllr Venables reported that the Church Commissioners had offered a date for a meeting which he was unable to accept; he will inform the Council when an alternative date has been set. He noted that the CC had made a submission to the National Infrastructure Report which is not yet available to the public. The Chairman noted that the Railway Consortium had previously raised the possibility that ex-Church Commissioners' land to the north-east of the old level crossing might be entrusted to the village as an orchard, as part of the potential settlement between the Railway Consortium and Church Commissioners, because Network Rail is not permitted to end up owning land following the line upgrade. Cllr Venables is to raise this at the meeting with the CC.

18/17 Communications: 1. Website: Cllr Forbes advised that the website is now set up, but that refinements is still needed, and the Council's section has yet to be populated. The Chairman congratulated her on the progress made. The Council will be notified when the site is ready to go live.

19/17 Traffic, Highways and Footpaths: 1. Bollards/White Lines/Potholes: Cllr Nudds reported that the white lines in the village would now be refreshed by OCC using 2017-18 funds. 2. Traffic Report: Mr Dennis Price spoke for the Traffic Group, noting that the broken cat's eyes south of the bridge are to be replaced by larger cat's eyes. 3. Play area: the Chairman reported

¹ "one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgement of the public interest"

that repair of the hobby horse is still outstanding. 4. Incident reports: it was noted that overweight vehicles and incidents arising from traffic on the Ray Bridge and elsewhere in the village can be recorded by email to isliptrafficincidents@gmail.com. Suspected overweight vehicles can also be reported using the Oxford Trading Standards website. The Chairman reported that there had been another near miss at the bottom of King's Head Lane. Villagers are advised to take extreme care in approaching the junction from the direction of Mill Street. 4. Structural Report: the Council is still awaiting a copy of the OCC engineer's structural report on the Ray Bridge. The Council is now to write to OCC, noting that a copy of the report has still not been forthcoming, and requesting a copy under the Freedom of Information Act. Cllr Nudds noted that OCC is to improve the signs warning of pedestrian use of the bridge, and the white line designating the edge of the road to be observed should pedestrians be crossing. She also reported that the streetlight to the north of the bridge is partly obscured by vegetation; the Council is to look into this.

20/17 PC Properties: 1. Playing Field: nothing to report. 2. Burial Ground: nothing to report.

21/17 Planning: 1. Planning Applications: in Cllr Wiles's absence, the Clerk advised on the recent applications received and circulated ahead of the meeting:

Address	Application number/details	Decision
The Grange, Mill Street	16/02466/F Mrs Ann Conibear: removal of existing side extension and replacement on existing footprint.	No objection; neighbour comment to be taken into account

2. Strategic Planning: the Chairman reported that subsequent to the extraordinary meeting of the Council 4th January, the Council had formally submitted its views to CDC on the proposed revision of CDC's Local Plan Part 1. In summary, the village does not support any of the Church Commissioners' proposals, but continues to support (as it has to date) the development of the Oil Dump site - limited to 35 market dwellings, 15 affordable homes, and a care home/sheltered housing of some 50 units. The Council thanked villagers for their attendance at the 4th January meeting, and for their contributions. Cllr Venables proposed that the Council's submission and that of Newcore (the owner of the Oil Dump site) should be made available to villagers by publication on the Islip PC website once this is functioning; this was agreed. Cllr Venables also proposed that an historical timeline of the village's activity respect of the site be published, along with the prospective timeline for the CDC Local Plan revision process; this was agreed. Cllr Venables noted that some of the sites proposed for Kidlington would take 10,000 homes, so whether Islip's proposals gain traction is a matter for speculation.

22/17 Evergreen 3/Network Rail: 1. Road damage: it was reported that the post-work survey of the roads has been carried out. It was agreed that the Council should write to ask for copies of this and the pre-work survey, pointing out that if these are not received in good time, an application for them will be made under the Freedom of Information Act. 2. Community investment projects: It was noted that the rail consortium had now been dissolved; it was agreed that Network Rail be contacted about the need to access to the sound barriers along the western edge of the playing field, and any quid pro quo which might be agreed.

23/17 Village Hall: 1. Update: Cllr Venables reported that the Village Hall is undergoing refurbishment, including tidying up the main entrance, and replacing the toilets by the front door. In response to a question from the floor, he confirmed that the Village Hall is in discussion with Mr Justin Stead about the need to bring the kitchen up to proper health and safety standards. He confirmed that the exchange, previously agreed, of Council land with

that of the Village Hall would shortly be instigated. 2. Car Parking: it was noted from the floor that the Railway Consortium representative had said that Nat Rail's staff were afforded time off to allow them to carry out works (such as the school playground earthworks) using Nat Rail equipment. Cllr Venables is to consider this in relation to the Village Hall extension of the car park to the south of the existing overflow car park.

24/17 Education: the Chairman noted that Dr South's School is still looking for a paid school crossing person. If any reading this are interested, or knows of someone who might be interested, then they are asked to contact Dr South's.

25/17 Public Transport: the Chairman reported that Chiltern Railways' commuter service (now involving a journey first into Oxford Parkway in the morning), had been improved by the introduction of a similar detour in the evening, which should guarantee an evening journey returning from Marylebone to Islip of an hour and twenty minutes. The possibility is being examined that CR is in breach of a statutory obligation to provide certain services to Islip.

26/17 Health: the Clerk reported that when he was the Council's portfolio holder for health, he was approached by Ms Sally McQuillan, the co-ordinator for the parishes/Islip Medical Centre matters. She asked that the Council promote a Good Neighbour Scheme. The Clerk set out what appeared to be the advantages of such a scheme, and suggested that the PC recommend the scheme to the village via info4islip and the Parish Magazine, giving contact details for the Clerk and for Ms McQuillan This was agreed by the Council.

27/17 Security: Cllr Venables congratulated the Chairman on his prompt action at the time of being informed of a scam actually taking place in the village. OCC Trading standards officers, to whom thanks are also due, were informed, and attended the scene immediately, defeating the objective of the scammer.

28/17 AOB: 1. Outstanding invoices: the Clerk reported that two invoices issued in 2016 by the Council are to be followed up. 2. Footpath: it was noted from the floor that signs prohibiting access to the village green (the water meadow to the south of the bridge) had been erected at both ends of the green. It was reported from the floor that the track had been used as a footpath by one villager at least for some 35 years. It was suggested, too, that an historical drovers' track followed the river, and that it had long ago been used as a footpath for the burial of Noke's dead in Islip churchyard. The Council is to look into this matter.

29/17 Date of the next meeting of the Parish Council will be held on Tuesday 14th February 2017 at 7.30pm in the Village Hall.

30/17 The Meeting Closed at 9.00pm

MINUTES of Islip Parish Council Meeting
Islip Village Hall
Tuesday 14th February 2017 at 7.30pm

31/17 Present: Mr P Collins (Chairman), Mrs F Forbes, Mrs D Nudds, Mr N Wiles, Mr M Wilkinson (Clerk)

32/17 Apologies: Mr R Venables

33/17 Minutes: the minutes of the meeting of 10th January 2017 were approved and signed.

34/17 Matters arising which will not be raised under subsequent agenda items: none.

35/17 District and County Council Reports: Cllr Hallchurch was not present to report.

36/17 Changes in Members' interests and declarations of personal or prejudicial¹ interest: none.

37/17 Administrative Matters: 1. Co-option: the Chairman confirmed that there are still two vacancies on the Council, and reported that he continues to follow up several possibilities. Council portfolios will be redistributed once the Council has a full complement of councillors.

2. Risk Register: it was resolved to consider the Risk Register at the next meeting of the Council. 3. Standing Orders: it was resolved that the Clerk should edit the NALC draft Standing Orders to suit the Council's operating procedures, and submit the edited version to the Chairman for recommendation to the next meeting of the Council.

38/17 Financial Matters: 1. Training: the Chairman reminded the Council that he and the Clerk are to attend a training session on the 15th February. A brief report will be made at the next meeting. 2. Financial Regulations: it was resolved that the Clerk should edit the NALC draft Financial Regulations to suit the Council's operating procedures, and submit the edited version to the Chairman for recommendation to the next meeting of the Council.

39/17 Environment: 1. Flood Management Plan: the Chairman confirmed that the plan has not yet been finalised, but that he expects to complete it shortly. 2. Dog Fouling/Dogs off Leads: the Clerk reported that complaints had been received about dog fouling at the Mill Street end of the Millennium Walk, and by the equestrian bridge. The Council agreed that the Clerk should point out to those dog-owners who may not have noticed them, that there are dog bins at the foot of the equestrian bridge, and at both the Mill Street and the Bridge Street ends of the Millennium Walk: these bins are red, are marked to show their purpose, and are evidently visible to most, but (pitifully) not to all dog owners. If anyone knows of those who need help in finding the dog bins, please inform the Clerk. 3. Church

¹ "one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgement of the public interest"

Commissioners: Cllr Venables reported, via the Chairman, that the Church Commissioners are to meet representatives of the Council on 3rd March.

40/17 Communications: 1. Website: Cllr Forbes advised that the website is now operational. The Chairman congratulated her on the progress made. Cllr Forbes offered a vote of thanks to Mr Chris Rippon, who created the website for the Council. 2. Info4islip: it was resolved that Cllr Forbes should operate the info4islip website.

41/17 Traffic, Highways and Footpaths: 1. Bollards/White Lines/Potholes: Cllr Nudds reported that the white lines in the village would be refreshed by OCC using, in fact, 2016-17 funds. OCC had reported that the salt bin by the Village Hall has been filled, and that a bin can be installed on the Wheatley Road at a cost to the village of £250; Cllr Nudds noted that OCC considers the Wheatley Road sufficiently important to warrant OCC salting. The broken speeding sign is to be considered for possible repair by OCC; Cllr Nudds noted that the speed limit would have to be changed to 20mph once the speed limit is lowered. 2. Traffic Report: Mr Dennis Price spoke for the Traffic Group, noting that the broken cat's eyes south of the bridge are to be replaced by larger cat's eyes, that the white line on the bridge is to be strengthened, and the signs warning of pedestrians on the bridge are to be made more prominent. 3. Footpaths: prior historical use of the footpath along the river running by the Village Green (the water meadow to the south-east of the Ray Bridge) was reported. The Council is to investigate further the matter of the adoption of the path as a footpath.

4. Structural Report on the Ray Bridge: the Chairman reported that the Council's request under the Freedom of Information Act had resulted in the issue of a copy of the OCC engineer's structural report on the Ray Bridge. He noted that the engineer had recommended both certain works and a further report on the capacity of the bridge. It was resolved that the Chairman should draft for the Clerk a letter to OCC asking

- that the further report be prepared as a matter of urgency;
- for clarification on the matter of the weight limit for the bridge;
- the meaning of local access and any waiver of the weight limit in force for such local access.

42/17 PC Properties: 1. Playing Field: nothing to report. 2. Burial Ground: the Clerk reported that Mrs Johanna Stephenson had kindly briefed him on the operation of the New Burial Ground, and had agreed to liaise between the Council and the Burial Ground Committee on the matter, for example, of fees. The Council thanked Mrs Stephenson for this.

43/17 Planning: 1. Planning Applications: Cllr Wiles's reported that no applications had been received since the last meeting. 2. Strategic Planning: Cllr Venables was not present to report, but the Chairman noted that Cllr Venables would feed back at the next meeting information about proposals for the local government restructuring of the county.

44/17 Evergreen 3/Network Rail: 1. Road damage rail consortium: the Chairman reported that he had not yet asked OCC for copies of the pre-work and the post-work surveys of the roads. He is to draft a letter for the Clerk to send, pointing out that if these are not received in good time, an application for them will be made under the Freedom of

Information Act. Cllr Wiles noted that the resurfacing of the equestrian bridge was to have been carried out in November 2016: he is to follow this up. 2. Community investment projects: the Chairman noted that subsequent to the dissolution of the rail consortium, Network Rail has stated that it has no money for community projects. Network Rail had offered hedging plants in exchange for access to the sound barriers along the western edge of the playing field. It was noted from the floor that the time limits proposed by Network Rail for planting are not conducive to the survival of any planting. It was noted too, from the floor, that Network Rail had contributed to Council funds in respect of previous access, but that the current proposal would grant unlimited and unconditional and vehicular access without any such contribution. It was resolved that Network Rail be asked how its alternative proposal (to insert a gate into the Kidlington Road railway bridge) might be carried out. It was resolved that the Chairman is to draft a letter for the Clerk to send to Network Rail.

45/17 Village Hall: 1. Update: Cllr Venables was not present to report, but via the Chairman reported that he hopes soon to set in motion the exchange of land and the preparation of the new overflow carpark by the Village Hall.

46/17 Education: there was nothing to report.

47/17 Health: the Clerk reported that the Good Neighbour Scheme had been recommended to the village via info4islip, giving contact details for the Clerk on the understanding that expressions of interest would be shared with Ms McQuillan, who would be pleased to discuss the scheme with interested parties. There had been an encouraging level of response; a preliminary meeting with those interested is to be arranged.

48/17 Public Transport: there was nothing to report.

49/17 Security: there was nothing to report.

50/17 AOB: 1. The Ray Bridge: the Chairman proposed that the Council consider at its next meeting the commission (with the prior approval of OCC) of a consultant's report on potential solutions to the problem of pedestrian safety on the bridge. The objective would be positively to engage OCC in the process, and to propose practicable possible solutions together with estimated costs. These potential solutions and their costs might then be presented to OCC. The village would then be consulted on any solution favoured by OCC, any putative village contribution to its cost, and the means of meeting any such costs. It was noted from the floor that the Council had in the past made significant financial contributions to improvements in road safety in the village. 2. Spoil heap Mill Lane: The question of the spoil heap on Mill Lane to the north of the railway was raised. The spoil is from the excavation by Nat Rail of a flood alleviation pit. The spoil is being treated by Nat Rail as contaminated, as it is understood to contain animal remains. [When representatives of the Parish Council met representatives of the Church Commissioners 3rd March, this matter was raised, and the CC have since confirmed that the spoil is to be disposed of with immediate effect.]

51/17 Date of the next meeting of the Parish Council will be held on Tuesday 14th March
2017 at
7.30pm in the Village Hall.

52/17 The Meeting Closed at 8.30pm

MINUTES of Islip Parish Council Meeting
Islip Village Hall
Tuesday 14th March 2017 at 7.30pm

53/17 Present: Mr P Collins (Chairman), Mrs F Forbes, Mrs D Nudds, Mr R Venables, Mr M Wilkinson (Clerk)

54/17 Apologies: Cllr N Wiles was unable to attend as Mrs Wiles yesterday gave birth. The Council congratulated the family on the new arrival.

55/17 Minutes: the minutes of the meeting of 14th February 2017 were approved and signed.

56/17 Matters arising which will not be raised under subsequent agenda items: none.

57/17 District and County Council Reports: Cllr Hallchurch was not present to report.

58/17 Changes in Members' interests and declarations of personal or prejudicial¹ interest: Cllr Nudds declared an interest in an item on the allotments, as Mr Nudds is an allotmentholder. Cllrs Nudds and Venables declared an interest in the item minuted at 63/17 – 5.

59/17 Administrative Matters: 1. Co-option: the Chairman confirmed that a potential councillor was present at the meeting, and should he wish to stand, would be proposed as a co-optee under any other business. This leaves a single vacancy. Council portfolios will be fully redistributed once the Council has a full complement of councillors. 2. Risk Register: it was resolved that the Risk Register be approved in its current form. 3. Standing Orders: it was resolved that the edited version of the NALC draft Standing Orders be approved.

60/17 Financial Matters: 1. Training: the Chairman reported that he and the Clerk had attended a training session on financial probity on the 15th February, and would attend a further session 15th March covering the duties and powers of parish councils. 2. Financial Regulations: it was resolved that the edited version of the NALC draft Financial Regulations be approved.

3. Grass-cutting contract: the Clerk reported that Green Scythe, the current contractors, had offered two years (2017 and 2018) at the current rates. It was resolved to .

61/17 Environment: 1. Flood Management Plan: the Chairman confirmed that the plan has not yet been finalised. 2. Dog Fouling/Dogs off Leads: the Clerk reported that a complaint had been received about dogs being exercised off the lead on the playing field. It was resolved that the Chairman should in future write to all newcomers to the village known to be dog-owners to inform them of the rule that dogs must be kept on the lead in the streets and on the playing field, and that owners must clear up after their dogs. 3. Church Commissioners: see minute 65/17 – 2, below.

62/17 Communications: 1. Website: Cllr Forbes confirmed that the website has been updated to include certain Council items, but still needs some tidying up. 2. Info4islip: Cllr Forbes suggested, and it was resolved by the Council, that the Clerk, as the proper keeper of the Council's correspondence, should operate the info4islip website, given its close connection with Council correspondence.

63/17 Traffic, Highways and Footpaths: 1. Bollards/White Lines/Potholes: Cllr Nudds reported that the white lines in the village would be refreshed as far as possible by OCC, but that costing had changed, and funds might not stretch as far as previously hoped. 2. Footpaths:

¹ "one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgement of the public interest"

the Clerk reported that recognition of established but undocumented footpaths appeared possible.

It was resolved that the Clerk contact Mr Mike Clarke about other users of the footpath across the Village Green (the water meadow to the south-east of the Ray Bridge), but that no further action be taken until the matter is discussed with the local land agents of the Church Commissioners. It was reported from the floor that a section of the Aides Footpath by

The Pound is dangerous. It was resolved that the Chairman should look into this. 3. Structural Report on the Ray Bridge: the Chairman reported that the Oxfordshire County Council [OCC] engineers have reported that there is no imminent threat of collapse of the bridge; that the bridge is to be re-examined when water levels permit; that it is possible but not definite that a weight limit might be placed on the bridge. The Council is to be informed of progress. 4. Pedestrian safety on the bridge: the Council had written to OCC proposing the use of a mutually acceptable consultant to put forward putative solutions to the question of pedestrian safety on the bridge. In response, contact details were provided for the appropriate officer, Mr Kirkwood. It was resolved to contact Mr Kirkwood to discuss the matter. 5. Unadopted road: Cllrs Nudds and Venables declared an interest in this item, but were not asked to withdraw from the meeting, as this would have made the Council inquorate. Cllr Nudds reported that OCC refused to accept responsibility for the repair of the unadopted road at the junction of Collice Street and Bridge Street. It was noted that the ownership of the land (and so any responsibility towards those crossing it) is currently likely to lie with the owners of the land surrounding the unadopted road. It was resolved that interested parties should ascertain responsibility for the upkeep of the road, whether the owners are in a position to fund and/or to agree to and/or to authorise repair (or whether OCC must be consulted), and how much repair might cost. It was noted that OCC are shortly to inspect the road. Cllr Nudds reported that an OCC officer had once previously suggested that if the road were to be brought up to OCC standard, then there was a possibility that it would be adopted. It is not certain that this offer still stands. If interested parties agree to the repair of the road but cannot raise all of the necessary funds, then the Council, if approached, would consider an application for a contribution to the cost as it would any application for funds.

64/17 PC Properties: 1. Playing Field: the Chairman reported that one of the playground items is now unsafe. It was resolved that the Chairman is to look into the problem, and that Mr Stewart (who constructed the playground) is to be contacted by the Chairman as a matter of urgency. 2. Burial Ground: nothing to report. 3. Allotments: Cllr Nudds explained that the Council allotments are overrun with rabbits, and that allotment holders would like the numbers to be brought down. Cllr Nudds then withdrew from the meeting. The Council dismissed the possibility of having the rabbits shot, as too hazardous. It was resolved to ask the allotment holders to look into the use of ferrets and nets. The Clerk reported that he had received expressions of interest in joining any waiting list to take up an allotment. It was resolved that the Clerk is to meet Mrs Bridget Tuffrey, who manages the allotments, to discover how their management operates, and to negotiate the publication of any waiting list.

65/17 Planning: 1. Planning Applications: in Cllr Wiles's absence, the Clerk reported that no objections had been raised to applications received since the previous meeting. These are tabled as follows:

Address	Application number/details	Decision
The Grange, Mill Street	16/02466/F Mrs Ann Conibear: removal of existing side extension and replacement on existing footprint.	Approved by CDC

Address	Application number/details	Decision
The Old Rectory	17/00282/LB Mr and Mrs P Gray: re-roofing, solar panels, repair guttering, windows, etc	No objection; neighbour comment to be taken into account
Appleyard, Mill Street	17/00186/F Mr and Mrs Calum Miller: replace single storey with two storey extension; ancillary works	No objection; neighbour comment to be taken into account

2. Strategic Planning: Cllr Venables reported that the Church Commissioners [CC] had met with representatives of the Council (the Chairman, Cllr Venables, and the Clerk) on 3rd March, at which meeting various housekeeping matters were discussed, and valuable contact details provided for the resolution of local matters. However, the CC had then revealed a submission made to the National Infrastructure Commission [NIC] copied to Cherwell District Council [CDC]. [This is summarised as an annex to the minutes, and will be made available in full on the Council's website at <http://www.islip.org.uk>.] The village had been alerted to the proposals by means of info4islip.

Cllr Venables offered his opinion that the greater Islip proposals (that the village be expanded by 1,700 homes over the next thirty to forty years) was a speculative exercise on the part of the CC, and noted that this had been tentatively broached to the PC some months previously.

However, CDC, as the planning authority, envisions under its current policies no expansion of Islip (or other small villages in the District), and that the District's Green Belt is currently sacrosanct. If the CC had not disclosed unprompted its correspondence, then there would have been no possibility of a village response before CDC's publication of submissions later in the year. However, now that the village is aware of the greater Islip proposal, the Council resolved to act on a suggestion from the floor that the Council approach CDC to enquire as to how now best to object to the latest CC proposals.

Cllr Venables noted that CDC is expected to respond to the submissions made under the call for sites some time between April and June; at this point, the Council will be in a position to make a full response. There will then be a public inquiry, to which the Council will be able to make a submission, and finally the inspector will decide how CDC may proceed.

In the meantime, representatives of the Council are to meet CDC's strategic planning officer with the owner of the Oil Dump site on the 24th March.

66/17 Evergreen 3/Network Rail: 1. Road damage: the Chairman had drafted a letter which the Clerk had sent. This asked OCC for copies of the pre-work and the post-work surveys of the roads, pointing out that if these were not received in good time, an application for them would be made under the Freedom of Information Act. In response to the letter, Cllr Rodney Rose (OCC) has informed the Council that Mr Richard Warren, OCC Strategic Manager, is to meet with Network Rail [NR] on 16th March 2017, and to let the Council know of the outcome.

2. Community investment projects: the Chairman noted that Network Rail has asked for pedestrian access only to the sound barriers along the western edge of the playing field, by means of a gate to be cut into the fence. It was resolved that permission be granted, and that that NR be asked to postpone its delivery of hedging plants until late 2017.

67/17 Village Hall: 1. Update: Cllr Venables reported that the Village Fête is to be held on the 8th July 2017. The Village Hall is to look into a reported malfunction of the audio-visual

system. The Chairman reported that he had discovered young persons from the village on the flat roof of the Hall, and that parents might be advised to warn their children that flat roofs on the Village Hall and elsewhere might not support their weight. In response to a question, Cllr Venables noted that users of the Hall could use the Hall's licence to sell alcoholic drinks on the premises.

68/17 Education: there was nothing to report.

69/17 Health: Cllr Forbes reported that she is to attend as an observer the meeting arranged by Ms McQuillan about the Good Neighbour Scheme.

70/17 Public Transport: there was nothing to report.

71/17 Security: a burglary had taken place in the village, and was reported. The Clerk confirmed that he had not been made aware of the matter, and had not been in a position to warn villagers.

72/17 Any Other Business: 1. Bereavement: the Council offered its condolences to Mr Brian Nash and family on the death of Mrs Janet Nash. The Council recognised with gratitude the service that Mr and Mrs Nash had for a long time rendered the village and the Council, in maintaining the village noticeboards, and was grateful to hear that Mr Nash hopes to continue in the work. 2. Access to rear of Hill House, Bridge Street: the Clerk reported that the new owners of Hill House had asked for access to the rear of the premises in order to clear the garden and house. It was resolved that the Clerk should meet the new owners, and discover what exactly was required. It was noted that vehicular access to the allotments is currently restricted to allotment-holders and to the houses in Bridge Street which front onto the allotments, and to which there is no other means of access. It was also resolved to review the bare licences issued to those on Collice Street occupying (at the margin) PC land. 3. Co-optation of Councillor: the Chairman introduced Mr Michael Brown, who was prepared to be co-opted as a councillor. The Chairman proposed and Cllr Venables seconded the motion to co-opt Mr Brown, which was passed unanimously. Cllr Brown was invited to join the Council, and did so. It was resolved that the Chairman and the Clerk should carry out an interim review of portfolios. 3. Red Lion: it was reported that the current tenant of the Red Lion is to leave the pub 20th March 2017. It was resolved that Cllr Venables should contact Punch taverns (understood still to be the owners of the pub) to discover its future.

73/17 Date of the next meeting: the Parish Council will next meet on Tuesday 11th April 2017 at 7.30pm in the Village Hall.

74/17 The Meeting Closed at 9.00pm

Annex: summary of Church Commissioners' proposals/submissions under two recent Government and Local Authority studies...

firstly, in response to Cherwell District Council's call for responses to the Local Plan Part 1 Partial Review (to provide sites for Oxford's unmet housing need), and secondly in respect of the National Infrastructure Commission proposal which is considering the potential for growth along the Oxford to Cambridge arc. The proposals are to build in the long term (30 to 40 years)

- Option C: the three sites previously proposed by the CC (a smaller development of 200 houses);

- Option B: a larger development of 800 homes plus the first 200 - a total of 1,000 houses;
- Option A: further building of 700 units - which together with the first 200 and the second 800 would amount to a total of some 1,700 units. [Under this masterplan for 1,700 houses, there would be appropriate infrastructural enhancement, and an associated bypass to alleviate traffic in the village.]

More detail is provided below, but villagers are asked to bear in mind that at this stage all that has happened is that the Church Commissioners have made a more or less speculative proposal for development of Church Commissioners' Land – land which consists entirely of greenfield sites in the Green Belt. There will be many opportunities to hear more detail, make representations and to marshal an appropriate response during the planning process. Detail of the Church Commissioners Proposals for Islip:

Using the text, largely, of the CC's own documents, here is a summary of the CC proposals.

Option A

This concept sketch shows a 'holistic vision' for Islip over the next 30 – 40 years. It includes: infrastructure in the form of

- a new link road around Islip;
- a potential new school, community facilities and shops; □ a significant amount of new homes and jobs.

It includes

- the former oil depot ;
- a new link road from the B4027 Bletchington Road north of the existing village, to cross the Kidlington Road at Mill Lane, to cross the River Ray just before the weir, and to meet the Wheatley Road to the south of the village – thus alleviating current vehicular traffic through the village;
- potential area of commercial floorspace adjacent to the A34 - an area of approximately 6 hectares;
- maximised growth scenario of approximately 1,700 dwellings to both the north and south of

Islip.

Option A includes the lesser proposals sketched out below, B and C.

Option B

Option B is confined to an area north of the railway line towards the A34 (7 o'clock to 12 o'clock on the village clock face) - potential for approximately 1,000 new homes based on 30 dwellings per hectare.

Option B includes the lesser proposal below, option C.

Option C

Option C is again confined to an area north of the railway line towards the A34 (7 o'clock to 12 o'clock), but which does not extend as far into virgin territory as option B - potential for approximately 200 new homes, based on 30 dwellings per hectare.

Both the Parish Council and the Church Commissioners' submissions will shortly be made available on the village website www.islip.org.uk

