Clerk Report November 2026

Meeting of Islip Parish Council, Tuesday 10th November 2026, 7.30pm, Islip Village Hall

AGENDA ITEMS

1. APOLOGIES

Apologies have been received from Cllr Price, Chair. Cllr Smith will chair the meeting.

2. PUBLIC PARTICIPATION

We are hoping that representatives of the Village Shop, and others with an interest in item 15, will attend and speak. Their views will help the Council before a single written proposal is prepared for January. I have also invited the resident who asked for the dropped kerb (item 10) and the trader from Uggy's Pizza (item 14) to come along and speak if they wish. Uggy's Pizza has confirmed it will attend. However, there should be enough information in this report for the Council to make a decision on both items if they are unable to attend.

3. DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION

I emailed all councillors on 4th November with a reminder about declarations of interest, including the position of councillors who are trustees of other local organisations. Please read the agenda in advance and consider whether you have an interest in any item, particularly items 13 to 15. If you are unsure, please contact me before the meeting.

7. CORRESPONDENCE IN

7.1 Ministry of Defence – RAF Weston-on-the-Green

The Council's letter on planning application 25/02918/OUT (Land at Islip Fuel Depot) and the Weston-on-the-Green Airfield Safety Zone was sent to the Defence Infrastructure Organisation (DIO) Safeguarding team on 19th October, copied to our District and County Councillors and Calum Miller MP.

The DIO's Safeguarding Manager replied on 21st October. The MOD was not aware that the application had progressed to the outline stage. He has passed it to a member of his team to carry out a safeguarding assessment in relation to RAF Weston-on-the-Green and to give a formal response to Cherwell District Council in due course. I circulated the response to councillors the same day.

This is a positive outcome. It means the MOD will now formally assess the development, which Cherwell must take into account before any decision is issued.

7.2 Letters sent and chased

Since September, the Council has sent five letters relating to the oil depot development and the stile at Islip Weir. One response has been received, from the MOD (see 7.1). The other four have been chased:

1. Cherwell District Council – contamination and public safety (PFAS). Sent 25th September. First chase 19th October, second chase 4th November.
2. Environment Agency – contamination and public safety (PFAS). Sent 25th September. First chase 19th October, second chase 4th November.
3. Ministry of Defence (DIO Safeguarding) – Weston-on-the-Green Airfield Safety Zone. Sent 19th October. Response received 21st October.
4. Cherwell District Council – due diligence in the handling of the application. Sent 19th October. First chase 4th November.
5. Environment Agency – failed stile at Islip Weir, Confessor's Walk. Sent 19th October. First chase 4th November.

Apart from automatic replies, we have not received any acknowledgement. I will continue to chase until we receive a response and report the outcomes at the next council meeting.

8. PLANNING – 25/02918/OUT – OIL DEPOT DEVELOPMENT

Both letters have been proposed by Cllr Price. If the Council agrees, I will draft the letters and circulate them to councillors before sending.

- Thames Water: to ask how the sewerage network can take the development when it is already under pressure from current demand.
- Calum Miller MP: to ask about the testing and removal of material from the site, including how it was removed, where it was taken, how it was transported, and how PFAS ("forever chemicals") were handled.

9. TRANSPORT – BUS SERVICE

Cllr Price has proposed writing to the bus operator about the reliability of the new hospital bus route. I have asked him to confirm the operator, the route number, which route or routes it replaced, and any examples of delays with dates and times. If the Council agrees, I will draft the letter once I have these details.

10. DROPPED KERB – CONYGER CLOSE

A resident has asked for a dropped kerb on the pavement between Conyger Close and the village, on the bridge side near the GP surgery. There is no dropped kerb there at present, which makes access difficult for wheelchair users and people with pushchairs, including access to Conyger Close and Islip Motors. The resident first raised it through FixMyStreet and was told by Oxfordshire County Council that the request must come through the Parish Council.

I sought advice from OALC, which confirmed that the Parish Council can ask the County Council to install a dropped kerb at this location, on road safety and accessibility grounds, given how close it is to the GP surgery. OALC also advised that:

- if the County Council will not fund the work itself, it should advise the Parish Council on the process and cost of installing one
- our County Councillor's priority fund may be able to contribute, if it has not already been allocated
- the County Council's Highway Engagement Team may be able to offer guidance.

If the Council agrees, I will write to Oxfordshire County Council, copied to Cllr Laura Gordon, and let the resident know the outcome.

11. BURIAL GROUND

11.1 Burial Ground Committee – Terms of Reference

OALC is helping to draft terms of reference for the Burial Ground Committee. Once received, they will be shared with the Burial Ground volunteers and councillors. This item may be deferred to January.

11.2 Burial Ground Email Address

The Council is asked to consider a shared Parish Council email address for Burial Ground business, so that correspondence and records are kept together and securely, in line with the Council's IT and Data Protection policies.

12. WAR MEMORIAL – DEAD CHERRY TREE

Cllr Smith has proposed notifying Cherwell District Council of the removal of the dead cherry tree at the War Memorial, as recommended in the December 2025 tree survey, as the site is within the Islip Conservation Area. Any removal works would come back to the Council for approval.

13. PLAYGROUND – SPRINGIE HORSE

In April the Council approved the purchase of replacement parts for the Springie Horse. The Council is asked to consider their installation and, if needed, a replacement baseplate. Quotations will be

circulated before the meeting. The cost may need to be funded from the Playground earmarked reserve.

14. PIZZA VAN – PARISH COUNCIL CAR PARK

Uggy's Pizza has asked to trade from the Parish Council car park up to twice a month, with a contribution of £25 per visit to the Parish Council. The trader has provided insurance and food hygiene documents and has confirmed they will attend the meeting. The Council is asked to consider a trial period to 31st March 2027, subject to a site-specific risk assessment and any requirements of the Council's insurers.

15. VILLAGE SHOP – MEMORIAL TO MARALYNN SMITH

As agreed in October, this item is for discussion only, and no decision will be taken at this meeting. Representatives of the Village Shop Committee, and others with an interest, have been invited to the public participation session, so that councillors can hear their views before a single written proposal is prepared for January.

16. FINANCIAL MATTERS

A separate finance report will be circulated.

17. NEWSLETTER

The Council is asked to agree items for the next edition of the parish newsletter.

18. ITEMS FOR A FUTURE AGENDA

Councillors may raise items for a future agenda. Proposals must be submitted in writing at least 10 clear days before the meeting (Standing Order 9(b)).