

ISLIP PARISH COUNCIL

Meeting to be held on
Tuesday 8th January at 7.30 p.m.
in Islip Village Hall

AGENDA

1. Apologies
2. Minutes of meeting of **13th November 2007** (previously circulated)
3. Matters arising which will not be raised under subsequent agenda items
4. District Council Report (Tim Hallchurch)
5. Changes in Members' interests and declarations of personal or prejudicial¹ interest
 - (a) Completion of new Register of Interests (MJW)
 - (b) Councillor contributions once interest is declared – standing orders (MJW)
6. Financial matters
 - (a) Draft Budget '08 –9 – Existing Commitments Basis (MJW)
 - (b) Grass cutting (JS)
7. Administrative Matters
 - (a) PC website (MC)
8. Highways and footpaths (JS)
 - (a) Swan car park upkeep (JS)
9. PC Properties
 - (a) Play area and tennis courts (RV)
 - (b) Recreation Ground – Protection in Perpetuity (MJW)
 - (c) Burial Ground (JSt)
 - (d) Bare licences to Bridge Street properties (MJW)
10. Planning
 - (a) Planning Applications (EH)
11. Environment (JS)
12. Village Hall (KM)
13. Education and Health (MC)
14. Any other business
15. Date of next meeting: **12th February 2008**

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”

**MINUTES of the meeting of Islip Parish Council
Islip Village Hall
8th January 2008**

1/08 Present: Mr J Colebrooke, Mr M Coleman, Mrs E Henebery, Mr K Milner, Dr J Sargent, Mrs J Stephenson, Mr R Venables, Mr T Hallchurch (CDC, OCC), Mr M Wilkinson (Clerk)

2/08 Apologies: none

3/08 The minutes of the meeting of Tuesday 13th November 2007 had been circulated and were approved and signed.

4/08 Matters arising from the minutes: none

5/08 Changes in Members' interests and declarations of personal or prejudicial¹ interest:

1. Declarations: there were no declarations. **2. Register of Interests:** the Clerk is to circulate the new register of personal interests from those councillors who have not yet completed it.

6/08 District and County Council Report: Mr Hallchurch reported that OCC is actively considering burning household waste, but that a proposed site has not been chosen. CDC has established a one-stop-shop for services.

7/08 Financial Matters: 1. Budget '08-9: the Clerk explained that because the Council has considerable reserves, the budget previously considered might be adopted on the basis that it can be varied (extensively, if required) in the light of circumstances arising. The Council decided *nem con* to adopt the draft budget prepared by the Clerk on an "existing commitments" basis in November. The Clerk has already informed CDC that the precept is unchanged from last year. **2. Grass cutting:** the Clerk reported that an enquiry had been received from tendering for the grass-cutting, and that it is good practice to test the market from time to time. The Council decided to proceed with the current contractors for '08 on the basis of known value for money, but the Clerk was instructed to ask the enquirer to provide details of current contract so that the quality of work could be observed during the year. A tendering process can be undertaken for '09 if appropriate. The grass cuts are to follow the previous year's arrangements, with the addition that Mill Lane be cut *every other cut*.

8/08 Administrative Matters: 1. PC Website: the release of the code held by the Village Hall IT representative has not so far been effected.

9/08 Highways and footpaths: 1. Flyposting: the PC had agreed to the posters for the pantomime.

10/08 PC Properties: 1. Play area and tennis courts: Mr Venables is to ask the Sports Association to consider the sports needs of the village, particularly in relation to the tennis / multi-sport courts, which had started out as tennis courts only. The Council considered that it is not the Council's role to champion the development of sports facilities, and that the playground had been a Council responsibility for some years. Three quotes are to be obtained to proceed with the playground. The current boundary of the playground is to be maintained for the time being. If equipment is to be sited on land which might be required for a tennis / multi-sport courts facility, then this equipment should be easily removable. **2. Recreation Ground protection in perpetuity:** Councillors, as members of the corporate trustee (being the Parish Council), signed the application form to be submitted to the Charities Commission. This is contributory to an attempt to register the charity in accordance with the NPFA request and the terms of the deed. **3. Bare licences to Collice Street properties:** the Clerk is to remind OALC that advice has been sought. **4. Swan carpark:** the Clerk had contacted Greene King as landlord, who had confirmed that the tenants have now been advised of the arrangement covering the carpark. It was agreed that Mr Milner should approach the tenants to discover whether there is any difficulty arising in this, and to inform the tenants of the arrangement whereby the

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Council approved the tenant's use of a chain to limit use of the carpark prior to Sunday lunchtime opening. It was noted that overnight parking by customers can sometimes contribute to public safety.

11/08 Planning: 1. Planning Applications: Mrs Henebery reported on the following current applications:

Address	Decision
1, The Rise – replace garage, restore chimney	CDC approved
Cottacre, Wheatley Rd – fell sycamore	CDC approved
Suncrest, Church Close – garage, storeroom over	CDC approved
18, Bletchington Rd – front and rear extensions	Application withdrawn
St Nicholas Church – trees	CDC approved

12/08 Environment: 1. Daffodils: the Council thanked all those who volunteered, particularly those who are not members of the Council.

13/08 Health and Education: Mr Coleman reported that the Acting Head proposes to make Dr South's a community school. This was welcomed by the Council.

14/08 Village Hall: 1. Film shows: Mr Coleman confirmed that the Village hall has paid for a licence under performing rights legislation. Mrs Henebery noted that the programme is now *Becoming Jane* [13.2.08], *The Painted Veil* [12.3.08], *Sideways* [16.4.08], and *The Merchant of Venice* [14.5.08]. **2. Village Hall works:** Mr Milner reported that the only outstanding work on the Parish Room is the external fire escape.

15/08 Any other business: 1. New burial ground: Mr Colebrooke is to obtain a quote for the installation of a tap close to where the supply enters the new burial ground.

16/08 Date of next meeting: 12th February 2008

MINUTES of the Meeting of Islip Parish Council
Islip Village Hall
Tuesday 14th October 2008

129/08 Present: Mr M Coleman, Mr J Colebrooke, Mrs E Henebery, Mr K Milner, Dr J Sargent, Mr R Venables, Mr M Wilkinson (Clerk)

130/08 Apologies: Mrs J Stephenson

131/08 The minutes of the meeting of Tuesday 2nd September 2008 had been circulated and were approved and signed.

132/08 Matters arising from the minutes: there were none.

133/08 Changes in Members' interests and declarations of personal or prejudicial¹ interest: none.

134/08 District and County Council Report: Mr Hallchurch was not present to report.

135/08 Financial Matters: 1. Accounts '07-8: the Clerk reported that the Annual Return had been approved by the auditors, BDO Stoy Hayward. Mr Colebrooke proposed and Mr Milner seconded the acceptance and approval of the Annual Return; this was agreed *nem con*. **2. Budget '09-10:** it was agreed that the Clerk should prepare a financial report for '08-9, and a draft budget for '09-10 on the basis of existing commitments; this is to be circulated for discussion at the next meeting.

136/08 Administrative Matters: 1. PC Website: Mr Coleman reported that the proposed collaboration with the Village Hall in the establishment of a central website is as yet not settled; discussion is to continue.

137/08 Highways and footpaths: 1. Hedges: the Chairman reported that the cut of the hedge along Church Lane and The Rise is to be reminded, and that Mr Brian Henman has taken on the Church Commissioners' Mill Street field and will attend to the hedge. **2. New lay-by Bletchingdon Road:** the Clerk was instructed to write to CDC to ask how the Council is to police the conditions of the planning permission for the trade carried on at the affected premises. OCC has told the PC that the lay-by was pre-existing and that it has been re-instated and kerbed to assist the drainage of the surface water from the road. The Chairman reported that he is unable to discover any cartographic evidence to support the OCC position. The Council's support for local business was re-affirmed; what the Council hopes to discover is how and why the Highways Authority proceeded as it did and without reference to the PC.

138/08 PC Properties: 1. Play area: Mr Venables reported that he has been notified by CDC that the CDC contribution has been transferred to the PC by BACS. Mr Venables expects work to start by the end of the week, and that notices will be posted warning that the site is in the process of re-development. There is to be an opening ceremony and a plaque to record the benefactors of the new playground. The Sports Association is to present Mr Venables with its requirements in time for the next meeting. **2. New Burial Ground:** Mr Colebrooke reported that when the new burial ground is ready for use, there is to be a celebratory event open to all. The Clerk confirmed that PC expenditure on the burial ground has stayed well within budget. The Chairman noted that at a meeting of PC and PCC minuted in March '05, costs were to have been shared. Mr Colebrooke reported that the PCC hoped that the PC would accept the continuous input of the PCC as a contribution in kind. **3. Bare licences to Collice Street properties:** Mr Venables is to let the Clerk know the ownership of the affected properties, and the Chairman is to provide a map clearly delineating the boundaries of the affected properties.

139/08 Planning: 1. IS1, 2, 3, and 4, and Low cost housing and sheltered accommodation: the Chairman reported that in CDC's *Options for Growth*, Islip is "washed over" by the Green Belt, whereas other communities such as Kidlington are embedded in the Green Belt. **2. Ecotown:** the Chairman noted that central government decision as to which proposals are to proceed will now be made early next year. **3. Waste-sorting facility at grain silo, Kidlington:** it was noted that the proposed facility will no doubt impact on local traffic through the village, although it is strategically sited on the railway line. **4. Planning Applications:** Mrs Henebery reported on the following current applications:

Address	Decision
18, Bletchingdon Road – single/two storey front extension	CDC approved

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Address	Decision
79, Kidlington Road – rear conservatory	CDC approved
4, Hilltop Gardens – 2 storey and 1 storey rear extension and alterations	CDC approved
Riverside Cottage – alterations	CDC approved
Manor Farm, North Street – works to copper beech	CDC approved

140/08 Environment: Village-wide wireless internet access: Mr Colebrooke is to continue to investigate the options.

141/08 Health and Education: Mr Coleman reported that there is to be a public consultation on the primary Care Trust strategy. Dr South's School is shortly to celebrate its 300th anniversary; in the meantime it is engaged in fund-raising activities which it is hoped the general community will support, and is to hold an open morning on Saturday 25th October; it is hoped all interested villagers will pop in.

142/08 Village Hall: the Chairman reported that he had contacted the Post Office, and been assured that the visiting post office service will be re-instated from next year.

143/08 Any other business: 1. Parish Liaison Meeting: the Chairman reported that he will attend CDC's meeting 12th November from 6 p.m. to 9.15 p.m., and invited any one interested to join him. **2. Gipsy Sites:** the Chairman reported that the South East Region had asked for comments on the central government requirements for the establishment of more gipsy sites. The Council decided not to contribute. **3. Memorial Trees:** Mrs Henebery reported that she had received enquiries as to where memorial trees might be planted now that the Millennium Wood is full. The Clerk was instructed to contact the Church Commissioners to propose an avenue of trees leading from Mill Street to the bridge at the Stank. **4. Level Crossing Gates:** Mrs Henebery reported a rumour that the gates are to be removed. The Clerk was instructed to contact Mr Ian East to ask whether there is any evidence to support the rumour.

144/08 Date next meeting: the next meeting is on **Tuesday 11th November 2008**

ISLIP PARISH COUNCIL

Meeting to be held on
Tuesday 14th October 2008 at 7.30 p.m.
in Islip Village Hall

AGENDA

1. Apologies
2. Minutes of meeting of **2nd September 2008** (previously circulated)
3. Matters arising which will not be raised under subsequent agenda items
4. District and County Council Reports (Tim Hallchurch)
5. Changes in Members' interests and declarations of personal or prejudicial¹ interest
6. Financial matters
 - (a) Accounts '07-8 (MJW)
7. Administrative Matters
 - (a) PC website (MC)
8. Highways and footpaths (JS)
9. PC Properties
 - (a) Play area (RV)
 - (b) Burial Ground (JSt, JC)
 - (c) Bare licences to Bridge Street properties (MJW)
10. Planning
 - (a) Proposed housing development (JS)
 - (b) Planning Applications (EH)
11. Environment (JS)
12. Village Hall (KM)
13. Education and Health (MC)
14. Any other business
15. Date of next meeting: **11th November 2008**

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MINUTES of the Meeting of Islip Parish Council
Islip Village Hall
Tuesday 2nd September 2008

113/08 Present: Mr J Colebrooke, Mrs E Henebery, Mr K Milner, Dr J Sargent, Mrs J Stephenson, Mr R Venables, Mr M Wilkinson (Clerk)

114/08 Apologies: Mr M Coleman

115/08 The minutes of the meeting of Tuesday 8th July 2008 had been circulated and were approved and signed.

116/08 Matters arising from the minutes: there were none.

117/08 Changes in Members' interests and declarations of personal or prejudicial¹ interest: 1. Declarations: none.

118/08 District and County Council Report: Mr Hallchurch was not present to report.

119/08 Financial Matters: 1. Accounts '07-8: the Clerk reported that no questions had so far been received from the auditors about the '07-8 accounts. **2. Islip Players' donation:** the Clerk reported that the Islip Players had asked the PC that the Islip Players' donation previously attributed to the Village Hall curtains be instead applied to the Village Hall audio-visual system. The Clerk was instructed to accept the offer, and to note that should the Players be reformed, any application to the Council for grant would be treated on its merits.

120/08 Administrative Matters: 1. PC Website: It was agreed to pursue the arrangements for the Council's website set out by Mr Coleman; the Clerk was instructed to write to Mr Coleman asking him to proceed.

121/08 Highways and footpaths: 1. Hedges: the Chairman reported that OCC had approached him about the hedge along Church Lane and The Rise; the Chairman is to arrange for it to be trimmed, along with that of the rest of the Playing Field hedge and the Millennium Wood. The Clerk is to write to the Church Commissioners about the hedges in Mill Street. **5. Aides footpath:** the Clerk reported that he had sent the notices asking those abutting the footpath to cut back overhanging growth. The Chairman reported that there is still some obstruction. The Clerk was instructed to remind the notice. **3. New lay-by Bletchington Road:** the Chairman reported that he has spoken to CDC about the conditions of the planning permission for the trade carried on at the affected premises, but has been referred to OCC as the Highways Agency. It is understood that drainage was required to prevent surface water running into the premises, but the Chairman is to ask OCC why the lay-by was necessary, and to ask why another lay-by is in prospect outside the next-door property.

122/08 PC Properties: 1. Play area: the Clerk had reported to the Chairman that he had contacted the Council's insurers, but that the risk of up-front payment to the contractor is uninsurable. The PC had agreed to make the up-front payment, and this had now been made. Mr Venables reported that £10K had been received from TOE and banked. Feedback following the publication of plans had led to some modification agreed by the PC. It was agreed that the Sports Association should co-ordinate requirements for formal sport provision, and that the youth group be consulted on more informal facilities. **2. New Burial Ground:** Mr Colebrooke reported that the gate has been moved, the waterpipe laid, and the tap is shortly to be installed. Mr Hicks has offered further suggestions which are to be followed up. **2. Bare licences to Collice Street properties:** the Clerk reported that he has yet to prepare the bare licences as the question of ownership is still outstanding. Mr Venables is to let the Clerk know the ownership of the affected properties. **3. Parish Ditch:** Mr Colebrooke reported that he had been asked about clearance of the parish ditch which he has been told runs along the western boundary of a field to the north and west of Green Lane. This is to be investigated.

123/08 Planning: 1. IS1, 2, 3, and 4, and Low cost housing and sheltered accommodation: the Chairman reported that he, Mrs Stephenson and the Rector had met a representative of the Church Commissioners. The Islip estate is the sole estate put forward for potential development in Cherwell District. The Commissioners did not expect to succeed, and is not to appeal if the applications are refused. Mr Venables asked how the PC might be seen to pursue the possibility of low cost housing and sheltered accommodation. It was agreed that CDC has been told of the PC's interest, and that this might best be pursued once a decision on the four sites application has been made. The Clerk was instructed to recirculate Mr Coleman's email links to relevant websites. **2. Ecotown:** the Chairman reported that the

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proposals as they stood at 31.7.08 are those to be assessed. **3. Planning Applications:** Mrs Henebery reported on the following current applications:

Address	Decision
18, Bletchington Road – single/two storey front extension	PC no objection
The Old Rectory, The Rise – blue plaque	CDC approved
79, Kidlington Road – rear conservatory	PC no objection
66, Kidlington Road - demolish and build single storey extension	CDC approved
4, Hilltop Gardens – 2 storey and single storey rear extension and alterations	PC no objection
Manor Farm, North Street – works to copper beech	PC no objection
Kidlington Airport – hangar in Green Belt	CDC refused – development in Green Belt

124/08 Environment: 2. Village-wide wireless internet access: Mr Colebrooke is to investigate the options.

125/08 Health and Education: Mr Coleman was not present to report.

126/08 Village Hall: Mr Milner report that short-mat bowls played in the Village Hall is shortly to resume.

127/08 Any other business: 1. Film shows: Mrs Henebery reported that the film shows are to run from October to June. **2. Neighbourhood Action Groups:** Mr Milner reported that he had attended a meeting arranged by TVP which had been very informative; he recommended that the PC remain on the circulation list for the Kidlington NAG, but not to join at present, and that a different councillor might attend any further meetings arranged by TVP. This was agreed.

128/08 Date next meeting: the next meeting is on **Tuesday 14th October 2008**

ISLIP PARISH COUNCIL

Meeting to be held on
Tuesday 2nd September 2008 at 7.30 p.m.
in Islip Village Hall

AGENDA

1. Apologies
2. Minutes of meeting of **8th July 2008** (previously circulated)
3. Matters arising which will not be raised under subsequent agenda items
4. District and County Council Reports (Tim Hallchurch)
5. Changes in Members' interests and declarations of personal or prejudicial¹ interest
6. Financial matters
 - (a) Accounts '07-8 (MJW)
7. Administrative Matters
 - (a) PC website (MC)
8. Highways and footpaths (JS)
9. PC Properties
 - (a) Play area and tennis courts (RV)
 - (b) Burial Ground (JSt, JC)
 - (c) Bare licences to Bridge Street properties (MJW)
10. Planning
 - (a) Proposed housing development (JS)
 - (b) Planning Applications (EH)
11. Environment (JS)
12. Village Hall (KM)
13. Education and Health (MC)
14. Any other business
15. Date of next meeting: **14th October 2008**

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MINUTES of the Meeting of Islip Parish Council
Islip Village Hall
Tuesday 8th July 2008

97/08 Present: Mr K Milner, Dr J Sargent, Mrs J Stephenson, Mr R Venables, Mr M Wilkinson (Clerk)

98/08 Apologies: Mr M Coleman, Mr J Colebrooke, Mrs E Henebery, Councillor Mr T Hallchurch (CDC, OCC)

100/07 Best-Kept Garden Frontage: The Chairman welcomed the judge of the competition, Mrs J Bedwell, who announced the winners of the competition this year, Mr and Mrs Keith Chapple of Appleyard, Mill Street. The Chairman congratulated the winners, and presented the cup and cheque. He thanked the judge, Mrs J Bedwell, who reported that the standard of gardens continues to rise, and that once again, it had been a difficult season. She noted that because the competition was judged at more or less the same time each year, this favoured certain gardens. The Council noted this, and proposed that judging might take place next year after the holiday season.

Refreshments were served.

101/07 The minutes of the meeting of Tuesday 10th June 2008 had been circulated and were approved and signed.

99/08 Matters arising from the minutes: there were none.

100/08 Changes in Members' interests and declarations of personal or prejudicial¹ interest: 1. Declarations: none.

101/08 District and County Council Report: Mr Hallchurch was not present to report.

102/08 Financial Matters: 1. Accounts '07-8: the Chairman signed the accounts to be returned to the Council's auditors. Mr Coleman had circulated his report to all councillors. **2. Islip Players' donation:** the Clerk reported that he had not written to the Islip Players because the Village Hall had paid £4,565 of the loan, and proposed to pay off the balance very soon. The PC decided *nem con* to ask that the Islip Players' donation be instead applied to the Village Hall audio-visual system.

103/08 Administrative Matters: 1. PC Website: Mr Coleman was not present to report. **2. Village email:** the proposal that there be an email list for the circulation of Neighbourhood Watch and similar information is not to be proceeded with. **3. Newsletter:** the Clerk reported that he had submitted the Newsletter to the Parish News in good time, but it had been omitted in error. The Council agreed to approach the PCC to suggest that a disclaimer be published in the magazine to the effect that the views expressed are not necessarily those of the PCC.

104/08 Highways and footpaths: 1. Mill Street verges: the Chairman reported that OCC had priced the restoration of the verge at the end of Mill Street at £5,627, but had added that no funds are available to do the work. The Chairman is to write to the conservation officer at CDC to ask whether funds might be available. **2. Weight limit through Islip:** it was noted that the limit is frequently breached. The Chairman is to write asking Thames Valley Police to carry out a spot check. **3. 50mph limit on B4027:** it was noted that the 50 mph limit on the B4027 is frequently breached. It was decided not to ask TVP to carry out a spot check. **4. Playing field hedge:** it was decided to arrange for the hedge along Church Lane and The Rise to be trimmed. **5. Aides footpath:** the Clerk reported that he has yet to issue the notices asking those abutting the footpath to cut back overhanging growth.

105/08 PC Properties: 1. Play area and tennis courts: the Clerk reported that he has yet to investigate a means of protecting the Council's interest if the Council is to advance the funds; he will phone the Council's insurers at the earliest, and circulate the results to the PC. **2. Extension of Village Hall parking:** it was decided not to extend Village Hall parking beyond the current area on PC land.

106/08 1. New Burial Ground: Mrs Stephenson reported that until the Church hands over the Churchyard, all Church funds will be dedicated to the maintenance of the Churchyard. If it is decided to allow the interment of the ashes from cremations, it is possible that the use of the Churchyard will continue for some time. **2. Bare licences to Collice Street properties:** the Clerk reported that he has yet to prepare the bare licences.

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107/08 Planning: 1. IS1, 2, 3, and 4, and Low cost housing and sheltered accommodation: the Chairman noted that the Church Commissioners had made the land available for development but had no plans for development. The Church is to arrange a meeting between the Commissioners and the PC to discuss the four sites and the possibility of low cost housing and sheltered accommodation. **2. Ecotown:** the Chairman reported that the developers' agents are touring and will visit Islip. Volunteers are to present a leaflet setting out the alternative view to all those visiting the caravan. **3. Planning Applications:** the Chairman reported on the following current applications:

Address	Decision
Heathfield application for renewal of permission – new dwellings	PC objection as previous

108/08 Environment: 1. Oxfordshire Partnership: the Chairman is to complete the questionnaire. **2. Local wireless internet:** the Chairman reported that there is a local move to petition BT for a village-wide wireless connection to the internet. It was agreed that Mr Colebrooke should be asked to look into this and other possibilities for shared wireless access.

109/08 Health and Education: Mr Coleman was not present to report.

110/08 Village Hall: Mr Milner had nothing to report.

111/08 Any other business: 1. Risk Register Review: Mr Milner reported that he is to consult the Clerk on the review of the Risk Register.

112/08 Date next meeting: the next meeting is on the **first** Tuesday in September - **Tuesday 2nd September 2008**

ISLIP PARISH COUNCIL

Meeting to be held on
Tuesday 8th July 2008 at 7.30 p.m.
in Islip Village Hall

AGENDA

1. Garden Frontage Competition 2008 Apologies
2. Apologies
3. Minutes of meeting of **10th June 2008** (previously circulated)
4. Matters arising which will not be raised under subsequent agenda items
5. District Council Report (Tim Hallchurch)
6. Changes in Members' interests and declarations of personal or prejudicial¹ interest
7. Financial matters
 - (a) Accounts '07-8 (MJW)
8. Administrative Matters
 - (a) PC website (MC)
 - (b) Village email (KM)
 - (c) Parish Newsletter (MJW)
9. Highways and footpaths (JS)
10. PC Properties
 - (a) Play area and tennis courts (RV)
 - (b) Burial Ground (JSt, JC)
 - (c) Bare licences to Bridge Street properties (JS)
11. Planning
 - (a) Proposed housing developments (JS)
 - (b) New approaches to affordable and sheltered housing (JS, MC)
 - (c) Planning Applications (EH)
12. Environment (JS)
13. Village Hall (KM)
14. Education and Health (MC)
15. Any other business
16. Date of next meeting: **9th September 2008**

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MINUTES of the Meeting of Islip Parish Council
Islip Village Hall
Tuesday 10th June

80/08 Present: Mr M Coleman, Mrs E Henebery, Dr J Sargent, Mrs J Stephenson, Councillor Mr T Hallchurch (CDC, OCC), Mr M Wilkinson (Clerk)

81/08 Apologies: Mr J Colebrooke, Mr K Milner, Mr R Venables

82/08 The minutes of the meeting of Tuesday 13th May 2008 had been circulated and were approved and signed.

83/08 Matters arising from the minutes: 1. Best-kept garden frontage: Mrs Henebery reported that the judging is complete, and that Ms Sue Bedwell will write to the Clerk in time for the presentation at the July meeting.

84/08 Changes in Members' interests and declarations of personal or prejudicial¹ interest: 1. Declarations: none.

85/08 District and County Council Report: Mr Hallchurch reported on ongoing council business relating CDC and OCC. The chairman asked Mr Hallchurch to note the irrelevant, extensive, and wasteful circulars received from SEERA; Mr Hallchurch noted that the organisation would soon be defunct.

86/08 Financial Matters: 1. Internal Audit of Accounts '07-8: Mr Coleman had circulated his report to all councillors. The report and its recommendations were accepted *nem con*. Mr Milner is to be asked to review the Risk Register and to report to the Council; the Clerk is to investigate the possibility of migrating to a finance information system provided free and by a body such as the National Association of Local Councils; the Clerk is to write to representatives of the Islip Players to ask that the surplus contribution to the cost of the Village Hall curtains be instead applied to the Village Hall audio-visual system; Mr Colebrooke is to be asked to provide a VAT invoice for the daffodils so that VAT may be reclaimed. Mr Coleman noted that two years' allotment rents will for technical reasons appear in the accounts for '07-8. **2. Accounts '07-8:** the draft accounts for '07-8 previously circulated to all councillors were approved *nem con*. The Clerk is to base the return to the auditors on the approved accounts. **3. Grant to St Nicholas Church:** the Church had asked the Council to make a grant of £500 for '07-8 towards the costs of mowing the churchyard in accordance with the PCC's agreed Living Churchyard maintenance plan; this was agreed *nem con*. **4. Grant to the Sports Association:** the Association had asked the Council to make a grant of £500 for '07-8 towards the cost of mowing the playing field. Council had paid for the mowing in full prior to the formation of the Association and its undertaking to mow. However, the football club has now disbanded, so that income is reduced by £500 p.a. The application was agreed *nem con*.

87/08 Administrative Matters: 1. PC Website: Mr Coleman reported that he should be able, with assistance, to create this summer an internet portal leading to all of Islip's various websites, including that of the Council. It was agreed *nem con* that a small grant might be made to the student from whom Mr Coleman hopes to seek advice.

88/08 Highways and footpaths: 1. Mill Street verges: the Chairman reported that he had not yet had a reply to his suggestion to OCC about restoring the verge at the end of Mill Street.

89/08 PC Properties: 1. Play area and tennis courts: Mr Venables reported in writing that he is prepared to place the order for the playground refurbishment, and asked whether the Council would be prepared to meet the *pro forma* invoice amounting to some £20K. It was agreed *nem con* that the Chairman would try to persuade the charitable donors [CDC and TOE] to meet the invoice; it was also agreed that the Clerk is to investigate a means of protecting the Council's interest if the Council is to advance the funds. Provision is to be made for the retention of the basketball hoop inside or outside the play area pending final decision on the provision of additional facilities outside the play area.

90/08 1. New Burial Ground: Mrs Stephenson had nothing to report. **2. Bare licences to Collice Street properties:** the Chairman presented an aerial view of the properties and the land in question, on which he had overlaid the straight line of the original boundary. The Clerk is to use this as the basis for his preparation of the bare licences. The Chairman reported that No. 5 Bridge Street is unaffected, and so not in need of a licence.

91/08 Planning: 1. IS1, 2, 3, and 4: the Chairman noted that there was nothing to report. **2. Low cost housing and sheltered accommodation:** the Chairman reported that at a meeting between parish council representatives and CDC

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officers, the Council's interest in low-cost and/or sheltered housing had been registered. **3. Planning Applications:** Mrs Henebery reported on the following current applications:

Address	Decision
1, North Street – 2 metre trellis along line of boundary wall	PC objection – would detract from central and distinctive village amenity
66, Kidlington Road – demolish and build single storey extension	PC no objection
The Old Rectory, The Walk – blue plaque commemorating Dean Buckland	PC no objection
Dr South's School – canopy for outdoor learning area	CDC approved

92/08 Environment: **1. Natural Environment and Rural Communities Act 2006:** Cynth Napper, Community Officer, Oxfordshire Nature Conservation Forum, made a presentation to the Council on its responsibilities under the Act, noting that the Council must have regard to the Act in its decisions. The council must therefore take into account the effect of any decision on the restoration, maintenance, and increase in biodiversity. Ms Napper told the Council of the various resources available to it. The Council thanked Ms Napper warmly. **2. New Burial Ground:** The Chairman noted that in march '05, it had been agreed that representatives of the Council and the PCC should meet to discuss the share of the maintenance of the new burial ground to which the PCC is expected to contribute because the ground is consecrated. Mrs Stephenson is to report on the outcome of the meeting which followed. **3. Grass cutting:** the Chairman reported that he met the contractors on site, and communicated the Council's concerns about the poor quality of the service so far this season. **4. Aides Footpath:** the Chairman reported that the footpath is obstructed by growth from gardens abutting it. The Clerk is to write to the relevant householders.

93/08 Health and Education: **1. Dr South's:** Mr Coleman reported that a new Head Teacher had been appointed – Miss Barnard, and that the roll will be a minimum of 57 from September next. The Clerk is to write to the new head wishing her success.

94/08 Village Hall: Mr Milner was not present to report.

95/08 Any other business: **1. Dog Fouling:** reports of dog-fouling had been passed on to Mrs Henebery. The Clerk is to note this in the Newsletter, and the Chairman is to contact the Dog Warden about dogs running loose on the playing Field. **2. Village Hall events:** it was reported that events in the Village Hall had not so long ago been subject to rules on the volume of sound, keeping doors and windows shut, etc, which appear no longer to be enforced. Mrs Stephenson asked whether there might be a Village Hall committee member on call in the event of unacceptable behaviour or failure to observe the rules. The Chairman is to take the matter up with the Village Hall Committee. **3. Red Lion event:** it was reported that the Council had not yet been approached about the prospective event.

96/08 Date next meeting: the next meeting is on **Tuesday 8th July**

ISLIP PARISH COUNCIL

Meeting to be held on
Tuesday 10th June 2008 at 7.30 p.m.
in Islip Village Hall

AGENDA

1. Apologies
2. Minutes of meeting of **13th May 2008** (previously circulated)
3. Matters arising which will not be raised under subsequent agenda items
4. District Council Report (Tim Hallchurch)
5. Changes in Members' interests and declarations of personal or prejudicial¹ interest
6. Financial matters
 - (a) Internal Audit of accounts '07-8 (MC)
 - (b) Accounts '07-8 (MJW)
7. Administrative Matters
 - (a) Risk Register (KM)
 - (b) PC website (MC)
 - (c) Village email (KM)
8. Highways and footpaths (JS)
9. PC Properties
 - (a) Play area and tennis courts (RV)
 - (b) Burial Ground (JSt, JC)
 - (c) Bare licences to Bridge Street properties (JS)
10. Planning
 - (a) Proposed housing development (JS)
 - (b) New approaches to affordable and sheltered housing (JS, MC)
 - (c) Planning Applications (EH)
11. Environment (JS)
12. Village Hall (KM)
13. Education and Health (MC)
14. Any other business
15. Date of next meeting: **8th July 2008**

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"

MINUTES of the Meeting of Islip Parish Council
Islip Village Hall
Tuesday 13th May

64/08 Present: Mr J Colebrooke, Mr K Milner, Dr J Sargent, Mrs J Stephenson, Mr R Venables, Mr M Wilkinson (Clerk)

65/08 Apologies: Mr M Coleman, Mrs E Henebery, Councillor Mr T Hallchurch (CDC, OCC)

66/08 The minutes of the meeting of Tuesday 8th April 2008 had been circulated and were approved and signed.

67/08 Matters arising from the minutes: none.

68/08 Changes in Members' interests and declarations of personal or prejudicial¹ interest: 1. Declarations: none.

69/08 District and County Council Report: Mr Hallchurch was not present to report.

70/08 Financial Matters: 1. Accounts '07-8: the Clerk reported that draft accounts had been prepared but had not yet been audited by Mr Coleman, Internal Auditor. **2. Dr South's Charity – contribution to Village Hall audio-visual equipment:** the Clerk reported that Dr South's Charity had contributed £1,000 towards the cost of the Village Hall audio-visual equipment *via* the Village Hall. The Clerk was instructed to write a letter of thanks to the trustees.

71/08 Administrative Matters: 1. PC Website: Mr Coleman was not present to report.

72/08 Highways and footpaths: 1. Mill Street verges: it was agreed that the Chairman is to write to OCC the possibility of restoring the verge at the end of Mill Street.

73/08 PC Properties: 1. Play area and tennis courts: Mr Venables reported that he had received the third and final quote for the new playground, and presented the plans to the Council. The supplier was selected. The Council accepted that 40% of the cost of the scheme will be required up front, and that the Council would have to pay this pending grants from other funding bodies. Discussions had been opened with the Sports Association about some provision for sport on the site previously designated for the tennis courts development. The current plans do not allow any space in the playground be left free from equipment for the putative tennis courts development because this is now considered remote.

74/08 1. New Burial Ground: Mr Colebrooke reported that he had received a competitive quotation for the cost of the standpipe and other work in the new burial ground; the quotation is to accepted, and discussions to be opened with the PCC about sharing the cost. **2. The Swan:** the Clerk reported that Greene King is to deal with tidying the carpark as part of the tenants' dilapidations on leaving the Swan. It was agreed to take no further action for the time being. **3. Bare licences to Collice Street properties:** the Clerk reported that he has yet to write to the owners of the affected properties.

75/08 Planning: 1. IS1, 2, 3, and 4: OCC is to be asked to publish its opposition to the potential developments. It was reported that the Church Commissioners had given assurances to the Rector that there would be no development in Islip. The Rector has agreed to approach the Church Commissioners asking for the withdrawal of the four sites. **2. Low cost housing and sheltered accommodation:** the Chairman reported that CDC had not yet replied to his request for discussions. **3. Planning Applications:** Dr Sargent reported on the following current applications:

Address	Decision
Mill Farmhouse – garage	CDC approved
The Swan Inn – permanent smokers' shelter to replace temporary structure [resubmission]	CDC approved
Great Barn – trees	CDC approved
Dr South's School – canopy for outdoor learning area	PC no objection

Environment: 1. Bench: the Chairman reported that the owners of the community housing on the Kidlington Road had now offered two benches to the PC; it was agreed to ask for the health centre bench to be sited inside the grounds,

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"

and that the second be sited at the war memorial. **2. New Burial Ground:** Mr Colebrooke reported that arrangements for the water supply are moving forward. **3. Grass cutting:** the Clerk is to contact the contractors if the grass is not cut by the weekend. In response to a question by a villager as to the PC's position, the Clerk is to search for any correspondence on the NERC Act 2006 statutory obligations (Natural Environment & Rural Communities Act) for the conservation of biodiversity by public bodies. **4. The Pound, Mill Street:** the Chairman reported that the new owner had asked for the PC's response to a suggestion that the shrubs growing on the verge be removed to allow free sight of the Pound. The Chairman is to write suggesting that neighbours be consulted.

76/08 Health and Education: 1. May Day: the Chairman reported that councillors are invited to Dr South's School's May Day celebrations to be held 21.5.08.

77/08 Village Hall: the Council congratulated Mrs Stephenson on the success of the Music Hall fund-raising night.

78/08 Any other business: 1. Best-kept garden frontage: the Chairman is to ask Mrs Henebery to arrange for the judging in June. The Clerk is to have the cup ready for presentation in August. **2. Churchyard maintenance:** the Chairman reported that a letter had been received from the Church Wardens asking for a contribution to the cost of mowing the churchyard. The PC had previously made such a contribution, but this had been suspended at the request of the then rector when the PCC had been left a legacy by the late Mrs Hunt for the purpose. However, the legacy had been half-spent on repairs to the churchyard wall, etc, so it is no longer sufficient. It was agreed that the PC would make a contribution, the amount to be decided after competitive quotes have been obtained by the PCC. The Chairman reminded the Council that the PC meets the cost of mowing the Cross Tree Green owned by the church, and that when the churchyard is full, the PC is obliged to take on its maintenance. He reminded the Council that the churchyard is to be handed over in good condition as regards walls, trees, and gravestones. Mrs Stephenson said that the PC can take some comfort from the quinquennial inspection of the churchyard carried out by independent assessors; the PCC is obliged to act on any recommendations. **3. Correspondence:** the Clerk reported that two letters had been received about the PC's rejection of the Swan's request that the Chairman not contribute to items regarding the Swan; one letter had been supportive of the action, and the other had considered it wrong.

79/08 Date next meeting: the next meeting is on **Tuesday 10th June**

ISLIP PARISH COUNCIL

Meeting to be held on
Tuesday 13th May at 7.30 p.m.
in Islip Village Hall

AGENDA

1. Apologies
2. Minutes of meeting of **AGM 8th April 2008** (previously circulated)
3. Matters arising which will not be raised under subsequent agenda items
4. District Council Report (Tim Hallchurch)
5. Changes in Members' interests and declarations of personal or prejudicial¹ interest
6. Financial matters
 - (a) Accounts '07-8 (MJW)
7. Administrative Matters
 - (a) PC website (MC)
 - (b) Village email (KM)
8. Highways and footpaths (JS)
9. PC Properties
 - (a) Swan carpark (MJW)
 - (b) Play area and tennis courts (RV)
 - (c) Burial Ground (JSt, JC)
 - (d) Bare licences to Bridge Street properties (JS)
10. Planning
 - (a) Proposed housing development (JS)
 - (b) New approaches to affordable and sheltered housing (JS. MC)
 - (c) Planning Applications (EH)
11. Environment (JS)
12. Village Hall (KM)
13. Education and Health (MC)
14. Any other business
15. Date of next meeting: **10th June 2008**

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MINUTES of the Annual General Meeting of Islip Parish Council
Islip Village Hall
8th April 2008

47/08 Present: Mr M Coleman, Mr J Colebrooke, Mrs E Henebery, Mr K Milner, Dr J Sargent, Mrs J Stephenson, Mr R Venables, Mr M Wilkinson (Clerk), Councillor Mr T Hallchurch (CDC, OCC)

48/08 Apologies: none

49/08 Election of Officers: the Clerk asked for nominations for the Chair. Dr Sargent was nominated by Mr Coleman and seconded by Mrs Henebery; there were no other nominations, and Dr Sargent was elected *nem con*. Dr Sargent invited nominations for the deputy Chair. Mr Milner was proposed by Mrs Stephenson, and seconded by Mr Colebrooke; there were no other nominations, and Mr Milner was elected *nem con*.

50/08 The minutes of the meeting of Tuesday 17th March 2008 had been circulated and were approved and signed.

51/08 Matters arising from the minutes: none.

52/08 Changes in Members' interests and declarations of personal or prejudicial¹ interest: 1. Declarations: none. **2. Register of Interests:** the Clerk reported that he had now received the new register of personal interests from all councillors.

53/08 District and County Council Report: the Chairman welcomed Mr Hallchurch's return to good health. Mr Hallchurch reported that CDC has opened its one-stop-shop, and is to close its Banbury office. OCC has lost £17m of its anticipated roads budget. In response to a question from Mrs Stephenson, Mr Hallchurch confirmed that CDC is currently statutorily obliged to refuse planning permission for any Weston-Otmoor planning application because it impinges on the Green Belt.

54/08 Financial Matters: 1. Accounts '07-8: the Clerk reported that draft accounts audited by Mr Coleman, Internal Auditor, should be before the Council for the next meeting.

55/08 Administrative Matters: 1. PC Website: Mr Coleman proposed that a common portal to Islip's websites be set up; this is to be pursued. The portal would take users through to the existing individual websites, which would provide links to the others.

56/08 Highways and footpaths: 1. The Swan: the Clerk confirmed that he had written to Greene King in accordance with the Council's instruction, asking that arrangements be made to tidy the carpark; Mr Milner had approved the text of the letter. **2. Mill Street verges:** a proposal had been received on the part of several villagers in Mill Street that some protection be given to the verges outside their properties. This is to be pursued by the Chairman together with an approach OCC. Some of those in Mill Street had noted that they are content with things as they are outside their properties. The Chairman is also to pursue with OCC the possibility of restoring the verge at the end of Mill Street.

57/08 PC Properties: 1. Play area and tennis courts: Mr Venables reported that he has yet to receive the third and final quote for the new playground, although a global estimate was presented to the Council. The potential temporary use for sports purposes of the area previously reserved for the tennis courts is to be discussed with the Sports Association. Although the tennis courts development is considered for the time being to be remote, it was decided that the necessary space in the playground be left free from equipment.

The funding bodies require that 10% of the cost of the development be covered from local funds. The PC had previously reserved £10K to cover a maximum contribution to the development. Because other local funds will contribute, and because the cost is expected to be lower than previous estimates, the Council's prospective contribution is now considerably reduced.

2. New Burial Ground: Mr Colebrooke reported that he had received a competitive quotation for the cost of the standpipe and other work in the new burial ground; the quotation is accepted, and discussions to be opened with the PCC about sharing the cost. **3. Bare licences to Collice Street properties:** Mr Venables distributed photographs of the boundary; it was decided that the Clerk is to write to the owners of the affected properties stating that bare licences had previously been issued to the then owners of the property, and that the Council is now regularising the position.

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58/08 Planning: 1. IS4: the Chairman read the draft executive summary in the form of a covering letter to CDC, which was approved, as was the PC's submission about the proposed eco-town at Weston-on-the-Green. **2. Planning Applications:** Dr Sargent declared an interest in the re-application from the landlords of the Swan. Mrs Henebery reported on the following current applications:

Address	Decision
Great Barn, Middle Street - trees	PC no objection
The Swan Inn – permanent smokers' shelter to replace temporary structure [resubmission]	PC no objection – neighbours' submissions to be considered by CDC
Church Square Cottage – bathroom and dormer window	PC no objection

59/08 Environment: 1. CDC temporary recycling facilities: Mr Colebrooke reported that CDC offer free temporary recycling facilities for events such as the Village Fête; this was welcomed by the Council, and the facility to be publicised. **2. Bench:** the Chairman reported that the owners of the community housing on the Kidlington Road had offered funds to the PC; it was agreed to ask for a bench to be sited on the verge outside the health centre.

60/08 Health and Education: Mr Coleman reported that the salient points of the OCC review of primary school provision are that there will be a review of schools with a roll of 60 or less when headship becomes vacant, and that there is a presumption in favour of the retention of rural schools. On health, there is to be a meeting of the patient participation group 13.5.08.

61/08 Village Hall: Mr Milner reported that the Music Hall fund-raising night is shortly to take place.

62/08 Any other business: 1. Film shows: Mrs Henebery reported that film shows are planned up until Christmas, with a break in July and August.

63/08 Date next meeting: the next meeting is on **Tuesday 13th May**

ISLIP PARISH COUNCIL

Annual Parish Meeting

**Tuesday 8th April 2008
7.30 p.m. in Islip Village Hall**

AGENDA

1. Welcome by Parish Council Chairman, and any announcements
2. Apologies
3. Minutes of the last Parish Meeting, held on 11th April 2007
4. Parish Council Chairman's Report
5. Parish Clerk's Report on finance
6. **Open Forum**
7. Any other business

ISLIP PARISH COUNCIL

Annual General Meeting to be held on
Tuesday 8th April 2008 at 7.30 p.m.
in Islip Village Hall

AGENDA

1. Election of Officers
2. Apologies
3. Minutes of meeting of **12th February 2008** (previously circulated)
4. Matters arising which will not be raised under subsequent agenda items
5. District Council Report (Tim Hallchurch)
6. Changes in Members' interests and declarations of personal or prejudicial¹ interest
 - (a) Completion of new Register of Interests - CDC return (MJW)
7. Financial matters
 - (a) Accounts '07-8 (MJW)
8. Administrative Matters
 - (a) The Swan (MJW)
 - (b) PC website (MC)
9. Highways and footpaths (JS)
 - (a) The Swan car park (JS)
10. PC Properties
 - (a) Play area and tennis courts (RV)
 - (b) Burial Ground (JSt, JC)
 - (c) Bare licences to Bridge Street properties (JS)
11. Planning
 - (a) Proposed housing development (JS)
 - (b) Planning Applications (EH)
12. Environment (JS)
13. Village Hall (KM)
14. Education and Health (MC)
15. Any other business
16. Date of next meeting: **13th May 2008**

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MINUTES of the meeting of Islip Parish Council

Islip Village Hall

17th March 2008

31/08 Present: Mr J Colebrooke, Mrs E Henebery, Mr K Milner, Dr J Sargent, Mrs J Stephenson, Mr R Venables, Mr M Wilkinson (Clerk)

32/08 Apologies: Mr M Coleman

33/08 The minutes of the meeting of Tuesday 12th February 2008 had been circulated and were approved and signed.

34/08 Matters arising from the minutes: 1. AGM: the Chairman noted that the next meeting is the AGM; it was agreed that wine and nibbles be provided for the public and the Council.

35/08 Changes in Members' interests and declarations of personal or prejudicial¹ interest: 1. Declarations: the Chairman declared a prejudicial interest in the planning application from the landlords of the Swan Inn; Mrs Henebery declared a prejudicial interest in the acceptance of the cost of the grass cut for Mill Lane. **2. Register of Interests:** the Clerk reported that he had not received the new register of personal interests from three councillors, and that he is required to make a declaration on the matter to CDC in the immediate future. Those councillors present agreed to complete the register forthwith, and the Chairman is to pursue the matter with the third.

36/08 District and County Council Report: Mr Hallchurch is unwell and was not present to report.

37/08 Financial Matters: 1. Grass cutting: the Clerk reported that additional cost of the Mill Lane cut is £50 per cut; the Council agreed *nem con* to instruct the Clerk to accept the contractors' offer.

38/08 Administrative Matters: 1. The Swan: the Clerk confirmed that he had written to the tenants of the Swan in accordance with the draft letter circulated to all councillors. **2. PC Website:** Mr Coleman was not present to report, but had emailed councillors to explain the current position and to put forward proposals. The Council agreed to defer discussion until the next meeting which it was hoped Mr Coleman would be able to attend. **3. Village email:** a proposal had been received from a villager that the PC should develop and make judicious use of email in keeping villagers up-to-date on urgent and perhaps other matters. Mr Coleman had discussed this in his email to councillors. After preliminary discussion, it was decided to defer discussion until the next meeting which it was hoped Mr Coleman would be able to attend. **4. Parish Directory:** the Chairman reported that the Clerk considered that the PC printer would not print satisfactorily to card in colour. The Chairman showed the PC a print he had made to photographic quality paper; it was agreed that the Chairman should print the directory and be reimbursed for the cost of materials estimated at £50.

39/08 Highways and footpaths: 1. The Swan carpark: Mr Milner reported that he had discussed with the tenants their responsibilities to Greene King; the tenants had confirmed their intention to clear the carpark. Mr Milner confirmed that no firm date had been given, and that the tenants are leaving the village. He also noted that he did not consider the state of the carpark to be a cause for concern. The Chairman and Mrs Henebery considered the state of the carpark to be a cause for concern, and worried that a new tenant might consider the current state of the carpark to be the norm. It was agreed that the Clerk is to draft a letter to Greene King (cc to the tenants) to note that the agreement to keep the carpark tidy has not been kept; it is to propose that before the arrival of the new tenants, either Greene King make arrangements or the PC will do so, passing the cost to Greene King. The letter is to be approved by Mr Milner. **2. Village Hall carpark:** the Clerk reported that he had walked round the Village Hall carpark [following the recent visit to the Council by PC Andrew Clark, during which he had reported that the carpark is used for illicit purposes]. The Clerk had found no dangerous detritus, but noted that the carpark was untidy and littered. **3. Millennium Walk:** Mrs Henebery reported that a complaint had been received that the land between the riverbank and the Millennium Walk has not been maintained. The Clerk was instructed to check whether the Council is responsible for keeping this tidy.

40/08 PC Properties: 1. Play area and tennis courts: Mr Venables reported that he has yet to receive the third and final quote for the new playground. **2. Recreation Ground protection in perpetuity:** the Clerk reported that the Charities Commission had accepted the Council's application to register the charity in accordance with the NPFA request and the terms of the deed. He is to circulate councillors with their responsibilities as trustees. **3. New Burial Ground:** Mr Colebrooke reported that he had not yet sought an alternative quotation the cost of the standpipe. **4. Bare**

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licences to Collice Street properties: Mr Venables reported that he had not yet photographed the boundary; the item was deferred until the next meeting.

41/08 Planning: 1. IS4: the Chairman reminded the Council that a well-attended public meeting (advertised by flyer to each household) had been held by the PC on 14th March 2008 in the Village Hall. The meeting was held to discuss the PC's response to the CDC's request for comment on the use of IS4 (a greenfield site in the Green Belt running from behind the houses on the Kidlington Road to the Bletchington Road. At the meeting, the Chairman had presented the Council's draft response, and asked for comment from the floor. The meeting was attended by guest speakers from CPRE and Weston-on-the-Green (affected by the proposal to build an eco-town between Weston and the M40). The Chairman agreed that the PC would take into account comment from the floor, particularly the general view that a limited increase in affordable and/or sheltered housing in the village would be welcomed. The Chairman concluded that the first objective is to reject the proposal for IS4, that affordable and/or sheltered housing should be pursued separately, and that this is to be done.

Subsequent to the meeting, the Chairman had circulated a revised draft response to CDC. This was discussed in detail. In discussion of the reference to the role of the Church Commissioners, it was noted that the Commissioners appear not to have an ethical divestment policy to match their ethical investment policy. It was agreed that an executive summary be drafted in the form of a covering letter, and the Chairman's detailed submission be appended to this. The summary is to note that the PC will be in touch separately with CDC to explore the possibility of a limited increase in affordable and/or sheltered housing in the village. Mrs Stephenson suggested that councillors look at the new means whereby the Council's objectives might be met which had been brought to the Council's attention by Mr Coleman.

2. Planning Applications: Mrs Henebery reported on the following current applications:

Address	Decision
The Pound, Mill Street – trees	CDC approved
The Swan Inn – permanent smokers' shelter to replace temporary structure	PC no objection – neighbours' submissions to be considered by CDC
Mill Farm House – garage	PC no objection

42/08 Environment: 1. Conservation Area: the Chairman reported that CDC proposes to extend the conservation area to include Bridge Street, the parish allotments, and the Millennium Wood; and Mill Street from the 30 m.p.h. sign west to Mill Farm House. **3. Refuse in Mill Lane and car parking in Mill Street:** The Clerk reported that he had written to the occupant using the verge, and had placed a separate notice in the Parish News about parking on verges. The occupant responsible for refuse in Mill Lane had left the village. Mrs Henebery noted that off-street parking might not be available, and proposed surfacing the verge similarly to that at the level crossing in Mill Lane. It was agreed that the Chairman investigate the possibility.

43/08 Health and Education: Mr Coleman was not present to report.

44/08 Village Hall: Mr Milner reported that the VH Committee would next meet in the Parish Room, work on which is now complete.

45/08 Any other business: 1. Film shows: Mrs Henebery reported that the film shows continue to attract large audiences, and that *Sideways* is to be shown in April, and *The Merchant of Venice* in May. It was noted that the Village Hall charges the local rate for hire of the Hall for the film shows, and that the Chairman retains a £60 float funded from donations.

46/08 Date next meeting: the next meeting is the AGM on Tuesday 8th April²

ISLIP PARISH COUNCIL

Meeting to be held on
Tuesday 17th March 2008 at 7.30 p.m.
in Islip Village Hall

AGENDA

1. Apologies
2. Minutes of meeting of **12th February 2008** (previously circulated)
3. Matters arising which will not be raised under subsequent agenda items
4. District Council Report (Tim Hallchurch)
5. Changes in Members' interests and declarations of personal or prejudicial¹ interest
 - (a) Completion of new Register of Interests - CDC return (MJW)
6. Financial matters
 - (a) Grass cutting (MJW)
7. Administrative Matters
 - (a) The Swan (MJW)
 - (b) PC website (MC)
8. Highways and footpaths (JS)
 - (a) The Swan car park (JS)
9. PC Properties
 - (a) Play area and tennis courts (RV)
 - (b) Recreation Ground – Protection in Perpetuity (MJW)
 - (c) Burial Ground (JSt)
 - (d) Bare licences to Bridge Street properties (JS)
10. Planning
 - (a) Proposed housing development (JS)
 - (b) Planning Applications (EH)
11. Environment (JS)
12. Village Hall (KM)
13. Education and Health (MC)
14. Any other business
15. Date of next meeting: **8th April 2008**

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MINUTES of the meeting of Islip Parish Council
Islip Village Hall
12th February 2008

16/08 Present: Mr J Colebrooke, Mr M Coleman, Mrs E Henebery, Dr J Sargent, Mrs J Stephenson, Mr R Venables, Mr M Wilkinson (Clerk)

17/08 Apologies: Mr T Hallchurch (CDC, OCC),

18/08 The minutes of the meeting of Tuesday 8th January 2008 had been circulated and were approved and signed.

19/08 Matters arising from the minutes: none

Changes in Members' interests and declarations of personal or prejudicial¹ interest: **1. Declarations:** there were no declarations. **2. Register of Interests:** the Clerk had circulated the new register of personal interests to those councillors who have not yet completed it. Three councillors have yet to complete the register. **3. Councillor contributions once interest is declared – standing orders:** the Clerk explained that he had expected a declaration of prejudicial interest to be made², and had put the item on the agenda. This would allow the Council to consider whether the current rules, as previously approved by the Council, were to be observed in this case, or whether the previous rule might be better observed. As there had been no declaration of prejudicial interest, the agenda item fell.

20/08 District and County Council Report: Mr Hallchurch is unwell and was not present to report.

21/08 Financial Matters: **1. Accounts '07-8:** the Clerk explained that the external auditor has been re-appointed. The Chairman proposed that Mr Coleman be appointed Internal Auditor; Mrs Stephenson seconded this, and Council decided *nem con* to approve. **2. Grass cutting:** the Clerk reported that he had instructed the current contractors for '08. The grass cuts are to follow the previous year's arrangements. Mrs Henebery asked for confirmation that Mill Lane be cut *every other cut*; the Clerk confirmed that this was included in his instruction. The Clerk had written as instructed in response to an enquiry from another contractor.

22/08 Administrative Matters: **1. The Swan:** the Chairman said that if the Council agreed to the request by the tenants of the Swan that he should step down in matters relating to the Swan, then he would resign. The tenants had alleged that the actions of the PC amounted to victimisation, and that "as the Chairman is a direct neighbour he clearly has far too personal an interest in the business to remain unprejudiced when decisions are required." The Chairman listed the recent actions of the PC regarding the Swan, and said that these were both reasonable and collectively arrived at. He noted that he had acted in relation to overnight parking when a car not belonging to the tenants had parked overnight for four or five nights. He said that he believed that he could differentiate between his relations with the tenants as neighbours, and his duty as Chairman of the PC; he resented the suggestion that this is not so. He considered that the Council had not had a negative attitude to the business, but observed a proper neutrality.

Councillors noted variously that the condition of the car park had had to be addressed; that it was unsurprising that the Swan thought too close attention is paid to the carpark because it is immediately visible to the Chairman; that the number of communications to the Swan might have been considered by them to have been importunate; that the Swan had in fact prompted a change in the rules on posters; that the PC had acted collectively in all formal communications, sometimes overriding the Chairman's proposals; and that the Chairman had indeed declared a prejudicial interest when the licence for the Swan had been debated³.

It was agreed that the Clerk should draft a letter to the Swan, and circulate this to all councillors; the Chairman declared that he will not take part in any discussion of the final form of the letter. The Clerk noted that he is to seek advice on any duty he might have to set out any appeals process in his formal response to the complainant.

2. PC Website: Mr Coleman explained that the PC is merely awaiting the establishment of a link from the village hall website to the PC website, and that merger is not proposed. **3. Parish Directory:** the Chairman congratulated Mr Coleman and Mrs Stephenson on having produced an excellent directory. He proposed that this be backed with details

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"

² The Clerk had emailed councillors with the agenda for the meeting: "As to the Swan's complaint of unreasonable behaviour, whether there really is a prejudicial interest would depend on the reasonableness or otherwise of The Swan's view. However, the Chairman's interest in the suggestion that there might have been abuse of office has necessarily to be treated as prejudicial by the Council."

³ Minute 121/05

of the website, printed in-house, and circulated to all villagers. **4. Members' Allowances:** the Clerk noted that the PC has a duty to post a notice of receipt of the CDC Parish Remuneration Panel's report for the 2008/2009 financial year. The Council approved the notice, and confirmed that the Islip PC policy is unchanged: members are not paid allowances.

23/08 Highways and footpaths: 1. The Swan carpark: Mr Milner was not present to report on his discussions with the tenants. It was agreed that the Chairman is to discuss this with Mr Milner, and to circulate all councillors with any proposals for action. **2. Boundary wall:** the Clerk reminded the Council that it had approached a villager about the state of a boundary wall; the villager had replied positively.

24/08 PC Properties: 1. Play area and tennis courts: Mr Venables is awaiting the final quote for the new playground. **2. Recreation Ground protection in perpetuity:** the Clerk reported that he had applied to the Charities Commission to register the charity in accordance with the NPPA request and the terms of the deed. **3. New Burial Ground:** Mr Colebrooke reported that the cost of the standpipe had been quoted at £580. He is to seek an alternative quotation. **4. Bare licences to Collice Street properties:** the Clerk had previously circulated the advice received from the NALC; this suggested that if bare licences are renewed within ten years of each other, then the Council's ownership of the land is protected. It was agreed that all properties affected be treated similarly once a decision is made. Mr Venables is to photograph the boundary so that the Council can discuss the matter more fully at the next meeting.

25/08 Planning: 1. Planning Applications: Mrs Henebery reported on the following current applications:

Address	Decision
Prospect House – trees	CDC approved
The Grange – trees	CDC approved
Mill Farm House – garage	PC no objection

26/08 1. Environment: Mr Colebrooke reported CDC's offer to site a bottle bank in the village. The PC had previously debated such an offer; it had been agreed that local facilities were sufficient, and the nuisance associated with a local bottle bank prohibitive. Mr Colebrooke suggested that a bottle bank would be useful to villagers without a car. It was decided that the Council's policy is unchanged. **2. Conservation Area:** the Chairman reported that CDC proposes a public meeting to present proposals for the Conservation Area. It was agreed that the Chairman should propose various areas of the village as suitable for inclusion. **3. Refuse in Mill Lane and car parking in Mill Street:** Mrs Henebery reported complaints about refuse in Mill Lane, and proposed that the Council should follow these up and suggest that villagers in Mill Street who park on the verge should no longer do so. The Chairman suggested that the PC could offer to re-seed the verge if a positive response is received. It was agreed that the Clerk is to write, and to place a separate notice in the Parish News about parking on verges.

27/08 Health and Education: Mr Coleman had nothing to report.

28/08 Village Hall: 1. Village Hall: Mr Milner was not present to report.

29/08 Any other business: 1. Film show: it was agreed that Mrs Henebery should sound out the audience about any summer recess. **2. Village Hall events:** there was discussion about the arrangements for various fundraising events to be held in the Village Hall, the objective of which is to pay off the PC to the VH loan for the curtains. It was reported that the VH itself is not known to be organising any fundraisers. The Chairman estimated the outstanding loan to be £1,500. **3. Poster policy:** the Clerk is to forward copies of the policy to Mr Venables and Mr Coleman, and to publish it separately in the Parish News. **4. Crime:** a villager reported having chased off youth interfering with cars. It was agreed that the Neighbourhood Watch be contacted to discuss an email alert system. Email address lists are to be used only with the consent of those listed. **5. Local PC Clark:** PC Andrew Clark of Thames Valley Police called in to introduce himself to the Council. PC Clark reported that there has been a spate of burglaries in Kidlington, and that villagers should be alert to suspicious vehicles or activity. He can be reached at TVP Kidlington, email Andrew.Clark2@thamesvalley.pnn.police.uk.

30/08 Date next meeting: the Clerk is to arrange the timing of the next meeting as the second Tuesday 11th March⁴ clashes with an event in the main hall.

⁴ The date of the next meeting was later fixed at Monday 17.3.08

ISLIP PARISH COUNCIL

Meeting to be held on
Tuesday 12th February 2008 at 7.30 p.m.
in Islip Village Hall

AGENDA

1. Apologies
2. Minutes of meeting of **8th January 2008** (previously circulated)
3. Matters arising which will not be raised under subsequent agenda items
4. District Council Report (Tim Hallchurch)
5. Changes in Members' interests and declarations of personal or prejudicial¹ interest
 - (a) Completion of new Register of Interests (MJW)
 - (b) Councillor contributions once interest is declared – standing orders (MJW)
6. Financial matters
 - (a) Accounts '07-8 (MJW)
 - (b) Grass cutting (MJW)
7. Administrative Matters
 - (a) The Swan (JS)
 - (b) PC website (MC)
8. Highways and footpaths (JS)
 - (a) The Swan car park (JS)
9. PC Properties
 - (a) Play area and tennis courts (RV)
 - (b) Recreation Ground – Protection in Perpetuity (MJW)
 - (c) Burial Ground (JSt)
 - (d) Bare licences to Bridge Street properties (JS)
10. Planning
 - (a) Planning Applications (EH)
11. Environment (JS)
12. Village Hall (KM)
13. Education and Health (MC)
14. Any other business
15. Date of next meeting: **11th March 2008**

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”

ISLIP PARISH COUNCIL

Meeting to be held on
Tuesday 11th November 2008 at 7.30 p.m.
in Islip Village Hall

AGENDA

1. Apologies
2. Minutes of meeting of **14th October 2008** (previously circulated)
3. Matters arising which will not be raised under subsequent agenda items
4. District and County Council Reports (Tim Hallchurch)
5. Changes in Members' interests and declarations of personal or prejudicial¹ interest
6. Financial matters
 - (a) Accounts '08-9 and budget '09-10 (MJW)
7. Administrative Matters
 - (a) PC website (MC)
8. Highways and footpaths (JS)
9. PC Properties
 - (a) Play area (RV)
 - (b) Burial Ground (JSt, JC)
10. Planning
 - (a) Proposed housing development (JS)
 - (b) Planning Applications (EH)
11. Environment (JS)
12. Village Hall (KM)
13. Education and Health (MC)
14. Any other business
15. Date of next meeting: **13th January 2009**

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"