

**ISLIP PARISH COUNCIL MINUTES**

Minutes of the Council Meeting held on Tuesday, 11<sup>th</sup> April 2023, at 7.30 pm held at Islip Village Hall.

*No meeting held as the council was not quorate.*

## ISLIP PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 9<sup>th</sup> May 2023, at 7.30 pm held at Islip Village Hall.

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**MEMBERS PRESENT:** **Parish Councillors:** Nathan Wiles (Chairman), Dennis Price, Nicola Richardson, Sophie Miller and Anneka Streule.

**OTHER COUNCILLORS:** **District Councillor:** Julian Nedelcu

**OFFICERS PRESENT:** **Clerk to the Council:** Emma Kearney

**OTHERS PRESENT:** **Members of the Public:** Ten

**APOLOGIES:** The following apologies were received:  
**County Councillor:** Cllr C Miller.

### 01/23 ELECTION OF THE CHAIRMAN

It was **RESOLVED** by unanimous vote to appoint Cllr Wiles as chairman for 2023-2024.  
This was proposed by Cllr Wiles and seconded by Cllr Price.  
It was **NOTED** Cllr Wiles signed their acceptance of office form.

### 02/23 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION

None

### 03/23 MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** to accept the minutes for the Parish Council Meeting held on 14<sup>th</sup> March 2023 as a true record, no meeting was held in April 2023.  
This was proposed by Cllr Wiles and seconded by Cllr Streule.

### 04/23 PUBLIC PARTICIPATION

An update regarding the following items was received.

- Botley West Solar Farm
- Proposal to demolish and rebuild a property.

### 05/23 COUNTY AND DISTRICT COUNCILLOR REPORTS

The councillors present gave their reports.

### 06/23 PLANNING APPLICATIONS

None

### 07/23 THAMES WATER

It was **RESOLVED** by unanimous vote to send the letter drafted by Mr. Wilkinson regarding the discharging of sewage into the River Ray to Thames Water and be copied to the local MP.

It was **RESOLVED** to circulate the letter to other parish councils to raise awareness to these concerns.

This was proposed by Cllr Wiles and seconded by Cllr Price.

### 08/23 NEWSLETTER ARTICLE

It was **NOTED** the clerk would send an update of key points from the meeting to be included in the next newsletter.

### 09/23 POLICY REVIEW

It was **RESOLVED** by unanimous vote to adopt the following policies.

1. Code of Conduct 2022
2. Standing Orders 2018 (v2 April 2022)
3. Financial Regulations 2018

This was proposed by Cllr Wiles and seconded by Cllr Price.

It was **NOTED** the approved policies would be uploaded to the parish councils website.

## 010/23 COUNCILLOR PORTFOLIO'S

It was **RESOLVED** by unanimous vote for the councillors to continue to work on the following portfolio's

1. Cllr Wiles – Parish council properties and planning.
2. Cllr Price – Community Speed Watch, traffic, and railways.
3. Cllr Richardson – Planning, including strategic planning and the neighbourhood plan.
4. Cllr S Miller – Flooding and Environment
5. Cllr. Streule – Playground and the playing field.

This was proposed by Cllr Wiles and seconded by Cllr S Miller.

## 011/23 FINANCIAL MATTERS

### i. Income

The following income was **NOTED**.

Date	Payee	Details	Amount
13/04/2023	Oxfordshire County Council	Grass cutting	£883.79
14/04/2023	Cherwell District Council	Precept	£11,805.62

### ii. Memberships

It was **RESOLVED** by unanimous vote to continue with the following memberships.

- I. Society of Local Council Clerks (SLCC) - £111  
It was **NOTED** that the SLCC has combined the membership of both parishes the clerk works for onto one invoice, and the cost will be shared.
- II. Oxfordshire Association of Local Councils - £146
- III. Campaign to Protect Rural England - £36
- IV. Oxford Playing Field Association. - £42
- V. Oxford Green Belt Network. - £15
- VI. Community First Oxford. - £27.50

This was proposed by Cllr Wiles and seconded by Cllr Richardson.

### iii. Insurance

- i. It was **RESOLVED** by unanimous vote to accept the insurance quote from Zurich at a cost of £1,245.97 for the year.  
This was proposed by Cllr Wiles and seconded by Cllr Streule.
- ii. It was **NOTED** this is over the allocated £1,150 budgeted, but within the 15% difference outlined in the financial regulations.
- iii. It was further **NOTED** damage to a vehicle by a tree had been processed through the parish council's insurance.

### iv. Regular Payments

#### 1. Village Hall

It was **RESOLVED** by unanimous vote to continue supporting the following community groups with their rent payments to the Village Hall for 2023-24.

1. Film night up to £450.
2. The Toddler Group up to £700.

This was proposed by Cllr Wiles and seconded by Cllr Streule.

#### 2. Green Scythe

It was **RESOLVED** by unanimous vote to continue with Green Scythe as the contractor for grass and verge cutting, and to keep the frequency of cuts the same as the year before, up to £5,700 + vat.

This was proposed by Cllr Wiles and seconded by Cllr Price.

It was **NOTED** for the clerk to request a quote from Green Scythe to cut two footpaths in the village.

**v. Grants**

It was **NOTED** the chairman of the council would request more information from the Village Hall regarding their grant request.

**vi. Standing Orders/Direct Debits**

It was **RESOLVED** by unanimous vote to pay the following payments via standing order/direct debit.

1. Clerks' wages
2. HMRC payments

This was proposed by Cllr Wiles and seconded by Cllr Richardson.

**vii. Cashbook**

- i. It was **RESOLVED** by unanimous vote to approve the cashbook purchases for April and May 2023.

This was proposed by Cllr Wiles and seconded by Cllr S Miller.

Date	Payee	Description	Total
09/05/2023	M Pauling	Clearance of New Burial Ground	£875.00
09/05/2023	Village Hall	Film Night - April	£38.40
10/05/2023	Village Hall	Toddler Group Jan 23 - Mar 23	£211.20
09/05/2023	Society of Local Council Clerks	Annual membership	£222.00
09/05/2023	Oxford Association of Local Councils	Annual membership	£156.00
09/05/2023	Zurich	Annual Insurance	£1,245.97
09/05/2023	Cherwell District Council	Emptying Dog Bins	£350.06
09/05/2023	Clerk	Wages - April	PRIVATE
09/05/2023	Clerk	Wages - May	PRIVATE
09/05/2023	Clerk	Stamps	£15.20
09/20/2023	Basil Clarke	Annual Payment	PRIVATE
		<b>Total</b>	<b>£4,365.17</b>

- ii. It was **RESOLVED** by unanimous vote to approve the cashbook payments for April and May 2023.

This was proposed by Cllr Wiles and seconded by Cllr Streule.

**012/23 ITEMS PROPOSED FOR THE NEXT AGENDA**

It was **NOTED** councillors need to submit proposals to the clerk in writing at least 10 clear days before the meeting it is proposed for. (As per standing order 9B).

- AGAR Figures – Clerk
- Fence for the playground – Cllr Streule
- Grant Application – Cllr Wiles
- To form a Staffing Committee - Clerk

**013/23 Date of the next meeting:**

The date of the next meeting is Tuesday 13<sup>th</sup> June 2023 at 19.30, at the Islip Village Hall.

**\*\* Exclusion of the public and press\*\***

**014/23 STAFFING MATTERS**

**1. Clerk Employment Contract**

It was **RESOLVED** by unanimous vote to approve the draft employment contract and for the chairman to sign.

This was proposed by Cllr Wiles and seconded by Cllr Price.

**2. Gardener Payment**

It was **RESOLVED** by unanimous vote to make the annual payment to the gardener.

This was proposed by Cllr Wiles and seconded by Cllr Price.

*The meeting closed at 21.15*

**SIGNED:** \_\_\_\_\_

**Councillor: Nathan Wiles - Chairman**

## ISLIP PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 13<sup>th</sup> June 2023, at 7.30 pm held at Islip Village Hall.

**MEMBERS PRESENT:** **Parish Councillors:** Nathan Wiles (Chairman), Dennis Price and Anneka Streule.

**OTHER COUNCILLORS:** **District Councillor:** Julian Nedelcu

**OFFICERS PRESENT:** **Clerk to the Council:** Emma Kearney

**OTHERS PRESENT:** **Members of the Public:** One

**APOLOGIES:** The following apologies were received:  
**Parish Councillors:** Nicola Richardson and Sophie Miller  
**District Councillor:** Gemma Coton.  
**County Councillor:** Cllr C Miller.

### 015/23 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION

None

### 016/23 MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** by unanimous vote to accept the minutes for the Parish Council Meeting held on 9<sup>th</sup> May 2023 as a true record.

This was proposed by Cllr Wiles and seconded by Cllr Streule.

### 017/23 PUBLIC PARTICIPATION

A resident attended to express concerns with a planning application.

### 018/23 COUNTY AND DISTRICT COUNCILLOR REPORTS

- The councillors present gave their reports.
- A written report was also received from Cllr C Miller.

### 019/23 PLANNING APPLICATIONS

The following planning applications were reviewed.

23/01326/F	14 Bletchingdon Road, Islip, Kidlington, OX5 2TQ	Two storey rear extension; part single, part two storey side extension.	Islip	12/06/2023	No Objections
23/01470/F	12 Kidlington Road, Islip, Kidlington, OX5 2ST	Demolition of single storey side extension. Sub-division of plot with construction of new 3-bed dwelling on adjacent land (resubmission of 23/00251/F)	Islip	26/06/2023	Objected*

\* It was **RESOLVED** by unanimous vote to **OBJECT** to this application

This was proposed by Cllr Wiles and seconded by Cllr Price.

The following reasons for the objection were **NOTED**.

1. Although the design has been reduced in bulk from the initial application by a small amount, it is still very tight on the site and does have some side windows overlooking the neighbouring property.
2. It adversely effects the neighbouring properties amenity.
3. The front and rear elevations are not well designed.
4. The building does not sit well in the streetscape and has a terracing effect. The roof plan and rear elevation do not match up on the drawings.
5. Parking will be very tight, and we do not believe it can work on the angled site.
6. It is very near to the local school and backing out vehicles on this corner will not be safe.

7. Local residents have raised objections about the development with the Parish Council.

**020/23 Thames Water Letter**

It was **NOTED** the letter regarding Thames Water is to be sent to the Environmental Protection Agency.

**021/23 Newsletter Article**

The points to be covered in the newsletter were **NOTED**.

**022/23 Financial Matters**

1. **Income**

None

2. **Playground Fencing quotation.**

It was **RESOLVED** by unanimous vote to accept the quotation to remove the existing wooden fence around the playground and replace it with a green bow top metal fence 1.2m high with yellow metal soft close gates in the same place as the existing gates. At a cost of £15,269 + VAT pending confirmed invoice amount.

These costs are to be paid via the playground reserves allocation.

This was proposed by Cllr Strule and seconded by Cllr Wiles.

3. **Cashbook**

- i. It was **RESOLVED** by unanimous vote to purchase the following cashbook payments for June 2023.

<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Invoice</b>	<b>Amount</b>
13/06/2023	Green Scythe	Mowing and cutting	15720	£728.40
14/06/2023	Clerk	Wages - June	Payslip	PRIVATE
14/06/2023	HMRC	Contributions	Printout	PRIVATE
14/06/2023	Reids Playground Maintenance	Playground Fence	Qte: RPM:6919	£18,322.80
			<b>Total</b>	<b>£19,588.65</b>

This was proposed by Cllr Wiles and seconded by Cllr Price.

- ii. It was **RESOLVED** by unanimous vote to pay the items listed on the June 2023 cashbook. This was proposed by Cllr Wiles and seconded by Cllr Streule.

It was **NOTED** that the AGAR figures will be addressed at an extraordinary meeting of the council, to be held on Tuesday 20<sup>th</sup> June from 7pm at Islip Village Hall.

It was **NOTED** that the Staffing Matters will be addressed at the next full parish council meeting.

The meeting closed at 21.15.

**SIGNED:** \_\_\_\_\_

Councillor: Nathan Wiles - Chairman

## ISLIP PARISH COUNCIL MINUTES

Minutes of the Extraordinary Council Meeting held on Tuesday, 20<sup>th</sup> June 2023, at 7.30 pm held at Islip Village Hall.

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**MEMBERS PRESENT:** **Parish Councillors:** Nathan Wiles (Chairman), Sophie Miller, Nicola Richardson, Dennis Price and Anneka Streule.

**APOLOGIES:** The following apologies were received:  
**Parish Councillors:** None

### 023/23 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION

None

### 024/23 Year End Audit figures 2022-23 (AGAR Figures)

- **Annual Internal Audit Report 2022-23**  
The clerk circulated the internal auditors report in advance.  
It was **RESOLVED** to receive and accept the report by unanimous vote.  
This was proposed by Cllr Wiles and seconded by Cllr Streule.
- **Review of Effectiveness**  
It was **NOTED** this would be added to the next agenda.
- **Annual Governance Statement**  
The clerk circulated the questions in advance, and they were read out in the meeting for confirmation.  
It was **RESOLVED** to tick 'no' for question 4 with regards to the Electors Rights as per the comments from the external auditor on last year's return.  
This was proposed by Cllr Richardson and seconded by Cllr Miller.
- **Signed Accounting Statement**  
The clerk circulated the figures along with the asset register in advance.  
It was **RESOLVED** by unanimous vote to agree the Accounting Statement.  
This was proposed by Cllr Wiles and seconded by Cllr Streule.  
It was **NOTED** box 6. and 7. were '**RESTATED**' due to a duplication of two invoices totalling £249.60. This was deducted from £22,288.00 the 'All Other Payments' figure for 2021-22, and the correct figure of £22,038.40 was presented.
- **Statement of Account**  
The clerk circulated the statement of Account before the meeting.  
It was **RESOLVED** by unanimous vote to agree the Statement of Account.  
This was proposed by Cllr Wiles and seconded by Cllr Miller.
- **Confirmation of the dates of Electors Rights.**  
It was **NOTED** that the date of announcement would be Thursday 29<sup>th</sup> June 2023, and the date of commencement Friday 30<sup>th</sup> June 2023 ending on Thursday 10<sup>th</sup> August 2023.

The meeting closed at 20.00.

**SIGNED:** \_\_\_\_\_  
Councillor: Nathan Wiles – Chairman



**ISLIP PARISH COUNCIL MINUTES**

Minutes of the Council Meeting held on Tuesday, 11<sup>th</sup> July 2023, at 7.30 pm held at Islip Village Hall.

*No meeting held as the council was not quorate.*

**ISLIP PARISH COUNCIL MINUTES**

*No meeting is held in August.*

## ISLIP PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 12<sup>th</sup> September 2023, at 7.30 pm held at Islip.

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

**OTHER COUNCILLORS:** **District Councillor:** Gemma Coton.  
**County Councillor:** Cllr C Miller.

**OFFICERS PRESENT:** **Clerk to the Council:** Emma Kearney

**OTHERS PRESENT:** **Members of the Public:** Ten

**APOLOGIES:** The following apologies were received:  
**Parish Councillors:** Nathan Wiles (Chairman)  
**District Councillor:** Julian Nedelcu

### 025/23 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION

None

### 026/23 MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** by unanimous vote to accept the minutes for the Parish Council Meeting held on 13th June 2023 and the extraordinary meeting held on Tuesday 20th June as a true record.

This was proposed by Cllr Richardson and seconded by Cllr Streule.

### 027/23 PUBLIC PARTICIPATION

- Residents attended to express concerns with the planning application being discussed at this meeting.
- A resident attended to request to cut back a hedge belonging to the parish council.

### 028/23 PLANNING APPLICATIONS

The following planning application was reviewed.

Reference	Address	Description	Ward	Deadline
23/02203/F	Fourways North Street Islip Kidlington OX5 2SQ	Demolition of existing bungalow and erection of two houses	Islip	15/09/2023

- It was **NOTED** an extension had been requested by the clerk as the deadline date was before the September parish council meeting.
- It was **RESOLVED** by unanimous vote to **OBJECT** to application 23/02203/F for the following reasons –
  - 1. The Cherwell Local Plan 2011-2031 - ESD15**

The Character of the Built and Historic Environment. New development is expected to enhance and compliment the character of its context. The application fails to respect the existing buildings around the site in terms of design, height and siting. The view at the entrance to the village from the Otmoor is an important part of the Islip Conservation Area and the site is very prominent. The current design would mean that the view is a large two storey gable, fencing and car parking area. It does not enhance or preserve the Conservation Area.
  - 2. Cherwell Local Plan 1996 (saved policies) – (CLP 1996) C28**

Layout, Design and External Appearance. New development is required to have standards of layout, design and external appearance sympathetic to the character of

the urban or rural context of that development. The current design is not sympathetic to the character of the village.

### 3. Residential Amenity

The site is raised and the design for full two storey houses will affect the residential amenity of the neighbouring properties, especially in St Nicholas Close. The development would result in loss of light, overshadowing and loss of privacy. The windows in the gable of number 1 St Nicholas Close are to habitable rooms.

### 4. Highway Safety

The current access does not comply with Highway design guidance. The junction of North Street and Middle Way is currently dangerous as visibility up Middle Road is very poor and cars speed up coming out of the village. House 2 would further reduce visibility and add more traffic movements to this junction.

### 5. Summary

The Parish Council would be supportive of the development of the site if the above issues were resolved. A high quality, sympathetic design, which respected the Conservation Area and the neighbouring properties. We would ask that any application included an accurate street elevation drawing with correct levels to show the actual relationship of any new development with the existing houses on Middle Way.

This was proposed by Cllr Price and seconded by Cllr Richardson.

It was **NOTED** the clerk would contact Cherwell District Council regarding the application being called-in.

## 029/23 COUNTY AND DISTRICT COUNCILLOR REPORTS

The Councillors present gave their reports.

## 030/23 MILL STREET CONSULTATION

The closing date for the consultation was **NOTED**.

## 031/23 FINANCIAL MATTERS

### 01/23 Income

The following income was **NOTED**.

Date	Payee	Details	Amount
07/06/2023	Oxfordshire County Council - councillor fund	Cross Tee Green	£500.00

### 02/23 Quarterly Budget Update

The quarterly update was received.

	Insurance	Grants	Subscriptions	Dog Bins	Audit	Ground Maint
<b>Budgeted</b>	<b>£1,150.00</b>	<b>£3,500.00</b>	<b>£500.00</b>	<b>£1,300.00</b>	<b>£500.00</b>	<b>£4,950.00</b>
<b>Spent</b>	£1,245.97	£326.40	£526.00	£350.06	£275.00	£3,709.40
<b>Remaining</b>	<b>-£95.97</b>	<b>£3,173.60</b>	<b>-£26.00</b>	<b>£949.94</b>	<b>£225.00</b>	<b>£1,240.60</b>

	Land Maint Small W	Website	Training	Playg Maint & Ref	Stationery	Solicitors Fees	No Budget
<b>Budgeted</b>	<b>£1,500.00</b>	<b>£550.00</b>	<b>£600.00</b>	<b>£2,620.00</b>	<b>£180.00</b>	<b>£500.00</b>	<b>£0.00</b>
<b>Spent</b>	£0.00	£66.24	£0.00	£123.60	£15.20	£0.00	£33.98
<b>Remaining</b>	<b>£1,500.00</b>	<b>£483.76</b>	<b>£600.00</b>	<b>£2,496.40</b>	<b>£164.80</b>	<b>£500.00</b>	<b>-£33.98</b>

	Salary	HMRC
<b>Total</b>	<b>In budget</b>	<b>In budget</b>
<b>Budgetted</b>	<b>£5,600.00</b>	<b>£500.00</b>

**03/23 Grant to Otmoor Art Fair**

It was **RESOLVED** by unanimous vote to offer a loan of £500 to support the set-up of the event, and for the loan to be paid back at the end of October 2023.

The was proposed by Cllr Price and seconded by Cllr S Miller.

**04/23 Playground Fence**

The colour of the gates was discussed, and it was **AGREED** the gates would be painted yellow as per the quotation.

**05/23 Cashbook**

1. It was **RESOLVED** by unanimous vote to purchase the items listed for July, August, and September 2023.

The was proposed by Cllr Price and seconded by Cllr S Miller.

2. It was **RESOLVED** by unanimous vote to authorise for payment the items listed for July, August, and September 2023.

The was proposed by Cllr Price and seconded by Cllr S Miller.

3. Cashbook payments

Date	Payee	Description	Amount
12/09/2023	Village Hall	Film Night - May	£38.40
12/09/2023	Village Hall	Film Night - June	£38.40
12/09/2023	Jane Olds	Internal Auditor	£275.00
12/09/2023	Play safety Limited	Annual Report	£123.60
12/09/2023	Green Scythe	Mowing and cutting	£649.20
12/09/2023	Clerk	Salary July	Private
12/09/2023	Clerk	Salary August	Private
12/09/2023	Clerk	Salary September	Private
		<b>Total</b>	<b>£2,479.61</b>

**032/23 Newsletter Article**

The clerk **NOTED** points to include for the newsletter.

**033/23 Items for the next agenda**

- Grant policy
- Staffing committee
- Playground inspection.

The meeting closed at 21.30.

**SIGNED:** \_\_\_\_\_

Councillor: Dennis Price – Chairman

## ISLIP PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 10<sup>th</sup> October 2023, at 7.30 pm held at Islip.

**MEMBERS PRESENT:** **Parish Councillors:** Nathan Wiles (Chairman) Dennis Price, and Anneka Streule.

**OTHER COUNCILLORS:** **District Councillor:** Gemma Coton.  
**County Councillor:** Cllr C Miller.

**OFFICERS PRESENT:** **Clerk to the Council:** Emma Kearney

**OTHERS PRESENT:** **Members of the Public:** Two

**APOLOGIES:** The following apologies were received:  
**Parish Councillors:** Nicola Richardson, and Sophie Miller  
**District Councillor:** None.

### 034/23 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION

None

### 035/23 MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** by unanimous vote to accept the minutes for the Parish Council Meeting held on 12th September 2023.

This was proposed by Cllr Wiles and seconded by Cllr Price.

### 036/23 PUBLIC PARTICIPATION

- A presentation regarding the Islip Bridge proposal was received, and it was **NOTED** the County Councillor would share with the village for any final specific concerns.
- It was **NOTED** the installation of the turnstiles need to be arranged.

**Action:** Clerk to organise.

### 037/23 PLANNING APPLICATIONS

- It was **NOTED** that application 23/02203/F Four Way had been called-in to the Cherwell District Council Planning Committee.
- The next planning committee meeting is on Thursday 2<sup>nd</sup> November; however, the agenda has not yet been issued.

### 038/23 COUNCILLOR UPDATE

The councillors present gave their reports.

### 039/23 FINANCIAL MATTERS

#### 1. Income

The following income was **NOTED**.

Date	Payee	Description	Amount
13.09.2023	Cherwell District Council	Precept 2 <sup>nd</sup> Install	£11,805.62

#### 2. Grant Awarding Scheme

The proposed grant awarding scheme was reviewed it was **AGREED** to add this to the next agenda.

#### 3. Kerwood Field Tenants Notice

It was **NOTED** that the tenant had given notice, and the agreement would cease in October 2024, the clerk is to ensure the account is settled.

**Action:** Clerk to organise.

#### 4. External Audit Outcome

The response from the external audit was **NOTED**, and the clerk confirmed this had been uploaded to the website.

**5. Cashbook**

1. It was **RESOLVED** by unanimous vote to purchase the items listed for October 2023.

This was proposed by Cllr Wiles and seconded by Cllr Price.

2. It was **RESOLVED** by unanimous vote to authorise for payment the items listed for October 2023.

This was proposed by Cllr Wiles and seconded by Cllr Price.

**3. Cashbook payments**

<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Invoice No</b>	<b>Total</b>
14/07/2023	Green Scythe	Mowing and cutting	15936	<b>£1,461.60</b>
10/10/2023	Green Scythe	Remainder of invoice 16051	16051-2	<b>£158.40</b>
10/10/2023	Green Scythe	Mowing and cutting	16166	<b>£886.80</b>
10/10/2023	Cherwell District Council	Dog bin collection	20012370	<b>£741.31</b>
10/10/2023	Village Hall	Film Night - Sept	20231335	<b>£38.40</b>
10/10/2023	Moore	External Audit 2022-23	319975	<b>£252.00</b>
14/10/2023	Clerk	Wages - October	Payslip	<b>Private</b>
			<b>Total</b>	<b>£3990.18</b>

**040/23 Newsletter Article**

The items to be included in the article were **AGREED**.

**041/23 Items for the next agenda**

- The clerk's appraisal date
- Budget 2024-25
- Grant awarding scheme

The meeting closed at 20.33.

**SIGNED:** \_\_\_\_\_  
Councillor: Nathan Wiles – Chairman

## ISLIP PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 14<sup>th</sup> November 2023, at 7.30 pm held at Islip Village Hall.

**MEMBERS PRESENT:** **Parish Councillors:** Nathan Wiles (Chairman) Dennis Price, Anneka Streule, Nicola Richardson, and Sophie Miller.

**OTHER COUNCILLORS:** **District Councillor:** Julian Nedelcu.

**OFFICERS PRESENT:** **Clerk to the Council:** Emma Kearney

**OTHERS PRESENT:** **Members of the Public:** Two

**APOLOGIES:** The following apologies were received:

**Parish Councillors:** None

**District Councillor:** None.

**County Councillor:** Cllr C Miller.

### 042/23 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION

None

### 043/23 MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** by unanimous vote to accept the minutes for the Parish Council Meeting held on 10th October 2023.

This was proposed by Cllr Wiles and seconded by Cllr Price.

### 044/23 PUBLIC PARTICIPATION

None

### 045/23 PLANNING APPLICATIONS

The following planning application was reviewed.

Ref	Address	Description	Ward	Deadline	Outcome
23/02857/F	13 Hilltop Gardens, Islip, OX5 2SJ	External fabric upgrades including external wall insulation, recladding with timber and render and new windows	Islip	08/11/2023	<i>Expired – for reference</i>
23/02924/F	Battle King, 2 The Rise, Islip, OX5 2TG	Erection of a replacement single storey rear extension, the erection of a porch, the demolition of the existing side extension and double garage and the erection of a part one part two storey side extension, loft conversion and associated works	Islip	16/11/2023	No objection.

### 046/23 FINANCIAL MATTERS

#### 1. Income

None.

#### 2. Budget and Reserves Allocation

The following budget for 2024-25 was reviewed –

Budget Heading	Proposed for 2024-25
<b>Insurance</b>	<b>£1,350.00</b>
<b>Grants</b>	<b>£3,500.00</b>
7 requests @ £500.00	£3,500.00
<b>Subscriptions</b>	<b>£500.00</b>



OALC	£156.00
SLCC	£111.00
Microsoft Office	£79.99
Campaign to protect rural England (CPRE)	£36.00
Oxford Playing Field Association (OPFA)	£42.00
Oxford Green Belt Network	£15.00
Community First Oxford	£27.50
<b>Dog Bin Maintenance</b>	<b>£1,850.00</b>
Dog Waste bins	£1030.00
Dog bags	£740.00
<b>Audit</b>	<b>£600.00</b>
External Audit	£240.00
Internal Audit	£250.00
<b>Ground Maintenance</b>	<b>£7,655.00</b>
Maintenance - burial ground	£500.00
Maintenance - Playing field	£1,346.00
Maintenance - Millenium Wood	£410.00
Maintenance - Verges & Greens	£5,328.00
Maintenance - Footpaths	£70.00
<b>Land Maintenance &amp; Small Works</b>	<b>£1,350.00</b>
Maintenance - War mem/cross tee	£150.00
Maintenance - Hedges	£250.00
Maintenance - Planters of the village	£200.00
Maintenance - Strim footpaths	£100.00
Maintenance - tree surgery	£250.00
Maintenance - tree survey	£150.00
Maintenance - tree planting	£250.00
<b>Website</b>	<b>£550.00</b>
Annual Wix Subscription	£120.00
Mailboxes	£300.00
Domain Name 2 Yearly (£200)	£100.00
<b>Training</b>	<b>£600.00</b>
Allocation per councillor - £100 each	
<b>Staff Costs</b>	<b>£9,500.00</b>
Clerk wages	£5,600.00
National wages increase	£216.00
Gardener Annual Payment	£200.00
Allocation for additional hours for clerk (to be reviewed)	£2,000.00
Clerk Bonus	£500.00
HMRC	£500.00
<b>Playground Maintenance/Refurbishment</b>	<b>£1,150.00</b>
Rospa annual check	£117.00
Reserves for maintenance	£1,000.00
<b>Stationery</b>	<b>£180.00</b>

Printer Ink	£50.00
Stamps	£50.00
Paper (box)	£20.00
Mobile phone credit	£50.00
Envelopes	£7.50
<b>Solicitors' fee's</b>	<b>£500.00</b>
Total budget expenditure	<b>£29,285.00</b>

The following reserves allocation for 2024-25 was reviewed –

General	£5,500.00
<b>Earmarked reserves</b>	
Grants	£2,000.00
Staff costs	£2,000.00
Councillor training	£800.00
New Councillor mailbox	£250.00
Land maintenance and small works	£1,900.00
Ground maintenance	£3,000.00
Playground refurbishment/replace	£26,676.00
Playing field project	£6,000.00
Insurance claim excess	£250.00
Election costs	£250.00
Solicitors' fees	£500.00
Total reserves amount	£49,126.00
Total held funds 10.11.2023	£50,008.00

### 3. Precept Request 2024-25

It was **RESOLVED** by unanimous vote for the precept request to remain the same for 2024-25, at a rate of £23,611.00 per annum.

This was proposed by Cllr Wiles and seconded by Cllr Price.

### 4. Purchase Trees for the Playing Field

It was **RESOLVED** by unanimous vote to purchase 9 trees, 3 Wild Cherry, 3 Hornbeam and 3 Field Maple to be planted in the grass area of the playing field next to the playground.

This was proposed by Cllr Streule and seconded by Cllr Price.

### 5. Turnstiles Installation

- i. It was **RESOLVED** by unanimous vote to pay the cost of £400.00 to install the turnstiles.

This was proposed by Cllr Wiles and seconded by Cllr Price.

- ii. It was **RESOLVED** by unanimous vote for a plaque noting the history of the turnstiles to be sourced by the parish council.

This was proposed by Cllr Wiles and seconded by Cllr Price.

**Action:** Clerk to organise the plaque.

### 6. Grant Awarding Process

The process and documentation were reviewed.

It was **RESOLVED** by unanimous vote to approve the final edit and to use this process with immediate effect.

This was proposed by Cllr Richardson and seconded by Cllr Miller.

**Action:** Clerk to upload to the website.

**7. Internal Auditor**

It was **RESOLVED** by unanimous vote to appoint Jane Olds as the internal auditor for 2023-24 accounts.

This was proposed by Cllr Richardson and seconded by Cllr Miller.

**8. National Pay Increase 2023-24**

i. It was **RESOLVED** by unanimous vote to pay the clerk the National Pay increase. This was proposed by Cllr Wiles and seconded by Cllr Price.

ii. It was **RESOLVED** by unanimous vote to back pay the clerk the National Pay increase from April 2023.

This was proposed by Cllr Wiles and seconded by Cllr Streule.

**9. Clerks Discretionary Bonus**

i. It was **RESOLVED** by unanimous vote to pay the clerk a bonus. This was proposed by Cllr Wiles and seconded by Cllr Price.

ii. It was **RESOLVED** by unanimous vote for this year's bonus to be £400.00. This was proposed by Cllr Wiles and seconded by Cllr Streule.

**10. Gardeners Annual Pay**

i. It was **RESOLVED** by unanimous vote to pay the gardener's annual pay. This was proposed by Cllr Wiles and seconded by Cllr Price.

ii. It was **RESOLVED** by unanimous vote for this year's pay to be £200.00. This was proposed by Cllr Wiles and seconded by Cllr Streule.

**11. Cashbook**

i. It was **RESOLVED** by unanimous vote to purchase the items listed for November 2023.

This was proposed by Cllr Wiles and seconded by Cllr Price.

ii. It was **RESOLVED** by unanimous vote to authorise for payment the items listed for November 2023.

This was proposed by Cllr Streule and seconded by Cllr Price.

**Cashbook November payments**

Date	Payee	Description	Total
14/11/2023	Village Hall	Toddler Group Apr 23 - July 23	£192.00
14/11/2023	Village Hall	Film Night - Oct	£38.40
14/11/2023	Green Scythe	Mowing and cutting	£649.20
14/11/2023	Simon Sherrell Contracting	To concrete two wooden turn styles	£400.00
14/11/2023	E Kearney	Wages - Nov	£451.67
14/11/2023	E Kearney	National Pay Increase Back Pay	£170.44
14/11/2023	E Kearney	Discretionary Bonus	£320.00
14/11/2023	B Clarke	Annual Contribution	£160.00
14/11/2023	Bunkers Hill	Trees	£450.00

**047/23 Newsletter Article**

The items to included in the newsletter were **NOTED**.

**048/23 Items for the next agenda**

To set the date for the Clerks' appraisal.

The meeting closed at 21.10.

**SIGNED:**

\_\_\_\_\_  
Councillor: Nathan Wiles – Chairman

## ISLIP PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 13<sup>th</sup> Jan 2024, at 7.30 pm held at Islip Village Hall.

**MEMBERS PRESENT:** **Parish Councillors:** Nathan Wiles (Chairman) Dennis Price, Anneka Streule, and Nicola Richardson.

**OTHER COUNCILLORS:** **County Councillor:** Cllr C Miller.

**OFFICERS PRESENT:** **Clerk to the Council:** Emma Kearney

**OTHERS PRESENT:** **Members of the Public:** Two

**APOLOGIES:** The following apologies were received:  
**Parish Councillors:** Sophie Miller.  
**District Councillor:** Gemma Coton.

**049/23** It was **RESOLVED** that Cllr Price would chair this meeting.

### **050/23 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**

1. Cllr Richardson expressed a professional interest in 052/23 1.

### **051/23 MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** by unanimous vote to accept the minutes for the Parish Council Meeting held on 14th November 2023.

This was proposed by Cllr Wiles and seconded by Cllr Price.

### **052/23 PUBLIC PARTICIPATION**

None

*Cllr Richardson left the meeting.*

### **053/23 PLANNING APPLICATIONS**

The following planning application was reviewed.

Ref	Address	Description	Ward	Deadline	Outcome
1. 23/03488/F	Station House, 20 Bletchingdon Road, Islip, OX5 2TQ	Part 2 storey, part single storey rear extension	Islip	25.01.2023	No Objections.

*Cllr Richardson returned to the meeting.*

#### **2. Former Oil Storage Depot, Islip proposal**

The letter sent to the parish council and the residents of Bletchingdon Road was **NOTED**.

It was further **NOTED** the Parish Council would seek advice on the PIP planning process.

### **054/23 FINANCIAL MATTERS**

#### **1. Income**

It was **NOTED** £111.00 had been received from Blackbird Leys Parish Council for the 50% contribution towards the SLCC membership.

#### **2. Burial Ground**

It was **RESOLVED** by unanimous vote to approve the remedial works to the flooded graves and approve the associated costs for the following items -

- 20 m3 topsoil (= 24-30 tonnes)
- 10 kg grass seed
- Labour
- To remove & refix 3 headstones & 1 tablet.

At a budget cost of £2,864 inc. Vat

This was proposed by Cllr Wiles and seconded by Cllr Price.

### 3. Review of the Clerks Working Hours

It was **RESOLVED** by unanimous vote to approve for the OALC to review the clerks' hours at a cost of £100. + vat

This was proposed by Cllr Richardson and seconded by Cllr Streule.

### 4. Cashbook

- i. It was **RESOLVED** by unanimous vote to purchase the payments for the items listed for December 2023 and January 2024.

This was proposed by Cllr Streule and seconded by Cllr Richardson.

#### Cashbook Payments

Date	Payee	Description	Amount
09/01/2024	Village Hall	Film Night - Dec	£38.40
09/01/2024	Green Scythe Ltd	Mowing and cutting	£649.20
09/01/2024	OWA Digital Ltd	2-year renewal of.gov domain name	£210.00
14/01/2024	E Kearney	December Wages	£451.67
14/01/2024	E Kearney	December Wages anomaly	£9.50
14/01/2024	E Kearney	January Wages	£451.67
14/01/2024	E Kearney	January Wages anomaly	£9.50

- ii. It was **RESOLVED** by unanimous vote to authorise the payments for the items listed for December 2023 and January 2024.

This was proposed by Cllr Streule and seconded by Cllr Richardson.

### 055/23 CLERKS APPRAISAL

1. It was **RESOLVED** by unanimous vote for the following councillors to form the staffing committee.

- i. Cllr Wiles
- ii. Cllr Richardson
- iii. Cllr Miller

This was proposed by Cllr Wiles and seconded by Cllr Price.

2. It was **RESOLVED** by unanimous vote to continue with the staffing committees' terms of reference.

This was proposed by Cllr Wiles and seconded by Cllr Price.

3. It was **RESOLVED** by unanimous vote to hold the meeting at 18.30 Tuesday 13<sup>th</sup> February 2024.

This was proposed by Cllr Richardson and seconded by Cllr Wiles.

### 056/23 NEWSLETTER ARTICLE

It was **NOTED** that Cllr Richardson would complete this month's article.

The meeting closed at 21.10.

**SIGNED:** \_\_\_\_\_  
Councillor: Nathan Wiles – Chairman

## ISLIP PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 13<sup>th</sup> Feb 2024, at 7.30 pm held at Islip Village Hall.

**MEMBERS PRESENT:** Parish Councillors: Dennis Price, Anneka Streule, and Nicola Richardson.

**OTHER COUNCILLORS:** County Councillor: None.  
District Councillor: Julian Nedelcu

**OFFICERS PRESENT:** Clerk to the Council: Emma Kearney

**OTHERS PRESENT:** Members of the Public: 6

**APOLOGIES:** The following apologies were received:  
Parish Councillors: Nathan Wiles and Sophie Miller.  
District Councillor: Gemma Coton.

**057/23** It was **RESOLVED** that Cllr Price would chair this meeting.

**058/23 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
None

### **059/23 MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** by unanimous vote to accept the minutes for the Parish Council Meeting held on 13th January 2024.

This was proposed by Cllr Price and seconded by Cllr Richardson.

### **060/23 PUBLIC PARTICIPATION**

Residents attended to address the council regarding -

- The Cedar Cottage planning application as the finer detail was not clarified.
- To express support for the planning proposal for 9 dwellings on Bletchingdon Road.
- To request a member of the parish council joins the Burial Ground Management Group.

### **061/23 CO-OPTION**

1. It was **RESOLVED** by unanimous vote to co-opt Nicholas Stogdon to the parish council.  
This was proposed by Cllr Price and seconded by Cllr Richardson.

2. It was **NOTED** Jen Misselbrook-Dalton requested to defer to a later date.

### **062/23 COUNCILLOR UPDATES**

The councillors present gave their reports.

### **063/23 PLANNING APPLICATIONS**

The following application was discussed.

It was **RESOLVED** to defer application 24/00133/PIP to an extraordinary meeting on Wednesday 21<sup>st</sup> February 2024, for the council to obtain advice on the PiP planning process.

Application	Address	Description	Ward	Deadline	Outcome
24/00133/PIP	Cedar Wood Cottage, 23 Mill Street, Islip, OX5 2SY	Permission in Principle - erection of a single replacement dwelling, garage and garden area.	Islip	22/02/2024	Deferred

## 064/23 VILLAGE ISSUES

It was **RESOLVED** by unanimous vote for the following letters to be sent on behalf of the parish council.

### 1. Traffic Control During Floods

To Oxfordshire County Council and the Environment Agency to raise concerns.

### 2. Protective posts in Middle Street

To the Highways Authority to obtain suitable protection to avoid damage to the area.

This was proposed by Cllr Price and seconded by Cllr Richardson.

## 065/23 Financial Matters

### 1. Income

The following income was **NOTED**.

08/01/2024	Ricky Shaw	Allotment Rent	£10.00
08/01/2024	D Tuffrey	Allotment Rent	£10.00
08/01/2024	M Christine	Allotment Rent	£10.00

### 2. Update to 2024-25 budget.

It was **RESOLVED** by unanimous vote to include the following maintenance schedule with the budget allocation of up to £1,500.00 for the New Burial Ground maintenance.

This was proposed by Cllr Price and seconded by Cllr Richardson.

#### **New Burial Ground - Maintenance**

Mowing of the burial area x 14 (Apr-Oct)

Mowing of the meadow edge x 14 (Apr-Oct)

Internal Hedges trim (Annually)

Top and Road/field side hedge trim. (24 months)

Mowing and raking the Wildflower meadow 2 days (July)

### 3. Budget Virement

It was **RESOLVED** by unanimous vote to move £1,690.00 from the 'Ground Maintenance Reserves' to the 'Ground Maintenance Budget'.

This was proposed by Cllr Price and seconded by Cllr Streule.

It was **NOTED** the remaining funds in 'Ground Maintenance Reserves' would be £1,310.00.

### 4. Planning Consultant

It was **RESOLVED** by unanimous vote to appoint a consultant at the hourly rate of £125 + vat to advise on the PiP planning application process, and the funds to be taken from the 'General Reserves'.

This was proposed by Cllr Price and seconded by Cllr Richardson.

### 5. Cashbook

- i. It was **RESOLVED** by unanimous vote to agree to purchase the payments for the items listed for February 2024.

This was proposed by Cllr Price and seconded by Cllr Streule.

- ii. It was **RESOLVED** by unanimous vote to authorise the payments for the items listed for February 2024.

This was proposed by Cllr Price and seconded by Cllr Streule.

### February 2024 Cashbook Payment

1	13/02/2024	Wix	Annual Subscription	£158.40
2	14/11/2023	Simon Sherrell Contracting	To concrete 2 wooden turn styles	£400.00
3	13/02/2024	Islip Village Hall	Toddler Group	£268.80
4	25/01/2024	HMRC	Employees Cont	£68.29
5	14/02/2024	Clerk	February Salary	£460.92
			<b>Total</b>	<b>£1,356.41</b>

### 066/23 Newsletter Article

The points to be covered in the newsletter were **NOTED**.

**\*\* Exclusion of the public and press to consider legal advice. \*\***

### 067/23 The Swan Car Park

It was **RESOLVED** by unanimous vote to proceed as advised by the solicitor.  
This was proposed by Cllr Price and seconded by Cllr Streule.

The meeting closed at 21.10.

**SIGNED:** \_\_\_\_\_

Councillor: Nathan Wiles – Chairman



## ISLIP PARISH COUNCIL MINUTES

Minutes of the Extraordinary Meeting held on 21<sup>st</sup> Feb 2024, at 7.30 pm held at Islip Village Hall.

**MEMBERS PRESENT:** **Parish Councillors:** Nathan Wiles, Dennis Price, Sophie Miller, Nicola Richardson and Nicholas Stogdon.

**OTHER COUNCILLORS:** **County Councillor:** None.  
**District Councillor:** None.

**OFFICERS PRESENT:** **Clerk to the Council:** Emma Kearney

**OTHERS PRESENT:** **Members of the Public:** 1

**APOLOGIES:** The following apologies were received:  
**Parish Councillors:** Anneka Streule.

### 068/23 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION

None

### 069/23 Planning Application - Cedar Wood Cottage

1. The following planning application was scheduled to be reviewed at this meeting, however, Cherwell District Council issued its decision to approve the application before the deadline extension had passed.
2. It was **NOTED** there was no requirement for a response to be drafted.

24/00133/PIP	Permission in Principle - erection of a single replacement dwelling, garage and garden area	Cedar Wood Cottage, 23 Mill Street, Islip, Kidlington, OX5 2SY	Islip	22.02.2024	Approved by CDC before this meeting.
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### 2. Planning Application – Former Oil Dump

1. It was **RESOLVED** by unanimous vote to **OBJECT** to the following planning application. This was proposed by Cllr Richardson and seconded by Cllr Miller.

24/00295/PIP	Permission in Principle redevelopment to provide 9 no dwellings (use Class C3) and 190 sqm of commercial floorspace (use Class E)	Islip Railway Station, Bletchingdon Road, Islip, OX5 2TQ	Islip	05.03.2024	Object.
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2. It was **RESOLVED** by unanimous vote to instruct the planning consultant to write a response on behalf of the parish council. This was proposed by Cllr Richardson and seconded by Cllr Price.

The meeting closed at 20.10.

SIGNED: \_\_\_\_\_  
Councillor: Nathan Wiles – Chairman

**PLANNING APPLICATION 24/00295/PIP**  
**ISLIP RAILWAY STATION, BLETCHINGDON ROAD, ISLIP OX5 2TQ**

**'PERMISSION IN PRINCIPLE – REDEVELOPMENT TO PROVIDE 9 NO DWELLINGS (USE CLASS C3) AND 190 SQM OF COMMERCIAL FLOORSPACE (USE CLASS E)'**

**OBJECTION BY SOPHIE BROWNE, BSc (HONS), MSc, LICENTIATE MEMBER OF THE RTPI, OF ONEILL HOMER LTD, ON BEHALF OF ISLIP PARISH COUNCIL**

Contents:

Summary of Objection

1. Relevant Site History
2. Relevant Policies
3. Principle of Development
4. Location
5. Land Use
6. Amount of Development
7. Benefits of the Proposed Development

**Summary of Objection**

The application seeks Permission in Principle for a development comprising nine dwellings and a commercial (Use Class E) building with 190sqm of floorspace. The site is located on the northern outskirts of Islip and is within the Oxford Green Belt. The application site comprises the south-western corner of a larger site that is a disused oil storage depot and is therefore previously developed land. However, existing development within the application site is limited to hardstanding, a small number of modest single-storey structures, and a single partially-open two-storey structure, and the site therefore has a very open and permeable character and appearance with clear panoramic views of the countryside across it.

The proposed development would introduce significant additional built form to the site, substantially harming the openness of the Green Belt in both visual and spatial terms and is therefore in conflict with both national and local Green Belt policy. The application site is on the edge of a Category C (adopted Local Plan) or Smaller Village (emerging Local Plan) and constitutes minor development, which is in conflict with the spatial strategy of the Local Development Plan as embodied by the settlement hierarchy. The submission package indicates that the development would deliver 100% affordable housing, but planning conditions and obligations cannot be attached to a Permission in Principle and there is therefore no mechanism by which to secure this. Furthermore, no evidence has been provided to demonstrate that the proposal would meet a specific, identified local housing need, in light of which the proposal fails to accord with the relevant requirements of local policies relating to Rural Exception Sites. In addition to this, no justification has been provided for the proposed provision of new employment premises in a rural area within the Green Belt

on a non-allocated site, thereby failing to fulfil relevant criteria of local policies relating to employment development.

By virtue of its Green Belt location, along with the proposed land uses and the amount of development, the proposal conflicts with numerous relevant policies of the Local Development Plan and would result in substantial harm to the openness of the Oxford Green Belt. No material benefits would arise from the scheme that would outweigh these harms, in light of which the application should be refused.

## **1. Relevant Site History**

- 1.1. 07/00286/HS 'Claim for Deemed Consent – The receipt (by pipeline, road and rail), bulk storage and delivery (by pipeline, road and rail) of refined hydrocarbon liquids including kerosenes, gasolines and gas oils'. Deemed Consent granted 12.2.2007
- 1.2. 13/00311/CLUE 'Certificate of Lawful Use Existing – Oil storage depot'. Permitted 21.5.2013

## **2. Relevant Policies**

- 2.1. The following policies of the Local Development are considered to be of most relevance to the proposed development:

National Planning Policy Framework (NPPF), revised 2023

§77, §85, §§152-154, §226

Cherwell Local Plan 2011-2031 (Part 1) (July 2015)

SLE1 'Employment Development'  
ESD14 'Oxford Green Belt'  
Policy Villages 1 'Village Categorisation'  
Policy Villages 3 'Rural Exception Sites'

Emerging Local Plan (published for Regulation 18 consultation September 2023)

Core Policy 27 'New Employment Development on Unallocated Sites'  
Core Policy 35 'Settlement Hierarchy'  
Core Policy 44 'The Oxford Green Belt'  
Development Policy 7 'Rural Exception Sites'

Cherwell Local Plan 2011-2031 (Part 1) Partial Review (September 2020)

PR3 'The Oxford Green Belt'. This policy modifies the Green Belt boundaries to allow strategic allocations and support the delivery of Cherwell District's apportionment of Oxford's unmet housing need. This does not have any direct bearing on the current proposal.

2.2. None of the saved policies of the Cherwell Local Plan (November 1996), Oxfordshire Minerals and Waste Local Plan (July 1996), or policies of the adopted Oxfordshire Minerals and Waste Local Plan (Part 1 – Core Strategy) (September 2017) are considered to be of direct relevance to the proposal.

2.3. The Islip Neighbourhood Plan Area was designated in February 2022 and covers the whole of the Parish of Islip. The Neighbourhood Plan is in its very early stages and carries no weight.

### **3. Principle of Development**

3.1. Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires that decisions are made in accordance with the development plan unless material considerations indicate otherwise. The NPPF is an important material consideration in planning decisions. It does not change the statutory status of the Development Plan, but policies in the Development Plan need to be considered and applied having regard to the extent to which they are consistent with the NPPF. It is considered that the relevant development plan policies are consistent with the NPPF, and they should be attributed full weight.

3.2. The application is for Permission in Principle. According to the PPG (Paragraph: 012 Reference ID: 58-012-20180615), the matters that are in scope for an application of this type are limited to location, land use and amount of development. In the event that permission is granted, a further application for Technical Details Consent (TDC) will be required, which will include the detailed aspects of the scheme including layout, design, access, drainage etc.

### **4. Location**

#### Housing

4.1. Policy Villages 1 of the adopted Local Plan categorises the District's villages and sets out the types of residential development that are considered suitable for each category. Islip is identified as Category C, in which infilling and conversions are considered appropriate. §C.264 of the supporting text defines infilling as "*the development of a small gap in an otherwise continuous built-up frontage*". Core Policy 35 of the emerging Local Plan similarly sets out the Settlement Hierarchy for the District, classifying Islip as a 'Smaller Village' wherein limited infill development within existing built areas or on allocated sites will be supported, provided proposals are in keeping with local character, proportionate

in scale, and meet local housing needs. As the proposed development is neither infill nor conversion, nor located on an allocated site, it fails to accord with either of these policies.

- 4.2. In addition to the above, the application site is located within the Oxford Green Belt, in light of which Local Plan Policy ESD 14, emerging Local Plan Core Policy 44, and Section 13 of the NPPF are applicable. The Local Plan Policies seek to preserve the special character and landscape setting of Oxford, check the growth of the city and prevent ribbon development, urban sprawl, and the coalescence of settlements, safeguard the countryside from encroachment, and assist in urban regeneration by encouraging the recycling of derelict and other urban land, in accordance with §143 of the NPPF. §154 of the NPPF states that the construction of new buildings in the Green Belt should be regarded as inappropriate with a number of specified exceptions, of which the following are relevant to the current proposal:

*“(f) limited affordable housing for local community needs under policies set out in the development plan (including policies for rural exception sites); and*

*(g) limited infilling or the partial or complete redevelopment of previously developed land, whether redundant or in continuing use (excluding temporary buildings), which would:*

*- not have a greater impact on the openness of the Green Belt than the existing development; or*

*- not cause substantial harm to the openness of the Green Belt, where the development would re-use previously developed land and contribute to meeting an identified affordable housing need within the area of the local planning authority.”*

- 4.3. The application site is a small section of a disused oil storage depot, given which it is considered to be ‘previously developed land’, and the covering letter submitted in support of the application states that the proposed development seeks to deliver 100% affordable housing. Given this, Policy Villages 3 of the adopted Local Plan and Development Policy 7 of the emerging Local Plan are also of relevance, both of which relate to Rural Exception Sites.

- 4.4. Although the application site is previously developed land, the existing development on the site primarily comprises a tarmacked parking area with three modest single storey shed-type structures adjacent to the road and a taller partially-open structure with a similarly modest footprint. Development within the wider former oil storage depot is largely below ground, as a result of which the site is currently very open with clear views across it to the open countryside. The introduction of the proposed built form to the site would substantially reduce this openness, contrary to NPPF §154(g).

- 4.5. In addition to the harm to the openness of the Green Belt, it is noted that although the covering letter states that the proposal would seek to deliver 100% affordable housing this is not reflected in the description of works and there is no mechanism available under a Permission in Principle through which the Council could secure this percentage of affordable housing. The proposal therefore fails to accord with the requirement of both Policy Villages 3 and Development Policy 7 to secure arrangements to restrict the occupancy of the housing in perpetuity on Rural Exception Sites. Furthermore, the

submission package references only District- and County-wide affordable housing needs. Policy Villages 3 requires that proposals for rural exception sites must “*meet specific, identified local housing needs that cannot be met through the development of sites allocated for housing development*”, a requirement that is repeated in emerging Local Plan Development Policy 7. No evidence has been provided that the scheme would meet a specific, identified local need within Islip and its immediate surrounds, nor that any such need could not be met through the development of allocated sites. Given this, the proposal fails to accord with the relevant requirements of adopted Local Plan Policy Villages 3, emerging Local Plan Development Policy 7, and the exceptions set out under NPPF §154(f).

- 4.6. In light of the above, the location of the proposed development for housing is considered unacceptable owing both to its failure to accord with the spatial strategy of the District as set out in the settlement hierarchy and to the resultant inappropriate development within the Green Belt.

### Employment

- 4.7. Policy SLE1 of the adopted Local Plan relates to Class B employment, but pre-dates the 2020 Use Class changes and can therefore be viewed as relevant to certain other types of employment proposals (Class E uses that would formerly have been Class B1a, B1b or B1c). It states that “*Unless exceptional circumstances are demonstrated, employment development in the rural areas should be located within or on the edge of those villages in Category A (see Policy Villages 1).*” It goes on to set out a number of criteria that proposals are required to meet. Of particular relevance are the following:

*“New employment proposals within rural areas on non-allocated sites will be supported if they meet the following criteria:*

- *They will be outside of the Green Belt, unless very special circumstances can be demonstrated.*
- *Sufficient justification is provided to demonstrate why the development should be located in the rural area on a non-allocated site.*
- *They will be small scale unless it can be demonstrated that there will be no significant adverse impacts on the character of a village or surrounding environment.*
- *There are no suitable available plots or premises within existing nearby employment sites in the rural areas.”*

- 4.8. The proposed employment use is small scale, as set out in the applicant’s covering letter, and therefore fulfils this criterion. However, Islip is a Category C village (as defined by Policy Villages 1) and the site is in the Green Belt. The applicant has provided no evidence of exceptional circumstances nor any other justification for the proposed employment use in this location, nor demonstrated that there are no suitable available plots or premises within existing nearby employment sites. Given this, the employment element of the proposal fails to accord with the relevant criteria of Local Plan Policy SLE1.

4.9. Similarly, Core Policy 27 of the emerging Local Plan supports proposals for new Class E(g), B2 or B8 employment on unallocated sites in or on the edge of Larger Villages where there are exceptional circumstances – but Islip is categorised as a Smaller Village under Core Policy 35 of the emerging Local Plan. Core Policy 27 requires that employment proposals in Smaller Villages meet the following criteria;

*“i A demonstrable need for the employment that cannot be accommodated on existing allocated sites;*

*ii The effect on the amenity of nearby residents and businesses;*

*iii The provision of safe site access for pedestrians and cyclists and for all types of vehicles likely to visit the sites, and measures to promote the use of sustainable modes of transport where possible, and*

*iv The scale, nature and appearance of the employment development on, and its relationship with, the settlement, its character and its landscape setting*

*v The proposal cannot reasonably be accommodated on existing employment land identified as vacant or developable, and*

*vi It can be demonstrated that the proposal will benefit the local economy and will not undermine the delivery of the strategic employment allocations.”*

4.10. The submission package does not provide any evidence in relation to criteria (i), (v) or (vi), which relate to the principle of the location, and therefore fails to accord with emerging Local Plan Core Policy 27.

4.11. No justification has been provided for the proposed inclusion of employment development in this location, as required by relevant policies of the adopted and emerging Local Plans, and this element of the proposal is therefore considered unacceptable.

## **5. Land Use**

5.1. The proposed land use is for mixed residential and employment (Class E) uses. As set out in section 4, this constitutes an inappropriate use in this rural, Green Belt location, conflicting with adopted Local Plan Policies SLE1, ESD14, Villages 1 and Villages 3, emerging Local Plan Core Policies 27, 35 and 44 and Development Policy 7, and NPPF §§152-154.

## **6. Amount of Development**

6.1. The application site presently has an open character and appearance with very limited existing development above a single storey and clear views across it to the open countryside beyond. Whilst the amount of development proposed would allow for some visual permeability to be retained, it would nevertheless substantially impact the current openness of the site. Given the Green Belt location, this impact on the visual and spatial openness of the site would conflict with NPPF §154(g).

6.2. As set out in section 4, both Policy Villages 1 of the adopted Local Plan and Core Policy 35 of the emerging Local Plan set out the settlement hierarchy, classifying Islip as a Category C or Smaller Village. In such settlements, Policy Villages 1 seeks to restrict residential development to limited infill or conversions, whilst Core Policy 35 restricts it to limited infill within existing built areas or on allocated sites. The proposed development is for nine dwellings and a commercial building and is therefore considered to constitute a minor mixed-use scheme exceeding the parameters of 'limited infill' development as set out in §C.264 of the supporting text in the adopted Local Plan. The amount of development does not therefore accord with the requirements of Local Plan Policy Villages 3 or Core Policy 35.

## **7. Benefits of the Proposed Development**

7.1. The submission package sets out potential benefits that the applicant considers would arise from the proposed development, which must be weighed in the planning balance against the identified harms.

7.2. The applicant contends that the proposal would improve the appearance of the disused and unkempt site and that the reinstatement of the extant lawful use of the site would result in harmful impacts to the local area arising from associated vehicular movements. Whilst the limited existing structures on the site are dilapidated, as previously noted the site has a generally open, rural character and appearance and is does not materially detract from the local landscape setting of the village or the openness of the Green Belt. There is no evidence that the reinstatement of the lawful existing site use represents a realistic fallback position and any harms arising from this are not, therefore, a material consideration.

7.3. The covering letter suggests that the provision of employment floorspace would support the local community, but no evidence is provided in support of this assertion and it can therefore be afforded limited weight. As set out previously, no mechanism is available to secure the provision of 100% affordable housing from the scheme and this benefit cannot therefore be afforded any weight. References to the illustrative layout plan, including the provision of shared green amenity space and an outdoor play area, can similarly be afforded little weight given that the application is for Permission in Principle only and the applicant emphasises elsewhere that the submitted layout is illustrative only.

7.4. In addition to the above, the covering letter makes much of the sustainability of the location, citing the presence of a railway station and the provision of active travel links from the site. This does not, however, align with the assessment and categorisation of Islip in the settlement hierarchy in either the adopted or emerging Local Plans and can therefore be afforded very limited weight.

7.5. Overall, very limited material benefits would arise from the proposed development. In the planning balance, these do not outweigh the substantial weight that must be attached to the identified harms that would arise to the Green Belt, in light of which the application should be refused.



## ISLIP PARISH COUNCIL MINUTES

Minutes of the Council Meeting held on Tuesday, 12<sup>th</sup> Mar 2024, at 7.30 pm held at Islip Village Hall.

**MEMBERS PRESENT:** **Parish Councillors:** Dennis Price, Anneka Streule, Nathan Wiles and Sophie Miller and Nicola Richardson.

**OTHER COUNCILLORS:** **County Councillor:** None.  
**District Councillor:** Julian Nedelcu

**OFFICERS PRESENT:** **Clerk to the Council:** Emma Kearney

**OTHERS PRESENT:** **Members of the Public:** 6

**APOLOGIES:** The following apologies were received:  
**Parish Councillors:** Nicholas Stogdon.  
**District Councillor:** Gemma Coton.

**070/23** It was **RESOLVED** that Cllr Price would chair this meeting.

**071/23 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
None

### **072/23 MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** by unanimous vote to accept the minutes for the Parish Council Meeting held on 13th February 2024 and the extraordinary meeting of the council held on 21<sup>st</sup> February 2024.

This was proposed by Cllr Price and seconded by Cllr Richardson.

### **073/23 PUBLIC PARTICIPATION**

Residents attended to express their views regarding the traffic calming measures.

### **074/23 Councillor Updates**

An update was received.

### **075/23 Traffic Calming Measures**

It was **NOTED** that the feedback from the residents would be shared to the County Council.

### **076/23 Planning Application**

The following application was reviewed.

Application	Address	Description	Ward	Deadline	Outcome
24/00491/F	12 Kidlington Road, Islip, Kidlington, OX5 2ST	Variation of condition 2 (plans) of 23/01470/F - alteration to roofline and amendments to windows.	Islip	26/03/2024	No objections.

### **077/23 Plaque at the Newly Planted Trees**

It was **RESOLVED** by unanimous vote to mount a plaque of gratitude to the Otmoor Archaeological and Historical Society for the generous donation towards the trees.

This was proposed by Cllr Price and seconded by Cllr Streule.

### **078/23 New Burial Ground**

It was **RESOLVED** by unanimous vote to appoint Cllr Richardson as the representative.

This was proposed by Cllr Richardson and seconded by Cllr Price.

## 079/23 Financial Matters

### 1. Income

The following income was **NOTED**.

Date	Description	Amount
12/02/2024	Allotment N Price	£5.00
12/02/2024	Allotment Levy	£5.00
12/02/2024	Allotment Morrison	£5.00
19/02/2024	C M Beane Cem Fee	£45.00
22/02/2024	Allotment Dickman	£5.00

### 2. Grounds Maintenance

It was **RESOLVED** by unanimous vote to appoint Green Scythe to carry out the ground maintenance work for 2024-25, at a total contract cost of £5,936.00 + vat.

This was proposed by Cllr S Miller and seconded by Cllr Richardson.

### 3. Carpark Hedge Cut

i. It was **RESOLVED** by unanimous vote to retrospectively approve the annual carpark hedge cut at a cost of £510 + vat.

This was proposed by Cllr S Miller and seconded by Cllr Richardson.

ii. It was **RESOLVED** by unanimous vote to add the annual carpark hedge cut to the 2024-25 budget at a cost of £510 + vat.

This was proposed by Cllr Streule and seconded by Cllr Price.

### 4. Covenant Documents

It was **RESOLVED** by unanimous vote to purchase the covenant documents to a cost of £50.00.

This was proposed by Cllr Price and seconded by Cllr Wiles.

### 5. Information Commissioner

i. It was **RESOLVED** by unanimous vote to register with the Information Commissioner's Office (ICO).

This was proposed by Cllr Wiles and seconded by Cllr Richardson.

ii. It was **RESOLVED** by unanimous vote to a certificate at cost of £40.

This was proposed by Cllr Wiles and seconded by Cllr Richardson.

### 6. Cashbook

i. It was **RESOLVED** by unanimous vote to purchase the payments for the items listed on the March 2024 cashbook.

This was proposed by Cllr Wiles and seconded by Cllr Richardson.

ii. It was **RESOLVED** by unanimous vote to authorise the payments for the items listed on the March 2024 cashbook.

### March 2024 Cashbook

Date	Payee	Description	ex VAT	Vat	Total
12/03/2024	rCOH Ltd	Consultant Fee 15 hrs @ £125 per hr	£1,875.00	£375.00	£2,250.00
12/03/2024	Top Leaf Tree Service	Hedge Cutting	£510.00	£102.00	£612.00
05/03/2024	Islip Village Hall	Film Night - February	£32.00	£6.40	£38.40
12/03/2024	Martin Pauling	Burial Ground mowing and maintenance 21-22	£200.00	£0.00	£200.00

12/03/2024	Martin Pauling	Burial Ground mowing and maintenance 22-23	£200.00	£0.00	£200.00
12/03/2024	Martin Pauling	Burial Ground mowing and maintenance 23-24	£200.00	£0.00	£400.00
12/03/2024	Martin Pauling	Meadow maintenance 4 days @ £175	£200.00	£0.00	£700.00
12/03/2024	TBA	Covenant Docs	£50.00	£0.00	£50.00
14/03/2024	Clerk	Wages - March	£460.92	£0.00	£460.92
14/03/2024	ICO	Certificate	£40.00	£0.00	£40.00
				<b>Total</b>	<b>£4,951.32</b>

**080/23 Newsletter Article**

The points to be covered in the newsletter were **NOTED**.

**081/23 Items for the next agenda**

- Cllr S Miller – Sand bags.

The meeting closed at 21.10.

**SIGNED:** \_\_\_\_\_

Councillor: Nathan Wiles – Chairman

## ISLIP PARISH COUNCIL MINUTES

Minutes of the Extraordinary Meeting held on 20<sup>th</sup> Mar 2024, at 7.30 pm held at Islip Village Hall.

**MEMBERS PRESENT:** **Parish Councillors:** Nathan Wiles, Dennis Price, Sophie Miller, Nicola Richardson and Anneka Streule.

**OTHER COUNCILLORS:** **County Councillor:** None.  
**District Councillors:** None.

**OFFICERS PRESENT:** **Clerk to the Council:** Emma Kearney

**OTHERS PRESENT:** **Members of the Public:** Ten.

**APOLOGIES:** The following apologies were received:  
**Parish Councillor:** Nicholas Stogdon.

### 082/23 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION

None

### 083/23 Planning Application

The following planning application was reviewed.

24/00572/F	Demolition of existing bungalow and construction of two houses - re-submission of 23/02203/F	Fourways, North Street, Islip, OX5 2SQ	Islip	29.03.2024	Objected.
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It was **ADVISED** to the residents in attendance, that any comments should also be made directly to Cherwell District Council via the planning portal.

1. It was **RESOLVED** by unanimous vote to **OBJECT** to this application as the concerns previously raised had not been addressed.  
This was proposed by Cllr Richardson and seconded by Cllr Miller.
2. It was **RESOLVED** by unanimous vote for Cllr Richardson to collate the response on behalf of the parish council.  
This was proposed by Cllr Streule and seconded by Cllr Price.

The meeting closed at 20.10.

**SIGNED:** \_\_\_\_\_  
Councillor: Nathan Wiles – Chairman

## **Objection Fourways Development**

Islip Parish Council Object to the application for the proposed development of Fourways, Islip. A large number of local residents have objected, and we need to reflect this in our decision.

The resubmission has not addressed any of the original objections to the proposal as set out in the points below. We object on the following grounds –

### **Cherwell Local Plan 2011-2031 - ESD15**

The Character of the Built and Historic

Environment. New development is expected to enhance and compliment the character of its context. The application fails to respect the existing buildings around the site in terms of design, height and siting. The view at the entrance to the village from the Otmoor is an important part of the Islip Conservation Area and the site is very prominent. The current design would mean that the view is a large two storey gable, fencing and car parking area. It does not enhance or preserve the Conservation Area.

### **Cherwell Local Plan 1996 (saved policies) – (CLP 1996) C28 – Layout, Design and External Appearance.**

New development is required to have standards of layout, design and external appearance sympathetic to the character of the urban or rural context of that development. The current design is not sympathetic to the character of the village.

### **Residential Amenity**

The site is raised and the design for full two storey houses will affect the residential amenity of the neighbouring properties, especially in St Nicholas Close. The development would result in loss of light, overshadowing and loss of privacy. The windows in the gable of number 1 St Nicholas Close are to habitable rooms.

### **Highway Safety**

The current access does not comply with Highway design guidance. The junction of North Street and Middle Way is currently dangerous as visibility up Middle Road is very poor and cars speed up coming out of the village. House 2 would further reduce visibility and add more traffic movements to this junction. During morning and evening rush hour Middle Street is very busy.

### **Parking Provision**

The car parking on site is extremely tight, with no turning space or space for visitors parking. There is no on-street parking around this property, with parking on Middle Street already very busy.

In addition, the site plan PA-04 does not reflect the actual roof plan of House 2. It does not show the two-storey roof of the carport with raised room above, thus incorrectly showing the massing of the houses on the site. House 2 would have a 15m long elevation onto Middle Road, larger than the previous application.

Site levels have been shown, but no levels adjacent to the site, which is 2m taller than the surrounding houses. Therefore, it is impossible to see the actual impact that this 7.5m tall elevation would have on the neighbouring houses, number 1 and 2 Middle Road.

The Parish Council would be supportive of the development of the site with one house if the above issues were resolved. A high quality, sympathetic design, which respected the Conservation Area and the neighbouring properties.