

BERRICK SALOME PARISH COUNCIL MEETING

Minutes

The meeting of the Berrick Salome Parish Council was held in the Berrick and Roke Village Hall on 13th July 2023.

Present:

Andy Batt [AB] (Chair)
Craig Tribe [CT] (Responsible Financial Officer)
David Bridgland [DG] (Councillor)
Mike Craven-Todd [MCT] (Councillor)
Jim Whitworth [JW] (Councillor)
Julian Fox [JF] (Parish Clerk)
David Turner [DT] (District Councillor)

- 1. Apologies for absence**
Freddie Van Mierlo [FVM] (County Councillor)
- 2. Declarations of interest regarding items on the agenda**
None
- 3. To approve and sign the minutes of the Parish Council meeting held on 11th May 2023**
The minutes were approved and signed by the Chair
- 4. Matters arising from the minutes of 11th May 2023**
 - a. Noted that JW had taken responsibility for allotments
 - b. Noted that CT had taken responsibility for Footpaths and Bridleways
 - c. To review the open Millstream liaison position
JF advised that he was having discussions with a resident who may be prepared to take on, but that there was not a conclusion as yet. Action JF
 - d. Noted that all matters regarding finance had been completed by CT
 - e. Noted that JF had issued calendar invites to all councillors for this meeting and to decide if this was desired in future.
Agreed it was useful. JF to carry on issuing to councillors Action JF
 - f. Noted that councillors Register of Interest forms had been submitted and registered on SODC website.
 - g. Noted that the Debit Card requested had been approved and received.
- 5. County and District Councillors Reports**

District Councillor Turner presented his report.
He also advised that his Annual Grant of £5,000 was open for applications with a closing date of end October. This grant is shared amongst 4 Parishes including ours.
In answer to a question from the floor regarding showing support for the application for Wallingford gaining bathing water status he stressed that this meant that the water would need to be monitored on an ongoing basis and that SODC's river champion Jo Robb would be a good person for anyone to show support to.

JF summarised County Councillor Van Mierlo's latest report.
Both reports are available in full on our website and by following the links below

[July 2023-SODC-Councillors-Monthly-Report.pdf](#)
[Jul-2023-OCC-Focus-on-Parishes.pdf](#)

6. **Finance**
Responsible Financial Officer's report attached as Appendix 1.
Schedule of payments and transfers listed approved
7. **Planning Decisions and Applications**
 - a **To consider the following planning applications:**
 - [P23/S1985/HH](#) – Cherry Trees, Roke – Rear garden fencing and gate.
JW advised that there was a question posted on SODC site from a neighbour regarding tree cutting in order to erect the fence but that SODC would cover this.
PC's response agreed – No objection
 - [P23/S2113/HH](#) – Cases Court, Berrick Salome - Proposed single storey front infill extension to create covered entrance.
MCT advised there had been no issues to consider from residents.
PC's response agreed – Support
 - [P23/S2180/HH](#) - Garden House, Roke - A proposed one-and-a-half-storey side extension with a pitched roof with a rear and a front dormer and four rooflights.
AB advised that immediate neighbours were in support.
PC's response agreed – No objection
 - b There were no applications awaiting decision by SODC:
 - c The following decisions of SODC were noted:
 - [P23/S1170/FUL](#) – Little Acre, Roke - Change of use of land to residential garden.
Granted with PDR restrictions 26/05/23
 - [P23/S1671/HH](#) – Well Cottage, Roke – Retrospective shed and replacement fencing.
Granted 30/06/23
8. To review and potentially adopt the proposed 2023 revision of the Standing Orders for the Parish Council.
These were reviewed, adopted and signed.
Action CT to publish on website
9. **To review and potentially decide on works to be carried out to hide new oil tank at Village Hall.**
John Bird, on behalf of the Village Hall Management Committee, explained for the benefit of new councillors the background to the siting of the new oil tank to meet legislation following the demise of the original tank that was leaking. Some previous discussions had taken place suggesting screening the new tank to soften its appearance in the grounds.
MCT presented a quote for £880 to dig trenches for planting and to screen with trellis. JB advised that contributions were possible from both the Wallingford Bridge Club and the Berrick and Roke Village Hall charity.
MCT proposed that the Parish Council pay the full amount and recover what contributions it could. He also made it clear that later planting would incur an additional expense.
This action was approved.
Action CT to pay and recover contributions
10. **To review and potentially decide on arrangements for ongoing maintenance of hedge between Village Hall and Cow Pool.**
MCT advised that there was currently no formal arrangements in place and presented a quote for £150 for an initial hedge cutting.
MCT also proposed a £125 payment for weed spraying of the Village Hall car park.
Both were agreed with a later review for ongoing maintenance to take place.
Action MCT/CT to liaise to arrange and pay for work

11. To review system used to allocate allotments and decide if changes are required/desired.

JW gave a brief background to the very light touch from the Parish Council in the organisation of the allotments.

Allotment holders have been left to make most arrangements between themselves, with some management undertaken by a volunteer Allotment Warden (until recently the point of contact for Allotments on the Parish website – now redirected to JF).

As some issues needed resolving, allotment holder Roger Derbyshire (RD) had offered assistance with planning and implementing a more structured process for allotment allocation and management. JW and RD had discussed how current and potential issues could be resolved through a more robust allotment management framework. A draft proposal (as work in progress) had been distributed prior to the meeting for other councillors' consideration and comment. This was discussed by the council.

JW sought approval:-

- To continue to further develop the framework along these lines, for full consideration at the September meeting.
- For the council to formally ask RD to represent the Allotment Holders in discussions with JW and the PC as interim Allotments representative.
- To include in these minutes a note of thanks to Alison Blakey.

The council approved.

The Parish Council wishes to express their thanks to Alison Blakey and appreciation for all her work to support the Allotments over the years. The PC expresses their best wishes to her for future good health.

Action JW/JF to write to Roger Derbyshire confirming the request for his assistance and seeking confirmation of his agreement to this.

JW also sought approval for the purchase of a book on allotment law. £34.00

Expenditure approved

Action JW/CT to arrange the purchase

CT advised that any legal advice is checked with OALC.

12. To discuss and decide on funding request for Benson area Nature Group November event.

An event is due to be held at Benson Parish Hall designed to raise awareness. Organised by Benson Nature Group which has, fairly recently, expanded its scope to include surrounding areas, including Berrick Salome Parish. The total cost was estimated at £2000 and BaNG, through an affiliated resident, had sought a contribution.

A £200 contribution was approved, to be paid when needed as the timing for the event is yet to be confirmed.

13. To discuss and decide on funding request regarding Oxfordshire Garden Tree Giveaways.

Spirited discussions took place around the importance of maintaining larger trees that did more to support the climate than lots of saplings. The PC felt that it could not at this stage support a programme that benefitted individuals rather than a community and was county focussed rather than being local.

Funding request was therefore declined

14. To review the current process of submitting planning responses to SODC and decide if any changes are required/desired.

JF proposed that he should take on the submission of PC responses to SODC on behalf of the councillors once they had agreed a response through the PC Meetings as he was best placed to track deadlines for submissions.

Councillors agreed that such co-ordination made sense and it was agreed to adopt this moving forward.

Action JF to submit the 3 responses agreed at Item 7 a. on these minutes

15. To decide if applications are worthy of pursual for;

a. SSEN Resilient Communities Grant Funding. Deadline 31st July.

Decided no further action as not relevant to Parish needs

b. OCC Councillors' Priority Funding.

Decided that there were no current projects that warranted an application

16. Picture of the Season Competition

JF advised that many residents had voted (92 votes) and it had been very close.

1st Let's Go Fly a Kite

2nd Which End For The Pot Of Gold?

3rd Play Misty For Me

Action JF To communicate above to residents via email

The photos above are available to view on our website at the following link:

[Beauty-around-us-photos](#)

17. To consider any other matters the Chair deems urgent

A planning application P23/S2326/PIP had been received too late to include in this meeting. An EGM was agreed for 27th July to discuss.

Action JF to publicise EGM and seek extension from SODC

18. Date of next meeting

EGM Thursday 27th July 2023 at 8.00pm

PCM Thursday 14th September 2023 at 8.00pm

Signed: Andy Batt (Chair)

Date: 14TH September 2023

Appendix 1

Responsible Financial Officer's Report

To Parish Council meeting Thursday 13th July 2023

1. Bank balances on 30th June 2023 totalled £29,108. There were no uncleared items. The total reserves of the Parish were therefore £29,108.

2. On 30th June 2023 the accounts showed a surplus of income over expenditure of £4,941.

3. Schedule of payments

There has been no cheque payments since the last meeting.

Date	Chq. no.	Payee	Amount (£)	Purpose

Confirmation of the Council requested for the following online payments:

Ref.	Date	Payee	Amount (£)	Purpose
232404	15/05/2023	SODC	200.00	Uncontested election fee
232405	08/06/2023	BHIB Ltd	408.58	Parish Council insurance policy
232406	10/06/2023	OCC	300.00	Salt bin
232407	24/06/2023	Shield Maintenance Ltd	52.00	Dog waste bin emptying May 2023
232409	30/06/2023	Shield Maintenance Ltd	52.00	Dog waste bin emptying June 2023

Confirmation of the Council requested for the following debit card payments:

Ref.	Date	Payee	Amount (£)	Purpose
232408	28/06/2023	Amazon	12.99	McAfee Total Protection software

There has been no direct debit payments since the last meeting.

Ref.	Date	Originator	Amount (£)	Purpose

There have been the following bank transfers since the last meeting.

Date	Transfer from	Transfer to	Amount £
23/05/2023	Business Premium account	Community account	326.47
12/06/2023	Business Premium account	Community account	439.00
06/07/2023	Business Premium account	Community account	64.99