

BERRICK SALOME PARISH COUNCIL MEETING Minutes

The meeting of the Berrick Salome Parish Council was held in the Berrick and Roke Village Hall on 9th May 2024.

Present:

Andy Batt [AB] (Chair)
Jim Whitworth [JW] (Vice-chair)
Craig Tribe [CT] (Responsible Financial Officer)
David Bridgland [DG] (Councillor)
Julian Fox [JF] (Parish Clerk)

1. Election of Chair

Andy Batt was duly elected

2. Apologies for absence

Freddie Van Mierlo [FVM] (County Councillor)
David Turner [DT] (District Councillor) had another meeting to attend but had already presented his report at the preceding Annual Parish Meeting.

3. To decide on allocation of Councillor responsibilities

Following the recent resignation of Cllr Craven-Todd the remaining councillors will take on some re-allocated responsibilities as follows in addition to those they held previously;

- Cllr Bridgland will take on Parish responsibilities for all Berrick Salome, police liaison and tree planting.
- Cllr Whitworth will take on Thames Water and land drainage as well as content for Link magazine.
- Cllr Tribe will take on playground and defibrillators

A full list of Parish Council staff and areas of responsibility is available on our website <https://berricksalome-pc.gov.uk/staff>

4. Declarations of interest regarding items of the agenda

None

5. To approve and sign the minutes of the Parish Council meeting held on 14th March 2024

Approved and signed by the Chair

6. Matters arising from the minutes of 14th March 2024

- a. AB to establish cost share structure on Village Hall car park repairs
AB advised that there would be a contribution of £4500 shared between the Village Hall Management Committee and Wallingford Bridge Club. There was also a possible contribution from the Quarry Charity.
Action: AB to advise on timescales for work to be completed and follow up on Quarry Charity
- b. CT raised a matter from a previous meeting, advising that the playground bark replacement was being re-considered now the weather had improved.
Action: CT to arrange purchase as agreed at a previous meeting

7. County and District Councillors' March reports

- a. **County Council**
[May-2024-Focus-on-Parishes.pdf](#)
- District Council**
[SODC-Councillors-Monthly-Report-May-2024.pdf](#)

8. Finance

- a. To note receipt of the Annual Internal Audit Report
Noted
- b. To review and potentially approve completion of the Certificate Exemption contained within Part 2 of the Annual Governance and Accountability Return (AGAR) 2023-24
Reviewed and approved
- c. To review and potentially approve Section 1 of the AGAR – Annual Governance Statement 2023-24
Reviewed and approved
- d. To review and potentially approve Section 2 of the AGAR – Accounting Statements 2023-24
Reviewed and approved
- e. Financial Officer's report for the 2024-25 period to date.
See attached Appendix 1. Schedule of payments and transfers as listed were approved.
- f. To agree a new earmarked reserve for Berrick Salome Parish Drainage Group of £2,000
Agreed
- g. To review and potentially approve the insurances renewal
£419.72 index linked cost for year 2 of a 3 year arrangement was approved
- h. To review and potentially approve request for donation to Benson Library
Donation of £200 was agreed
Action CT to carry out submissions and payments as agreed above

9. Planning Decisions and Applications

- a. **To consider the following planning applications:**
None to consider
- b. **To note the following applications awaiting decision by SODC:**
P24/S0306/LDE Jakemans Studio, Berrick Salome
Use as an independent dwelling
P24/S1015/FUL Little Acre, Roke
Change of use from existing detached outbuilding to dwelling
P24/S1122/LB Well Cottage, Roke
Installation of a wood burning stove to existing hearth fireplace
- c. **To note the decisions of SODC on the following:**
None to note
- d. **To note the following appeals awaiting decision by Planning Inspectorate**
P21/S0882/O – 19 dwellings on land adjacent to The Orchard, Benson
Redetermination of appeal, previously quashed.
Just prior to the meeting the Parish Council had received notification that the appeal was dismissed

10. Replacement Parish Councillor procedure update

JF advised that the required notification had been sent to Electoral Services and notice of vacancy made public. The Parish Council, unless advised otherwise advised by Electoral Services by 14th May, could then proceed to co-opt.

11. To discuss and potentially confirm support in principle for Rokefest 2025 to be held on the Recreation Ground

AB explained that the Parish Council had been contacted by the organisers to gauge support for the use of the recreation ground as the landlord of the Home Sweet Home had decided to pass on the hosting of the event to the Chequers in 2023. Subsequently he had

then also become the landlord of the Chequers and was unable to stage the 2024 event due to focussing on the running of both pubs.

As a result of time constraints in establishing an alternative venue the 2024 event had been cancelled and the organisers were now focussing on the 2025 staging and trying to establish the venue at an early stage.

A number of residents closest to the recreation ground attended and were invited to share their thoughts. In general these were concerns focussed on the following topics and they felt that more consultation was required before the Parish Council could make an informed decision on any agreement in principle;

- Noise
- Health & Safety
- Bar facilities and what was proposed with regards to the Village Hall being used
- Potential for broken glass left in the grass
- Size and expansion of the event and resultant services required

A representative of the organising committee was then invited to share their ideas; The event was originally started by a previous landlord of the Home Sweet Home and some local residents. It has been active for at least two decades and in that time has raised considerable sums for local charities, often focussed on causes with particular links to local residents' needs.

At this stage they envisaged a fenced off area with external services such as beer tents and toilets. They did not intend on marketing the event to grow it purely based on the size of the facility being larger than the pub gardens historically used.

AB and other councillors commented that they were aware that this is an extremely popular event amongst a large number of residents and the community would seem to be in favour of it continuing.

The council resolved to delay any decision to provide sufficient time for further consultation, liaison with the landlord of the two village pubs with regards to his thoughts/plans for 2025 and for the organisers to submit a more detailed proposal regarding the arrangements if it was staged at the Recreation Ground.

Action AB and organisers to liaise further

12. To confirm submissions of Expressions Of Interest to OCC Flood Mitigation Funding for 3 potential projects through Berrick Salome Parish Drainage Group

JW advised that the 3 submissions had been submitted by the deadline of 30th April and the Drainage Group was now waiting to hear back as to the success of any or all for further detail to be prepared to support full application(s)

Action JW to monitor and advise outcome and potential next steps

13. To consider any other matters the Chairman deems urgent arising since the preparation of this Agenda – for information only

None to consider

14. Date of next meeting

Thursday 11th July 2024

Signed: *Andy Batt*

Date: 11/07/24

APPENDIX 1

Responsible Financial Officer's Report

To Parish Council meeting Thursday 9th May 2024

1. The council is requested to note the receipt of the Annual internal Audit Report.
2. The council is requested to approve the completion of the Certificate of Exemption contained within Part 2 of the Annual Governance and Accountability Return (AGAR) 2023-24. A copy of the draft certificate has previously been distributed to members.
3. The council is requested to approve Section 1 of the AGAR – Annual Governance Statement 2023-24. A copy of the draft statement has previously been distributed to members.
4. The council is requested to approve Section 2 of the AGAR - Accounting Statements 2023-24. A copy of the draft statements has previously been distributed to members.
5. Bank balances on 30th April 2024 totalled £34,041. There were two uncleared items totalling £124.00. The total reserves of the Parish were therefore £33,917.
6. On 30th April 2024 the accounts showed a surplus of income over expenditure of £4,793.
7. A VAT repayment of £219.24 was received on 24th April 2024 for the period 1st October 2023 to 31st March 2024.

8. 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
232442	28/03/2024	Oxfordshire Association of Local Councils	168.00	Membership subscription 2024-25
232443	26/04/2024	WEL Medical Ltd	279.54	Defibrillator battery
242503	26/04/2024	Shield Maintenance Ltd	52.00	Dog waste collection March
242504	08/05/2024	Brilliant Signs	72.00	Playground notice amendment
242505	24/05/2024	Shield Maintenance Ltd	52.00	Dog waste collection April

There have been no debit card payments since the last meeting:

Ref.	Date	Payee	Amount (£)	Purpose

There have 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 £
02/04/2024	Business Premium account	Community account	447.54
22/04/2024	Business Premium account	Community account	4,646.00
22/04/2024	Community account	Business Premium account	9,292.00

9. **Earmarked reserve for the Berrick Salome Parish Drainage Group (BSPDG)**

The council is requested to approve a transfer of £2,000 from the General Reserve to an earmarked reserve for the BSPDG.

8. **Insurance renewal**

Details of the renewal insurance premium and cover have previously been provided to councillors.

The renewal premium is £419.72 (2023: £408.58) (including IPT and administration fee). We are in the second year of a three year agreement and cannot seek alternative quotes during the three year period.

The council is requested to confirm payment of the renewal premium.

9. **Donation to Friends of Benson Library (FOBL)**

FOBL have requested a donation of at least £155 towards the running costs of the Benson Library. The library is used by our parishioners. We have previously donated to this cause. The council is requested to authorise a donation of at least this amount.