

BERRICK SALOME PARISH COUNCIL MEETING Minutes

The meeting of the Berrick Salome Parish Council was held in the Berrick and Roke Village Hall on 12th September 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)

In Attendance

David Turner [DT] (District Councillor)

1. **Apologies for absence**
Freddie Van Mierlo [FVM] (County Councillor)
2. **Declarations of interest regarding items of the agenda**
None
3. **To approve and sign the minutes of the Parish Council meeting held on 11th July 2024**
Approved and signed by the Chair
4. **County and District Councillors' March reports**
 - a. **County Council**
Report not received
 - b. **District Council**
DT advised the Council that his annual grant was now open for applications.
DT advised that FVM (OCC Councillor and MP) had made his debut speech in Parliament today and praised the area he represented and advised that he would continue to oppose the Chalgrove Airfield Development.
DT's full report can be read using the following link.
[SODC-Councillors-Monthly-Report-Sep-2024.pdf](#)
5. **To co-opt a new Councillor to the Parish Council**
Jane Ellingworth agreed to be co-opted and this was fully supported by the council. Her Declaration of Acceptance of office and Register of Interests were completed.
6. **Finance**
 - a. **Financial Officer's report**
See Appendix 1 for report
 - b. **To approve schedule of payments and transfers**
Schedule of payments and transfers as listed were approved.
CT advised that paying in a cheque was proving challenging because of new banking system but that he would resolve soon.
 - c. **To consider whether to support or not support the proposed increase in subscription charges for 2025/2026 as stated in OALC's email of 20th August 2024 and to complete the OALC membership voting form accordingly**

It was agreed that the OALC membership was very beneficial and the council would support.

The form was duly completed.

JF to forward to OALC

d. **Internal Audit**

Following circulation of information to councillors prior to the meeting, CT proposed engaging the services of Lisa Wilkinson to provide the next year's internal audit and potentially ongoing from there.

This was agreed.

Action CT

7. **Clerks Report**

a. **Update re Parish Clerk and council membership**

Following a delay in JF's house sale he wished to remain as Parish Clerk until such time as further understanding of future situation became clear.

Agreed by Council.

b. **Grass around trees on recreation ground**

With help from a good turn out from parishioners this has been completed.

c. **Part clearance of vegetation to one side of the recreation ground**

Completed by Azalea Landscapes

d. **Follow up re error in the delegated report for planning application P24/S0306/LDE**

Error acknowledged and apology received from SODC

e. **On-site meeting with OCC Highways Engagement Team**

This new team is accessible by Parish Councils.

So far communications have been positive and they supported quick repairing of culvert in Church Lane. Potential problems with culvert by 'The Old Post Office' have been raised with them.

Parishioners should continue to report issues through Fix My Street and advise our Parish Clerk.

f. **Request from parishioner for PC to finance hedgehog signage**

Any signage on the highway would need approval from OCC. The initial signage proposed was not acceptable to OCC. The PC decided not to support additional signage however the existing sign installed will be left in place and the situation monitored.

8. **Planning Decisions and Applications**

a. **To consider the following planning applications**

None to consider

b. **To note the following planning applications awaiting decision by SODC**

[P24/S2185/HH](#) Berrick Lodge, Berrick Salome

Proposed front extension, proposed insertion of new dormer windows and proposed rear balcony. Internal and external alterations including insertion of new PV panels on existing garage roof.

c. **To note the decisions of SODC on the following planning application:**

None to consider

9. **Update on the proposals for land known as Primrose View (Roke)**

This land had been the subject of two enforcement notices from SODC for the removal of structures and hard standing.

The land was recently privately offered for sale and a group of Roke residents agreed to collectively purchase the land, return it to a green space with a view to donate it to the community, ideally through the Parish Council.

Subsequently the offer to sell was withdrawn. This had been communicated to SODC so that they may take appropriate action.

The Parish Council agreed in principle, if the situation changed again and the group of Roke residents managed to purchase the land, to accept the donation of the land as a community space once secured and returned to a green space.

10. To discuss the proposed Allotments Tenancy Agreement and to decide whether to approve the agreement

JW firstly acknowledged the support of the allotments liaison parishioner in preparing documents.

The draft agreement had been distributed to councillors for consideration prior to the meeting and some amendments made as a result.

JW now requested council approval to issue the agreements to existing allotment holders. The document (link below) was approved

[Berrick Salome-Allotment-Tenancy-Agreement.pdf](#)

Action JW/JF to distribute to existing allotment holders

11. Village Hall car park re-surfacing and review of entrance security measures

Re-surfacing work has been completed. A slight puddle may require some remedial work but will be monitored.

The lock on the gate has been upgraded to a more robust chain and padlock.

Discussion took place regarding a height barrier, following recent access to the site by travellers. It was agreed, following a review of other local parish village hall arrangements, that our incident was unlikely to repeat and that the more robust chain and lock was regarded as sufficient for now as there was a general reluctance to install measures that were not in keeping with the aesthetics of our village.

Should a repeat situation arise then the matter would be considered again.

12. a) To receive BSPDG activity update

Development of final designs for Baffled Ditch Project design and costings underway as the work has to be finished in the current financial year to secure the grant funding.

Autumn tasks were being considered for community involvement to help water movement through the ditch network in the parish.

BSPDG are aware of the start of a pothole above the culvert at 'The Old Post Office' and this has been reported through Fix My Street and to the Highways Engagement Team through the PC.

b) To review the content of an agreement with the landowner for the Baffled Ditch Project and to decide on whether to approve it

JW reminded the meeting that BSPDG had made a successful submission for grant funding to support a baffled ditch project designed to slow the flow of water from the B4009 towards the Roke junction around the area of the Home Sweet Home public house.

In order to progress the project the county council needed to ensure that landowner permission had been granted. As such, discussions had taken place both with the landowner and farmer and an agreement had been reached and written up.

The agreement will exist between the Parish Council and the landowner and any future owners.

The agreement was reviewed and approved

Action JW/JF to issue for signing with the landowner

13. Update on tree planting proposal in Roke

This project has been stalled at the moment as the landowners affected by the planting of trees in the proposed area are not in favour due to access issues to their boundary fencing and hedging.

There is a general positivity amongst parishioners for more trees in the area and OCC will provide financial support for planting of mature trees on roadside verges.

Should anyone feel there are other sites around the village where this may be achieved with landowner consent then the Parish Council would be interested to hear from them.

14. To consider any other matters the Chair deems urgent – for information only

AB asked for the time of Parish Council Meetings to be reviewed.

This will form part of the November agenda.

15. Date of next meeting

Thursday 14th November 2024

Signed:

Date:

DRAFT

APPENDIX 1

Responsible Financial Officer's Report

To Parish Council meeting Thursday 12th September 2024

1. Bank balances on 31st August 2024 totalled £22,741. There was one uncleared item for £70.14. The total reserves of the Parish were therefore £22,670.
2. On 31st August 2024 the accounts showed a deficit of income over expenditure of £6,454. This was because of payment for the car park resurfacing.
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
242512	26/07/2024	Shield Maintenance Ltd	63.43	Dog waste bin emptying
242513	19/08/2024	Hazell & Jefferies	11,520.00	Surfacing of Village Hall car park entrance and run off
242514	25/08/2024	Azalea Landscapes	290.00	The cutting back, removal and disposal of vegetation along one side of the recreation ground
24215	26/09/2024	WEL Medical Ltd	70.14	Defibrillator pads and starter kit
24217	11/09/2024	Roger Smith	50.00	Internal audit 2023-24

There has been the following debit card payment since the last meeting:

Ref.	Date	Payee	Amount (£)	Purpose
242516	06/09/2024	Amazon	21.99	McAfee Total Protection Software

Confirmation of the Council requested for the following direct debit payment:

Ref.	Date	Originator	Amount (£)	Purpose
242511	07/06/2024	Information Commissioner's Office	35.00	Data protection registration

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

Date	Transfer from	Transfer to	Amount £
19/08/2024	Business Premium account	Community account	11,296.44
27/08/2024	Community account	Business Premium account	1,960.00
11/09/2024	Community account	Business Premium account	4,607.87

4. VAT repayment of £337.63 received 19th July 2024.

5. Received from Wallingford Bridge Club £2,250 towards the cost of car park resurfacing.
6. Received from Berrick and Roke Village Hall CIO a cheque for £2,250. This is still waiting for Barclays Bank to credit the account.
7. Second half of the precept of £4,750 received 5th September 2024.

DRAFT