

BERRICK SALOME PARISH COUNCIL MEETING MINUTES

The meeting of the Berrick Salome Parish Council was held in the Berrick and Roke Village Hall on 11th September 2025.

Present:

Rob Workman	[RW]	Chair
Jim Whitworth	[JW]	Vice-Chair
Craig Tribe	[CT]	Responsible Financial Officer
Andy Batt	[AB]	Councillor
Ian Kirkwood	[IK]	Councillor
Angie Barker	[ALB]	Parish Clerk

1) Apologies for Absence

David Turner	[DT]	District Councillor
Judith Edwards	[JE]	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 the 10th July 2025

Minutes approved and signed.

4) County and District Councillor's Reports

In the absence of both councillors CT gave a brief summary of their reports:

County Councillor

JE sent an email prior to the meeting with a report to follow later this month. The following points were covered:

- Flooding - have our gullies been cleared.
- Chalgrove Airport potential development – Homes England still intend to submit a planning application.
- The work of the Chalgrove & Watlington First Steps Family Hub.
- Councillor Priority Fund – money is available.

District Councillor

[SODC Councillor September 2025 Report](#)

See report for details.

AB had noted that OCC were planning to sell their current HQ.

5) Public Participation:

Mower: A parishioner advised that she has an old mower which she is willing to make available to the Parish, and that she would have it serviced. This was noted and will be followed up as necessary.

Shed re item 13 b): Referring to the siting of the emergency equipment shed at the allotments the allotmenters' representative (RD) commented that there had in the past



been break ins of sheds at the allotments, and that this should be borne in mind when selecting a suitable site, shed and lock.

- 6) **Finance** – See Appendix 1
 - a) CT presented his report.
 - b) The Council approved the schedule of payments and transfers.

AB asked the question of whether PC would consider contributing to The Village Hall improvements, and if this could be examined at a future meeting.

7) **Planning Decisions and Applications**

- a) **To consider the following planning applications**
No new applications received.
- b) **To note the following applications awaiting decision by SODC:**
[P25/S0177/FUL](#)
Old Post Office, Berrick Salome
Demolition of workshop / studio building and its replacement with a new 3-bedroom house.
SODC awaiting amended plans.
[P25/S1078/FUL](#)
Lower Farm, Berrick Salome
Removal of existing stables and erection of single storey self-build detached dwelling with car port, access, garden and associated works.
Amended plans received 21/07/2025.
- c) **To note the decisions of SODC on the following applications:**
[P24/S3131/FUL](#)
Land Adjacent to the Orchard, Braze Lane, Benson
Erection of 40 no. age-restricted dwellings (Use Class C3) including 40% affordable housing and communal facilities, together with a new access off Braze Lane and pedestrian footway, including parking, landscaping and all enabling and ancillary works.
Application refused 11/09/2025
- d) **To note a planning application withdrawn:**
[P24/S1153 /FUL](#)
Chequers Inn, Berrick Salome
Re-organisation of parking area. New pergola and paving to front of north-east elevation.
Withdrawn prior to determination 21st July 2025

- 8) **To consider adopting a Grievance and Discipline Procedures Policy**
CT had circulated the proposed policy prior to the meeting. It was adopted by the Council.
- 9) **To consider proposed amendments to the Memorial Policy adopted 10th July 2025**
Following discussions about the PC's ownership of various plots of land, an amendment to clause 6 of the policy had been suggested. After discussion, an amendment to the wording was agreed. Subject to this amendment the policy was adopted by the Council.
- 10) **To consider the main findings of the latest children's playground inspection and proposals for its future**
CT advised two high risk areas were identified by the inspector. These were the flat seat and cradle seat swings. The multiplay was identified as medium risk. Whilst there was no immediate danger the findings need to receive attention. CT had contacted three playground suppliers. One did not respond, one did respond but has not followed it up and



the other came and inspected the playground but had not provided the promised quotation. Replacing the equipment would be expensive and the opinion of the Council was that this may not be worthwhile owing to the playground's limited use. It was agreed that we would survey parishioners for their views and discuss at the next meeting. **Action: CT to prepare survey for agreement by members.**

11) To review the allocation of responsibilities among Councillors and the Clerk

CT had sent out a list of current roles and responsibilities prior to the meeting. JW would like to have help with the drainage group – perhaps recruit another parishioner. IK and RW agreed to divided responsibility for public rights of way. RW will be responsible for Roke and Rokemarsh, and IK will be responsible for Berrick Prior and Salome. **Action: CT to amend responsibilities on the website.**

12) To review the position re Parish Council owned and Common land in the Parish

Following research at the Oxfordshire History Centre, RW had prepared a document covering the allotments and adjacent woodlands, the recreation ground and the village green by The Chequers. This had been circulated to members prior to the meeting. It was concluded that the allotments and the recreation ground were owned by the PC on behalf of the Parish. The village green appears to be common land under no ownership. It was considered whether to register the recreation ground and the allotments with the Land Registry and to obtain further information about the Village Green. CT suggested that we contact Land Property and Registration (LPR), a company suggested by OALC, and ask them to provide a quotation for an opinion and proposal for the three parcels of land. **Action: RW to contact LPR and also ask OCC to clarify the map of the village green.**

13) Allotments

a) To consider next steps to manage the relationship between the Parish Council and Allotment Tenants and between Allotment tenants themselves.

It was agreed to hold a meeting of allotmentees and JW in the w/c 6th October to encourage everyone to have their say. ALB to organise and liaise with RD and send out invitations to all allotmentees. **Action: ALB to organise meeting. Date of meeting to be confirmed with allotmentees representative.**

b) To consider next steps for the location of the agreed BSPDG emergency equipment shed on the Allotments site or elsewhere.

At the PC meeting held on 13th March 2025 it was agreed to have a dedicated shed to store emergency flood equipment assembled on the left as you go into the north side of the allotments. It was suggested that the shed location could be mapped out to give the allotmentees a view of the proposed site. There was a discussion about whether the shed could also store some items from the Village Hall. It was agreed that this was not feasible. AB said that the Village Hall Management Committee (VHMC) may wish to put up their own shed next to Village Hall. This will be added to a future agenda if a proposal is provided. **Action: JW and RD to follow up.**

14) To consider whether to change the Clothes Bank from the Children's Air Ambulance to the Thames Valley Ambulance

CT advised that our current clothes bank was supplied by the Children's Air Ambulance (CAA). Recently they had been slow to empty it. Previously thought had been given to changing to a clothes bank for the Thames Valley Air Ambulance (TVAA) as this was a local charity. It was agreed to change to TVAA, subject to them agreeing the installation and cancellation of our existing contract with CAA, which requires six weeks' notice. **Action: CT to follow up.**



15) **To take steps that can be taken to control the amount of dog waste not cleared up in the Parish**

A parishioner had contacted RW about an increase of the amount of dog waste on our roads and public rights of way. A discussion took place about what could be done to improve this, such as additional notices and one or two extra bins. It was decided to take no action at this stage other than a note to be included in the Parish Update reminding parishioners that all SODC litter bins can be used for disposal of dog waste bags not just designated dog waste bins. **Action: ALB to include a note in the Parish Update.**

16) **Parish Clerk's Report**

- a) **Update on the recruitment of a replacement Parish Clerk** Our new Parish Clerk, Angie Barker, was welcomed by the members.
- b) **CPR and defibrillator training** This was carried out on 23rd August in the Village Hall and was attended by 10 parishioners. It was hoped to arrange another session for those that were unable to attend early in the new year.
- c) **Maurice Green bench** IK advised the bench was ready to install but rain stopped it happening as planned. It will take place in next few weeks, weather permitting.

17) **Councillors Updates**

CT - Nothing additional to report.

JW - Thames Water were currently working on re-lining the sewer pipes through Roke and Rokemarsh.

AB - The Village Hall (VH) was to be redecorated. The work will be done in stages. There was a complaint that a disabled visitor to the VH was not able to park near the hall and had great difficulty getting to it. It was proposed that two disabled person spaces will be marked out near to the hall entrance.

IK - Signage will be checked in a few weeks after hedge cutting, for damage and also any clearance required will be carried out.

18) **To consider any other matters the Chair deems urgent - for information only**

CT – A member of the VHMC had requested that additional bramble and plant growth clearance work needs to be done around the Village Hall and car park.

It was agreed that when the disabled person parking spaces have been installed disabled parking signs should be installed.

Action: CT to liaise with VHMC about what needs to be done.

19) **To confirm the date of next Parish Meeting as 13th November 2025**

Meeting date confirmed.

Signed: Rob Workman - (Chair)

13th November 2025



APPENDIX 1

Responsible Financial Officer's Report

To Parish Council meeting Thursday 11th September 2025

6) Finance

- a) Bank balances on 31st August 2025 totalled £27,021. There was one uncleared item of £78.00. The total reserves of the Parish were therefore £26,943.

On 31st August 2025 the accounts showed a surplus of £3,274.

A VAT refund of £358.25 was received on 30th July 2025.

b) Schedule of payments and transfers

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.	Payment Date	Payee	Amount (£)	Purpose
252615	15/08/2025	Moore	252.00	External audit
252616	24/08/2025	Shield Maintenance Limited	63.43	Dog waste bin emptying
252617	24/08/2025	Playsafety Limited	96.00	Play area inspection
252618	17/09/2025	OALC	78.00	IK Councillor Fundamentals course
252619	26/08/2025	Tom Cotterell Landscapes	1620.00	Tree work in recreation ground

* Payment delayed

There were no debit card payments since the last meeting

Ref.	Date	Payee	Amount (£)	Purpose

There were no direct debit payments since the last meeting

Ref.	Date	Originator	Amount (£)	Purpose

There has been one bank transfer since the last meeting.



Date	Transfer from	Transfer to	Amount £
26/08/2025	Business premium account	Community account	1,499.18

