



BERRICK SALOME PARISH COUNCIL
Berrick Salome - Berrick Prior - Roke - Rokemarsh

BERRICK SALOME PARISH COUNCIL MEETING MINUTES

The meeting of the Berrick Salome Parish Council was held in the Berrick and Roke Village Hall on Thursday 13th November 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
David Turner	[DT]	District Councillor
Angie Barker	[ALB]	Parish Clerk

1) Apologies for Absence

Judith Edwards [JE] **County Councillor**

2) Declarations of Interest regarding items on the agenda

RW Item 7a. **RW** declared an interest for this item.

3) To approve and sign the minutes of the Parish Council Meeting held on the 11th September 2025

Minutes approved and signed.

4) District Councillor's Reports

In the absence of **JE**, **CT** gave a summary of her report which covered the Chalgrove Airfield Development, local government reorganisation, the Oxford Congestion Charge and the Fire Service Review.

District Councillor – DT

DT gave his monthly report.

[November Report 2025](#)

5) Public Participation (15 minutes max)

Chalgrove Update – A parishioner gave an overview of the event that was held in Chalgrove and his opinion about how the development should be opposed.

6) Homes England Chalgrove Airfield Proposal – RW/IK

To consider how the Parish Council should coordinate its response to the planning applications when received. To consider setting up a Volunteer Action Group

A parishioner offered to start a group to steer this matter, and it was proposed to set up an action group. **DT** commented that the first time this proposal was submitted it was withdrawn. There were currently no submitted planning applications. These were expected late this year or early next. Chalgrove has an action group called Chalgrove





BERRICK SALOME PARISH COUNCIL
Berrick Salome - Berrick Prior - Roke - Rokemarsh

Shield which opposes the development. **DT** provided the name of a contact. **RW** – to set up action group.

7) Planning Decisions and Applications

- a) To consider the following planning applications:
[P25/S3157/LB/P25/S3156/HH](#) – **RW** left the room
Priory Cottage Berrick Salome OX10 6JR
Single storey side extension & conservation works
The Applicant gave a short presentation of what work was involved, After discussion **CT** recommended that the application should be supported. This was agreed by the Council.
ALB to send **CT** report to SODC on the **14th November**.
- 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 waiting for amended plans.
- c) To note the decisions of SODC on the following applications:
[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 work. Planning permission granted **5th November 2025**.
- d) To consider the following planning appeal:
[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 (amended plans and information received 19 March 2025).
 - i) To confirm the decision to register for Rule 6 status for the above appeal.
Decision confirmed by Council. **RW** had registered.
 - ii) To consider whether to work with Benson Parish Council sharing costs and resources under a combined Rule 6 representation **OR** proceed independently as our own Rule 6 party **OR** withdraw our Rule 6 application and proceed as an interested party. BPC had already engaged a planning consultant. The Council agreed to combine with Benson PC A parishioner, with experience of planning appeals, commented on some aspects of the application.
 - iii) Subject to the above decision being agreed, a legal and professional costs expenditure budget of £2,500 to be taken from the existing legal and professional fees reserve. Budget agreed.
 - iv) To consider whether to adopt a steering group to formulate the response to the planning appeal. **RW/CT/Brian Tracey** to form Steering Group.





BERRICK SALOME PARISH COUNCIL
Berrick Salome - Berrick Prior - Roke - Rokemarsh

8) Finance – CT

- a) Responsible Financial Officer's Report – **See appendix 1**
- b) To approve schedule of payments and transfers - **Approved**
- c) To approve a direct debit mandate for paying PAYE to HMRC - **Approved**
- d) To approve the opening of a business account with CartridgePeople.com - **Approved**
- e) To consider whether to make a donation to Citizens Advice Oxfordshire and for how much. A donation of £210 was suggested. This would mean that the budget for s.137 donations would need to be increased to £560 from £500. The Council agreed to the increase in the budget and to the £210 donation.

9) Update on the position re Parish Council owned and common land and registering the parish land with HM Land Registry – RW

Given the overall support to progress this, **RW** had sent a further email to LPR asking about next steps and to double check whether a budget of £1,500 + VAT was realistic to register the three plots. **RW** would like the Parish Council to agree a specific figure to progress the registrations of £1,500 plus VAT. In view of the previous commitment of £2,500 towards the planning appeal the legal and professional fees budget would need to be increased to £4,000 from £2,500. The Council agreed to the increase in the budget and the provision of £1,500 towards the registration costs.

10) Annual review of Biodiversity Policy – CT gave an overview, no changes required. Agreed by Council.

11) Annual review of Sexual and General Harassment Policy – CT gave an overview, no changes required. Agreed by Council.

12) To consider the quotations for the tree and shrub work near the Village Hall and in the car park – Two quotes had been received for £700 and £265. The Council agreed the £265 quote from Broomfield Tree Services. **CT** to get quotes for general mowing etc. work for 2026.

13) Village Security – IK

To discuss installing a CCTV camera in a single location, primarily to record vehicle movements to improve security and provide information to the police following burglaries or other incidents.

IK proposed to start with one camera at Millenium Triangle, the cost would be approximately £120. Other councillors did not approve of this course of action. **CT** suggested a Neighbourhood Watch Group with a view to consider CCTV at a later stage. **AB** stated that he would investigate starting a Neighbourhood Watch Group.

14) Parish Clerk's Report - ALB

- a) Update on Parish Clerk's Laptop – **ALB** provided an update on laptop informing council that laptop has undergone tests by **CT** and it was currently working adequately.





BERRICK SALOME PARISH COUNCIL
Berrick Salome - Berrick Prior - Roke - Rokemarsh

- b) Time of Parish Council Meetings going forwards – **7:30pm** was agreed.

15) Councillor Updates – ALL

- a) **Children's Playground – CT**
Overview of survey. The conclusion from the survey was that the Parishioners want to keep and maintain the current equipment. **CT** to get some quotes to comply with the points raised in the last inspection report. All Agreed. **DT** may have grant money available. **CT** to investigate and put in a request to **DT** for a grant time permitting.
- b) **Clothes Bank – CT**
CT had given notice to the Children's Air Ambulance to remove their bank. This will be replaced by a Thames Valley Air Ambulance bank.
- c) **Allotments – JW**. It had been decided that Greg Broomfield will replace Roger Derbyshire as Allotmenters representative. The Parish Council stated they would like to thank Roger for all his hard work over the last few years.
- d) **Thames Water/McAllister works – JW** gave an overview. Everything remains current and was on schedule. Remedial work started on 13th November. Regarding the issue of the dead fish, there was no established link to the Thames Water work. BSPDG was awaiting news from the Environment Agency about their testing.
- e) **Chairs for Village Hall – AB** gave an update that there were now new chairs in the Village Hall.
- f) **IK** advised that Weller Close sign was now up and fixed.
- g) **RW** advised that the Wildlife Pond was looking exceptionally good and coming together well, they were hoping to put up a picket fence soon.

15) To consider any other matters the Chair deems urgent - for information only.

- a) **Statement from the Chair about civility and respect – RW**
Berrick Salome Parish Council wishes to remind all residents and allotment holders that respectful and civil behaviour is expected at all times. I am very disappointed to report recent instances of threatening and abusive language directed towards both fellow allotment holders and a parish councillor. Such behaviour is completely unacceptable and will not be tolerated. We ask everyone to treat others with courtesy and to help maintain the positive, respectful community spirit that makes our parish such a special place to live.
- b) The decision of the Council to build the Flood Prevention Equipment Shed in the allotments should proceed ASAP – **RW**. **JW** discussed shed at Drainage Group Meeting. The group will order shed, build it and put it in place. There will be a session on 30th November to give barrier ditch a service.

16) To agree the date of next meeting - Agreed as 8th January 2025.

Signed: **Jim Whitworth**
(Chair)

Date: 8th January 2026





BERRICK SALOME PARISH COUNCIL
Berrick Salome - Berrick Prior - Roke - Rokemarsh

Appendix 1 - Responsible Financial Officer's Report

Parish Council meeting Thursday 13th November 2025

8) Finance

- a) Bank balances on 31st October 2025 totalled £31,020. There were no uncleared items. The total reserves of the Parish were therefore £31,020.

On 31st October 2025 the accounts showed a surplus of £7,351.

A VAT refund of £413.58 was received on 28th October 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
252620	30/09/2025	Angie Baker	Redacted	Clerk's salary
252621	26/09/2025	Shield Maintenance Limited	63.43	Dog waste bin emptying
252622	16/10/2025	OALC	138.00	New clerks training course
252626	29/09/2025	HMRC	73.40	PAYE month 6
252627	24/10/2025	Shield Maintenance Limited	63.43	Dog waste bin emptying
252628	31/10/2025	Angie Barker	Redacted	Clerk's salary
252630	11/11/2025	Tracey Comber	136.99	Wildflower seeds
252631	28/11/2025	Shield Maintenance Limited	63.43	Dog waste bin emptying

* Payment delayed

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

Ref.	Date	Payee	Amount (£)	Purpose
252623	11/09/2025	Amazon (Omnia-Enterprises Limited)	17.99	Printer paper
252624	11/09/2025	Amazon	59.99	Epson WorkForce WF-2930DWF printer





BERRICK SALOME PARISH COUNCIL

Berrick Salome - Berrick Prior - Roke - Rokemarsh

252625	11/09/2025	Amazon	29.19	Epson printer cartridges
252629	16/10/2025	Amazon	27.20	Epson black printer cartridge

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 £
22/09/2025	Community account	Business Premium account	4,177.42

