



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

BERRICK SALOME PARISH COUNCIL MEETING MINUTES

The meeting of all members of the Parish Council was held on **Thursday 8th January @ 7:30pm** in the Berrick and Roke Village Hall.

Present:

Jim Whitworth	[JW]	Chair (acting)
Craig Tribe	[CT]	Responsible Financial Officer
Andy Batt	[AB]	Councillor
Ian Kirkwood	[IK]	Councillor
Angie Barker	[ALB]	Parish Clerk

1) Apologies for absence

Rob Workman	[RW]	Chair
Judith Edwards	[JE]	County Councillor
David Turner	[DT]	District 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 13th November 2025

Minutes approved and signed.

4) County and District Councillors' Reports

In the absence of **DT**, **JW** gave an overview of his report.

[January Report](#)

5) Public Participation (15 minutes max)

No parishioner wished to speak.

6) Finance – CT – see Appendix 1

a) To review and approve the 2026-27 budget

CT had previously circulated the draft budget. Expenditure will rise in 2026-27 mainly because of staff costs and a provision for playground maintenance. The budget showed a deficit before precept of £15,002.

The budget was approved by the Council.

b) To agree the 2026-27 precept request

CT proposed a precept of £15,000 which would cover all but £2 of the budgeted deficit. This was approved by the Council.

c) Responsible Financial Officer's Report

See Appendix 1.

d) To approve schedule of payments and transfers

Approved





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e) To confirm agreement that the RFO can make arrangements to transfer the Council's bank accounts to Unity Trust Bank

It was agreed in March 2025 to transfer banking facilities to Unity Trust Bank. Unity Trust Bank specialise in Parish Councils and offer a higher rate of interest on savings accounts. CT had seen a demonstration of the online facility provided by the RFO of Benson PC. CT said the facility was very user friendly. Council confirmed agreement to the transfer, CT to arrange.

f) To review and agree the Fixed Asset Register

CT advised that no capital purchases were made in the year. The printer that was purchased cost less than our capitalisation value. Council reviewed and confirmed agreement to the register.

7) Planning Decisions and Applications

a) To consider the following planning applications:

[P25/S0177/FUL](#)

Old Post Office, Berrick Salome - RW

Demolition of workshop/studio building and its replacement with a new 3-bedroom house. Amendment to application submitted to SODC on 16/12/25.

In RW's absence, JW requested an update on the amendment. There are still outstanding issues. Parish Council need to put together a response to SODC by **23rd January**. The PC's main concern when the application was previously considered was the design and size of the proposed dwelling. There was nothing in the amendments to change the Council's view on this. ALB to follow up and get wording from **RW** and submit response to SODC by deadline date.

b) To note the following applications awaiting decision by SODC:

[P25/S3157/LB/P25/S3156/HH](#)

Priory Cottage Berrick Salome OX10 6JR

Single storey side extension & conservation works.

No update yet.

c) 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) – CT

There will be a Public Inquiry at Benson Parish Hall from the **17th-20th February** Berrick Salome Parish Council had joined forces with Benson Parish Council to get the appeal dismissed. A planning consultant and Junior Barrister had been instructed. Documentation required for the appeal was being prepared.

i) Update on additional spending to-date for barrister on Beechcroft appeal.

Since the last meeting a barrister had been instructed to act for Benson and Berrick Salome PCs. This Council to cover 20% of the cost. Initial approval by the Council was provided via emails. This action was now confirmed.





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- ii) **To confirm the payment of £1,990 ex Vat to Benson Parish Council for this Council's share of barrister fees for the Appeal previously authorised by email.**

As per (i) above payment confirmed.

- iii) **To confirm agreement to a payment of £1,450 ex VAT to Jerry Unsworth for this Council's share of planning consultant fees for the Appeal.**

The Council's share of the total cost was 20%. The amount was likely to be paid in two instalments, the first in January and the second after the inquiry. This amount was in accordance with the budget agreed at the previous meeting. Amount confirmed. There was likely to be some additional travel and subsistence expenses incurred.

- iv) **To discuss funding (Crowdfunding, Parish Council or otherwise) for any additional costs for professional fees that may arise, owing to the planning inquiry exceeding four days, or for any other reason. To agree next steps to secure funding, including a budget for any additional Parish Council expenditure.**

The public inquiry was likely to extend to a fifth day. Costs were based on a four day inquiry and therefore there may be additional cost. If there are additional costs they will be shared at the same percentage split with Benson Parish Council. It was agreed that £1,000 was available within the original budget that was agreed. If further funding was needed it would require approval at a full council meeting and other options would be looked at.

- 8) **St John Ambulance Course Update - Saturday 28th February in Village Hall – CT
To consider a further donation to St John's Ambulance of £150**

Approved

- 9) **To consider whether to renew our Microsoft 365 subscription or whether to update to a Cloud office version – CT**

Our current Microsoft 365 subscription expires on 1st February 2026. CT had previously circulated councillors to ask whether they wanted to renew the subscription or consider updating to a Cloud Office software. It was decided to stick with the Microsoft 365 subscription. Microsoft are currently had on offer on their 365 Premium edition. CT to arrange renewal at a cost of £90, if that offer was still available, otherwise £105 for the Family edition.

Prior to the meeting CT had circulated copies of the policies discussed under items 10-13 of the agenda.

- 10) **Annual Review of Financial Regulations - CT**

There were some changes from our previous regulations following an update by NALC to their model regulations. PC Agreed to adopt the revised regulations.





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- 11) **Annual review of Retention Policy – CT**
No changes to the policy were necessary or proposed. Review of the policy was confirmed.
- 12) **Annual review of Code of Conduct – CT**
The Code of Conduct was an Oxfordshire wide agreed code which had not changed since 2022. Review of the Code was confirmed.
- 13) **Annual review of Privacy Notes - CT**
Agenda should refer to Notices rather than Notes. The PC had three privacy notices, Website, General and one for Councillors, Staff and Role Holders. The Website policy was maintained by our website providers, There were some slight changes to both the other two. The Council agreed to adopt both policies.
- 14) **Parish Clerk’s Report – ALB – See Appendix 2**
Agree dates for Parish Meetings in 2026
Agreed. ALB confirmed that the Village Hall had been booked for all the dates.
- 15) **Councillor Updates – ALL**
 - a) **Homes England Chalgrove Airfield – RW**
RW sent through an update, RW had made contact with Chalgrove SHIELD group and will be liaising with interested parties. A steering group may be formed. There will be a need to ask if anyone else would like to join the steering group. Not much can be done until the revised planning applications had been submitted.
 - b) **Land Registry Update – RW**
JW and RW met with LPR, property registration firm and RW will be following up.
 - c) **Update on Neighbourhood Watch Scheme started 1/1/26 – AB**
AB gave an overview as part of his communication with the police. The Parish now had a neighbourhood watch scheme. AB to summarise the current arrangements and add item to Parish Update, with an appeal for volunteers. ALB to send out update when received from AB.
 - d) **Clothes Bank – CT**
Children’s Air Ambulance bank had been removed. Now waiting for a date from Thames Valley Air Ambulance for the installation of their bank.
 - e) **Playground Maintenance – CT**
CT had still to obtain quotes for the maintenance. The last bramble clearance at the edge of the recreation ground had been completed. Azalea Landscapes had confirmed that they will hold the prices for annual garden services at the 2024 and 2025 level. CT to arrange comparative quote(s).
 - f) **Hedgerows and footpaths - IK**
All OK.
 - g) **Update on Allotments – JW**
 - i) JW reported that plot 6 and plot 6a were being given up by their tenants. It is intended that discussions will be held with the tenant of plots 5 and 7 to see if he will be interested in having two adjoining plots (5 and 6) and freeing up plot 7 for any potential new tenant. We have had a request for Plot 6a (small area adjoining the wildlife pond) to be incorporated with the pond area to be used to





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plant with wildflowers etc. The Council agreed to this and suggested that an agreement should be documented with the Benson Area Nature Group.

- ii) Allotment Tenancies are up for their annual automatic renewal at end of the month. JW to supply wording for confirmation letters and ALB to send out to the allotment holders. Letters will remind allotment holders that plots must be cultivated. One allotment holder's renewed tenancy will be subject to cultivation of their plot being evident within 4 months of renewal or the tenancy may be terminated.
- iii) Sam Clayton has kindly agreed to assist the parish by building the base for the emergency flood equipment shed and JW is hoping to progress this with him shortly.

h) Update on Drainage Group – JW

BSPDG are currently working on:-

- i) The case against the Appeal for development of the Orchard site for 40 over 55s dwellings next to Rokemarsh.
- ii) Ongoing follow up with Thames Water to progress sewer improvements.
- iii) Starting to think about possible OCC grant funded projects for flood mitigation in FY 26/27 – considering the possibility of a topographical Survey to pinpoint future realistic opportunities for future years – particularly the flow from Hollantide into Berrick Prior.
- iv) Looking to arrange the emergency shed build and fit-out once the base is installed.

16) To consider any other matters the Chair deems urgent - for information only.
There were no other matters.

17) To agree the date of next meeting as 12th March 2026
Agreed

Signed: **Rob Workman - (Chair)**

12th March 2026





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Appendix 1 - Responsible Financial Officer's Report

To Parish Council meeting Thursday 8th January 2026

6) Finance

a) Budget 2026-27

The draft 2026-27 budget, which has previously been presented to councillors, shows income before precept of £400 and expenditure of £15,402. This would lead to a deficit for the year of £15,002 which will need to be covered by the precept. Additional budgeted expenditure in 2026-27 includes staff costs of £4,750, £600 for garden services and £1,000 for playground maintenance. The 2025-26 budget did not anticipate the need for a paid Clerk.

b) Precept 2026-27

The increased budgeted expenditure means that we will need to increase our precept. The proposed precept is £15,000 which will produce a budgeted deficit of £2. The precept is equivalent to a Band D charge of £80.88. This is a £27.42 increase on 2025-26.

c) Financial Report

Bank balances on 31st December 2025 totalled £24,103. There was one uncleared item of £63.43. The total reserves of the Parish were therefore £24,040. The fall in reserves since the last period of £6,917 is as a result of the payment for the annual garden services and the barrister fees relating to the planning appeal.

On 31st December 2025 the accounts showed a surplus of £370.

d) 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
252632	28/11/2025	Angie Baker	Redacted	Clerk's salary
252633	25/11/2025	Citizens Advice West Oxfordshire	210.00	Donation
252634	25/11/2025	Azalea Landscapes	3,095.00	Village grounds maintenance 2025
252635	03/12/2025	Benson Parish Council	2388.00	Share of barrister fee for planning appeal





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252636	08/12/2025	The Cartridge People Ltd	44.90	Printer cartridges
252637	31/12/2025	Angie Barker	Redacted	Clerk's salary
252638	28/12/2025	Shield Maintenance Limited	63.43	Dog waste bin emptying
252639	23/12/2025	Broomfield Tree Services	265.00	Brambles and tree work at Village Hall
252640	25/01/2026	Shield Maintenance Limited	63.43	Dog waste bin emptying

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

Date	Transfer from	Transfer to	Amount £
17/11/2025	Business Premium account	Community account	759.03
25/11/2025	Business Premium account	Community account	3,305.00
03/12/2025	Business Premium account	Community account	2,388.00
23/12/2025	Business Premium account	Community account	740.71

e) Banking arrangements

Last month I went to see a demonstration of Unity Trust Bank online given by the RFO at Benson Parish Council. The website was clear and easy to navigate. The RFO said that she was very satisfied with Unity Trust. In view of this I recommend that we now proceed to switch from Barclays Bank, as originally agreed at our meeting on 13th March 2025.

f) Fixed Asset Register

Council is requested to review and confirm the fixed asset register as part of our internal audit review.





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Appendix 2 - 2026 Parish Meeting Dates @ Village Hall

Date	Time	Meeting
Thursday 8 th January	7:30 pm	Parish Council Meeting
Thursday 12 th March	7:30pm	Parish Council Meeting
Thursday 23 rd April	7:30pm	Annual Parish Meeting
Thursday 14 th May	7:30pm	Parish Council Meeting
Thursday 9 th July	7:30pm	Parish Council Meeting
Thursday 10 th September	7:30pm	Parish Council Meeting
Thursday 12 th November	7:30pm	Parish Council Meeting

