



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 12th March @ 7:30pm in the Berrick and Roke Village Hall.

Present:

Rob Workman	[RW]	Chair
Jim Whitworth	[JW]	Councillor
Craig Tribe	[CT]	Responsible Financial Officer
Ian Kirkwood	[IK]	Councillor
Angie Barker	[ALB]	Parish Clerk
David Turner	[DT]	District Councillor

1) Apologies for absence

Judith Edwards	[JE]	County Councillor
Andy Batt	[AB]	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 8th January 2026.

Minutes approved and signed.

4) County and District Councillors' Reports

DT gave an overview of his report:

[March Newsletter](#)

5) Public Participation (15 minutes max.)

No parishioner was present.

6) Finance – CT

a) Responsible Financial Officer's Report

See attached Appendix 1

b) To approve schedule of payments and transfers

All payments and transfers were approved.

c) To pass the resolution in Appendix 2 to open a bank account with Unity Trust Bank.

The resolution was passed.

d) To agree the declaration in Appendix 2 regarding telephone and internet banking.

Declaration agreed.

e) To confirm that the RFO can proceed to finalise the transfer of the bank community account from Barclays Bank to Unity Trust plc

Confirmed and documents signed - CT can now proceed.

f) To confirm that the RFO can proceed to open one or more savings accounts with Unity Trust to earn investment income.





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Authority given to open one or more savings account.

- g) To approve the renewal of membership of OALC for 2026-27**
£190 for year (£10 more than last year).
Approved.

7) Planning Decisions and Applications

- a) To consider the following planning application:

[P26/S0283/O](#)

Rokemarsh Farmhouse, Rokemarsh - IK

Demolition of existing agricultural buildings and dwelling, construction of a single detached house and garage.

[P26/S0282/FUL](#)

Rokemarsh Farm, Rokemarsh - IK

The construction of a single agricultural barn.

[P26/S0281/O](#)

Rokemarsh Farm, Rokemarsh - IK

The construction of two detached houses and garages.

[P26/S0453/HH](#)

The Other Place, Roke - AB

Proposed single storey rear extension

The four applications above will be discussed at EGM on the 19th March 2026.

IK gave a brief overview.

- b) **To note the following application awaiting decision by SODC:**

[P25/S0177/FUL](#)

Old Post Office, Berrick Salome - AB

Demolition of workshop/studio building and its replacement with a new 3-bedroom house.

Amendment to application submitted to SODC on 16/12/25.

No update yet - **RW** to send an email to case officer to get an update.

- c) **To note the decision by SODC on the following application:**

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

Priory Cottage Berrick Salome OX10 6JR - CT

Single storey side extension & conservation works.

Approved 14/02/26.

- d) **To note the following appeal awaiting decision by the Planning Inspectorate:**

[P24/S3131/FUL](#)

Land Adjacent to the Orchard Braze Lane Benson - CT

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).

The Chair thanked **CT** for all his time and effort. The target decision date is 13/3/26 but it could take longer, possibly the end of March.

- 8) Annual Review of Publication Scheme – CT**
Updated Publication Scheme adopted by Council





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- 9) **Annual Review of Risk Assessment – CT**
Updated Risk Assessment adopted by Council
- 10) **Annual Review of the Effectiveness of Internal Control - CT**
Council confirmed their agreement of the review.
- 11) **Annual Review of Standing Orders - CT**
Updated Standing Orders adopted by Council
- 12) **Playground Maintenance Update – CT**
No response had been received from Parishioners to a request in the Parish Update for volunteers to help with planning the future of the playground. The swings had been removed following safety concerns in the last inspection. A quote had been received from ARD Playgrounds for new swings (£7,508) and safety fencing (£750), repairing the multiplay (£1,153) and topping up the woodchip and repair of wooden surrounds (£3,250). Woodchip not currently required for the swing areas. It was agreed the Council would purchase woodchip for the multiplay area. (*Subsequently decided to move the woodchip from the swing areas to the multiplay area before purchasing additional woodchip*). It was agreed to go ahead with the repair of the multiplay. The replacement of the swings to be put on hold for the moment pending feedback from parishioners. **CT** to arrange for the multiplay repair and to arrange a volunteer party to move the woodchip.
- 13) **To consider the extension of the garden services contract with Azalea Landscapes for 2026.**
Approved. Azalea had offered the same rate as last year.
- 14) **Feeding Red Kites – RW**
To discuss whether to communicate guidance relating to feeding red kites within the parish via our website and weekly updates.
- A discussion took place on the merits of advice being issued to Parishioners requesting that they should not put food out for red kites. Examples of red kites causing injury and taking food from people's hands were given. JW considered these were isolated incidents and that it should be left up to Parishioners as to whether they fed the birds. The danger of bird strike at RAF Benson was also mentioned.
- In accordance with Standing Order 3(s) JW requested a recorded vote on the motion that the Parish Council should issue advice that Parishioners should not feed red kites. RW, CT and IK voted in favour of the motion and JW voted against.
- It was agreed that a link will be put on the Parish Council website to the Chiltern National Landscape website showing their guidance on the subject and the link will be sent to parishioners in the Parish Update - **ALB**
- 15) **Review - Registering our pubs as Assets of Community Value - RW**
To discuss registering either or both of our pubs as ACVs





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The pubs had been registered in the past. When the ACV expired last time it was reapplied for and refused. The regulations were tightened in 2025. **RW** suggested that the Parish Council would support a village group who may potentially want to apply for an AVC. This would involve extensive work and forms to be completed. It was agreed that the subject will be added as an item on the next Parish Update - **ALB**

16) Update on Allotments - JW

Discuss and agree a proposal to the request to incorporate Plot 6 into Plot 5 and 7 by an addendum to current tenancy – If accepted do we need to add any terms.

We have 2 new allotment tenants (one signed up, one in progress) and there is potential for more. It was agreed that we would not allocate additional plots to existing tenants this year and see if plots 5 to 8 could be reorganised in the future to enable greater occupation. We will write to the tenant of plots 5 & 7 (ALB) to explain that we cannot extend the tenancy to include plot 6 but we may offer fixed term use of plot 6 outside the tenancy until September 2026. Discussions are also underway to split plot 8 into two to create an additional plot.

17) Parish Clerk's Report – ALB

ALB circulated the latest Planning Summary.

18) Councillor Updates – ALL

a) Land Registry - RW

RW visited the Oxfordshire History Centre to review historic parish records. No additional information found. Next step in registering parish land (allotments, recreation ground and village green) with HM Land Registry is to prepare and circulate site plans indicating extent of land for each plot being registered. Evidence of any works, new equipment or maintenance on each site paid for by PC in last 12 years would be extremely useful to support applications at HMLR. CT informed RW that there are records going back to 2013. **CT** to provide info to RW.

b) Thames Water Update - JW

JW pursuing TW to ascertain reason for planned road closures being cancelled and to make sure road and verge reinstatement where not impacted goes ahead. Confirming details of BSPDG meeting with TW (PC and FvM's office invited). JW to update PC and Parish further as information received.

c) OCC – JW

JW Confirmed that OCC are looking for grant applications for Flood Mitigation this year. Awaiting confirmation and forms for applying. BSPDG are proposing to commission a surveyed topographical plan of the parish identifying best placed/best value flood prevention measures from a suitable professional provider.

d) Emergency Equipment Shed – JW

Progress had been made on the emergency equipment shed. Sam Clayton has dug out for the base and will lay the base shortly. BSPDG will then arrange for purchase of the shed and volunteers to build it.

e) Litter Pick – IK

IK and AB had organised a litter pick with residents on **Saturday 21st March at 11:00.**

f) Anglers Report on Dead Fish – IK

TW report has not been seen by the anglers or PC. It has been suggested by TW that algae killed the fish. It is understood that the water samples were taken too long after





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the fish deaths to provide a reliable conclusion. EA Report not yet completed. EA have offered some new fish but the anglers want to wait until the current phase of TW repairs are concluded. Waiting for report. PC to request the TW report at the upcoming meeting.

- 19) To consider any other matters the Chair deems urgent - for information only.**
The Chair congratulated ALB on passing her probation in the position of Parish Clerk.
- 20) To agree the date of next meeting as Thursday 14th May 2026 at 7:30pm, with the Annual Parish Meeting being held on Thursday 23rd April 2026 at 7:30pm.**
Agreed.

To note that JW will not be attending the 14th May meeting.

Signed: *Ian Kirkwood* (Chair) 27th May 2026





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APPENDIX 1 - Responsible Financial Officer's Report

To Parish Council meeting Thursday 12th March 2026

6) Finance

a) Financial Report

Bank balances on 28th February 2026 totalled £23,153. There was one uncleared item of £210.49. The total reserves of the Parish were therefore £22,943.

On 28th February 2026 the accounts showed a deficit of £727.

VAT recovered of £441.72 was received on 5th February 2026.

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
252641	30/01/2026	Angie Baker	Redacted	Clerk's salary
252642	19/01/2026	St John Ambulance	150.00	Donation
252644	04/03/2026	Wel Medical	210.49	Defibrillator pads
252645	27/02/2026	Shield Maintenance Ltd	63.43	Dog wate bin emptying
252646	12/02/2026	Azalea Landscapes	290.00	Vegetation clearance recreation field
252647	27/02/2026	Angie Barker	Redacted	Clerk's salary
252648	17/03/2026	Local Authority Tech CIC	318.00	Parish Online website service 15/02/2026 - 15/02/2027 plus additional domain
252649	27/03/2026	Shield Maintenance Limited	63.43	Dog wate bin emptying
252650	11/03/2026	ABA (Construction) Ltd	264.00	Swing and chains removal

There has been one debit card payment since the last meeting

Ref.	Date	Payee	Amount (£)	Purpose
252643	20/01/2026	Microsoft	89.99	Microsoft 365 Premium





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There were no direct debit payments since the last meeting

Ref.	Date	Originator	Amount (£)	Purpose

There have been two bank transfers since the last meeting.

Date	Transfer from	Transfer to	Amount £
19/01/2026	Business Premium account	Community account	580.81
02/03/2026	Business Premium account	Community account	961.00

c) **Banking arrangements**

To pass resolution included within Appendix 1 of the agenda to open a bank account with Unity Trust Bank.

d) **Banking arrangements**

To agree the declaration included within Appendix 1 of the agenda regarding telephone and internet banking with Unity Trust Bank.

e) **Banking arrangements**

To confirm the RFO can proceed to finalise the transfer of the bank community account from Barclays Bank to Unity Trust Bank.

f) **Banking arrangements**

To confirm that the RFO can proceed to open one or more savings accounts with Unity Trust Bank to earn investment income.

g) **OALC membership**

To approve the renewal of membership of OALC for 2026-27 at a net cost of £190.00
(2025-26 - £180.00)





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APPENDIX 2 - Resolution to open bank accounts with Unity Trust Bank plc

We wish to open an account with Unity Trust Bank plc ('Unity') and have read the account opening Terms and Conditions.

We accept Unity's Terms and Conditions and appoint them as our Bankers.

We acknowledge that Unity's Terms and Conditions may vary from time to time and we agree to be bound by them.

We will provide Unity with instructions and changes in line with the mandate.

Unity should rely on this Mandate until we send future amends.

We will send Unity a copy of the Memorandum and Articles of Association, a copy of the Company's Rules, our Trust Deeds or our registration documents. We will inform Unity of any changes to these in writing.

We will also notify Unity in writing of any change in Directors/Trustees/Officers and membership.

Committee members/Trustees of unincorporated entities acknowledge that they shall be jointly and severally liable for any liabilities incurred by individuals authorised to give instructions.

Telephone and internet banking declaration

We agree to use the Telephone Banking Service to authorise transfers between our Unity Trust Bank accounts and to request balance and other general account information.

We agree to use the Internet Banking Service in accordance with the Terms and Conditions.

The individuals named on the bank application form will be our authorised Telephone Banking and Internet Banking service users.

The trustees of unincorporated entities acknowledge that they will be jointly and severally liable for any of the Trust's liabilities incurred by individuals authorised to give instructions.

Responsibility for all transactions performed on our internet banking service lies with the final authorising user.

