



**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 9<sup>th</sup> July 2026**  
**@ 7:30pm** in the Berrick and Roke Village Hall.

### **Present**

Ian Kirkwood [IK]  
Jim Whitworth [JW]  
Craig Tribe [CT]  
Verity Hickman [VH]  
Angie Barker [AB]

### **Chair**

### **Councillor**

### **Responsible Financial Officer**

**Councillor** (co-opted at this meeting)

### **Parish Clerk**

### **1) Apologies for absence**

Andy Nicholls  
Judith Edwards  
David Turner

### **2) To approve and sign the minutes of the Extraordinary Parish Council Meeting held on the 19<sup>th</sup> March 2026 and the Annual Parish Council Meeting held on the 27<sup>th</sup> May.**

Minutes approved and signed.

### **3) To note receipt of an application for the office of Parish Councillor and to co-opt the candidate Verity Hickman.**

**IK** proposed and **JW/CT** seconded. Declaration of Acceptance of Office completed and witnessed by Parish Clerk.

### **4) County and District Councillors' Reports**

- See Monthly Report from David Turner: [July Report](#)
- Judith Edwards to supply Monthly Report for July.

### **5) Public Participation (15 minutes max.)**

There were no parishioners who asked to participate.

**IK** provided new wording for the **Public Participation** section going forwards, which was agreed by all and is as follows:

***The Parish Council welcomes public participation at meetings. Residents are welcome to speak on agenda items or raise matters for future consideration. Though not a forum for debate, councillors will listen and take note.***





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**6) Oxfordshire Quiet Lanes Programme – CT**

**Should the council submit an expression of interest.**

CT gave an overview of the OCC initiative. It was decided to see how trials go and revisit at a later date, especially in light of the possible Chalgrove airfield development.

**7) Land Registration – JW – Appendix 1**

**Agree area of Village Green to apply to register. Consider whether we are happy with the level of proof of ownership we can provide for all 3 sites to register.**

**Agree any next steps including instructing our agents to proceed.**

- JW advised the Parish Council that there are two classes of land registration, absolute and possessory. The Parish Council should demonstrate how the land has been managed and maintained to establish title.
- It was agreed to instruct Land & Property Registration (LPR) to obtain the best possible title for the 3 sites.
- There was not much supporting evidence for the village green and so only possessory title might be obtained. It was agreed to apply for registration of the area shown on the map on Appendix 3.
- Documentation for the recreation ground was good and so absolute title should be possible.
- The Allotments require further work, as the historical evidence was not as good as the evidence available for the other sites. LPD believe the historical information was substantial, but further supporting information should be provided to obtain the best outcome.

CT suggested that the allotments could cover a greater area than shown on the current plan. JW to speak to Greg Broomfield and then request registration of whole area.

- JW to contact LPD to advise our instructions.

**8) WhatsApp - JW**

**To confirm that the Parish Council is not responsible for the administration of the Berrick Parish Wide WhatsApp Group and that the Parish Council has no responsibility for the content of posts on that group**

All agreed.

**9) Red Kite Update – IK**

A4 laminated prints advising parishioners not to feed the Red Kites to be posted around the Parish. – CT. JW expressed some concern about the PC providing such advice.

Information will also be included in the next Parish Update - AB

**10) Neighbourhood Plan Revision - IK**

IK had a meeting with Brian Tracey and Andy Nicholls to review our options. The next stage will be to ask SODC what type of update is required The Joint Local Plan 2041





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could be incorporated as it is hopefully due in 2027. We may need to issue a new questionnaire for the parish as part of this update. Ricardo Rios Planning Team Leader (SODC) to be contacted.

**JW** mentioned two items: 1) Design and 2) Re-decide as a Parish Council the allocation of planning – Ricardo Ross to advise.

#### **11) Planning Decisions and Applications - All**

##### **a) To consider the following planning application:**

**[P26/S1811/O](#) - CT**

**Land south of Watlington Road Benson**

**Outline application for up to 170 dwellings with all matters (except access) reserved.**

There had been 3 responses from parishioners to CT, two objecting and one supporting what action the PC considered best.

**CT** had spoken to Benson Parish Council who are liaising with SODC.

The PC agreed to object. **CT** had drafted a response which **IK/CT/VH/JW** all agreed.

**[P26/S1973/HH](#) - AN**

**Berrick Lodge Road Between Parsonage Farm And Green Lane Berrick Salome**

**Proposed extension to existing garage to form new garden studio**

No responses from parishioners to date. No objections from **IK/CT/JW/VH**. The PC agreed to submit a 'No objection' response. – **AN** to prepare a response to SODC for agreement by the council.

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

**[P25/S0177/FUL](#) - JW** 27<sup>th</sup> July

**Old Post Office, Berrick Salome**

**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 further update

**[P26/S0283/O](#) - IK**

**Rokemarsh Farmhouse, Rokemarsh**

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

No further update

**[P26/S0282/FUL](#) - IK**

**Rokemarsh Farm, Rokemarsh**

**The construction of a single agricultural barn.**

No further update

**[P26/S0281/O](#) - IK**

**Rokemarsh Farm, Rokemarsh**

**The construction of two detached houses and garages**





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No further update

**P26/S0769/LB – CT**

**Church Cottage, Berrick Salome, OX10 6JP**

**Make improvements and internal alterations to the fabric of the house to mitigate dry rot and damp as recommended by contractors**

CT reported an objection from SODC Heritage Team.

**12) Parish Clerk's Report – AB**

AB gave her final report – **See Appendix 2**

**13) Finance – CT**

**a) Responsible Financial Officer's Report**

CT gave an overview of the report – **See Appendix 3**

**b) To approve schedule of payments and transfers**

Approved

The acquiring of a Corporate Purchasing Card was approved by all. As the bank requires two people to be administrators it was agreed that these would be **IK/CT**. CT to prepare relevant forms for signature.

**14) Financial Regulations - CT**

**To review and approve the Financial Regulations which have been amended in paragraph 6.1 to reflect the change in the Council's banking arrangements**

Approved, adopted and signed.

**15) To review and confirm the Council Privacy Notices – CT**

**a) General Privacy Notice**

**b) Councillor Privacy Notice**

**c) Website Privacy Policy**

Reviewed and confirmed that no changes are required.

**16) Councillor Updates – ALL**

- **Allotments JW** – All OK at the moment.
- **Drainage Group JW** – Meeting Wednesday 14/7/26.
- **Equipment Shed JW** – Grant received awaiting a response from OCC, need to go ahead with installation of shed.
- **Topographical Survey JW** - OCC turned down the Parish Council for request to have a topographical survey.
- **Thames Water update JW** – TW are aiming to get roads sorted. McCallister agreed it was their fault and OCC were in agreement. McCallister awaiting road closure to be able to get on with the work. Meeting is scheduled for the 7<sup>th</sup> August with operational people to agree next steps.





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- **Playground CT** – Repairs to the multiplay completed. The annual safety inspection was due in July which may identify other work. Three parishioners had volunteered to help with the planning of the future of the playground.
  - **Road Barriers CT** – The metal road barriers at the Roke road T-junction will not be re-instated by OCC as they consider the risk of harm to pedestrians low. The temporary ones will be removed in next 28 days. **CT** asked whether the Parish Council should think about putting up new barriers but this was opposed by the other councillors as it would leave the PC open to ongoing maintenance requirements.
  - **Parish Clerk Role CT** – One parishioner had expressed an interest in the role.
  - **CT** welcomed Andy Pugh as our new RFO starting around October time.
- 17) **To consider any other matters the Chair deems urgent - for information only**
- **IK** observed the need to encourage parishioners to attend Parish meetings.
  - OCC had started a consultation on the general review of speed limits on rural roads. The council agreed to consider a response at the next meeting in September. Before then councillors to look at the consultation papers.
- 18) **To agree the date of next meeting as Thursday 10<sup>th</sup> September 2026 at 7:30pm**  
Agreed

Signed: **Ian Kirkwood**  
**Chair**

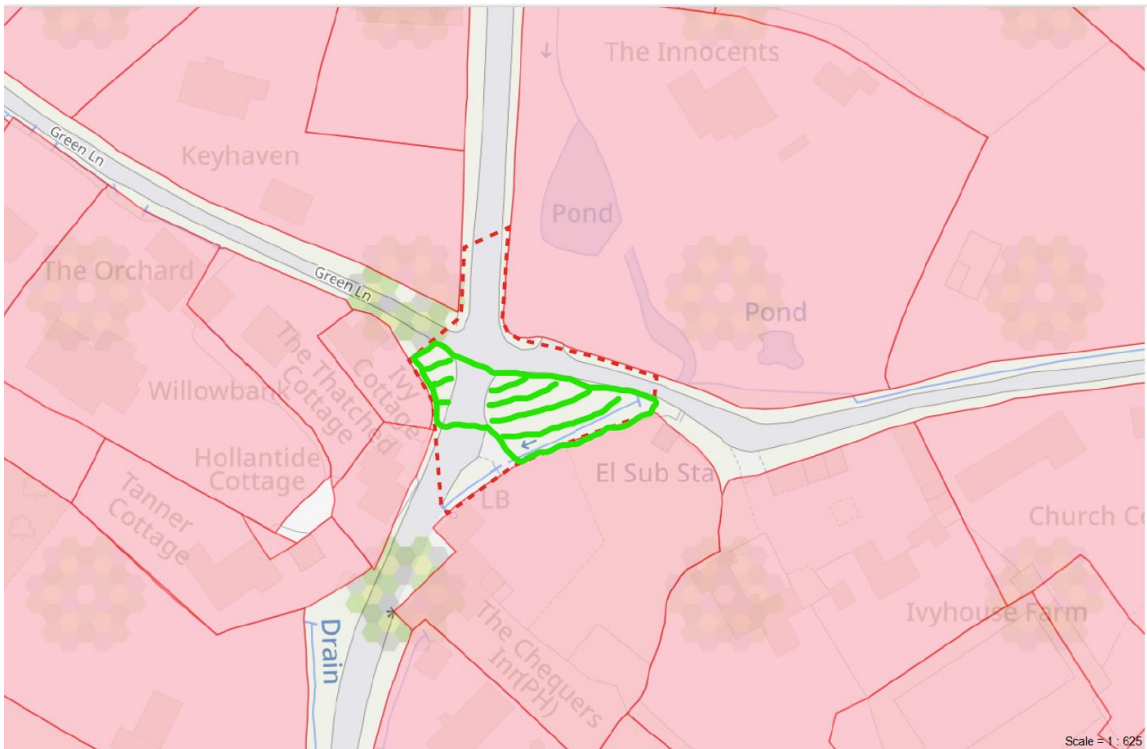
Date: **10<sup>th</sup> September 2026**





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## Land Registration - Appendix 1



E-mail: [parishclerk@berricksalome-pc.gov.uk](mailto:parishclerk@berricksalome-pc.gov.uk) | Website: [www.berricksalome-pc.gov.uk](http://www.berricksalome-pc.gov.uk)



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## **Parish Clerk's Report 9<sup>th</sup> July 2026 – Appendix 2**

As the Councillors are aware it was with a heavy heart that I tendered my resignation as Parish Clerk in May and agreed to leave at the end of July to ensure a smooth transition. I initially took on the role as I really wanted to be involved in the community and to make a difference.

It was not an easy decision to arrive at but I found that my role was becoming untenable, due to balancing the demands of my other job and my current family responsibilities.

I would like to thank the councillors for their guidance over the last few months and I would especially like to thank Craig for his unwavering support, humour and his patient mentoring of me since I began this role. His attention to detail is second to none and I feel like I have left the role with a better understanding of the workings of the Parish Council and it's hardworking members.

However, I will not miss typing up the minutes, when I first started doing them it was a very daunting process but I think that I have finally got the hang of them and was so happy to hear from Craig that my last set were the best to-date! I'll aim for greatness on my last set Craig! I have loved sending out the Parish Update and keeping parishioners up-to-date with all the Village events and news. I will really miss that side of the job. I will also miss working with all of the councillors as well as helping parishioners with any queries/concerns that they have had.

As Rob Workman mentioned in his final Chairman's report, a lot of what the councillors do often goes unnoticed (unless there is a problem) but by doing this job I have learnt that they make a huge positive impact in our community and give up a substantial amount of their personal time to look after our lovely villages, and I am leaving this role with a huge amount of respect for them all.

Thanks all!  
Angie



E-mail: [parishclerk@berricksalome-pc.gov.uk](mailto:parishclerk@berricksalome-pc.gov.uk) | Website: [www.berricksalome-pc.gov.uk](http://www.berricksalome-pc.gov.uk)



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## Responsible Financial Officer's Report – Appendix 3

To Parish Council meeting Thursday 9<sup>th</sup> July 2026

### 13) Finance

#### a) Financial Report

Bank balances on 30<sup>th</sup> June 2026 totalled £24,497. There was one uncleared item of £63.43. The total reserves of the Parish were therefore £24,433.

On 30<sup>th</sup> June 2026 the accounts showed a surplus of £5,347.

#### 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 is requested for the following online payments:

| Ref.   | Payment Date | Payee                     | Amount (£) | Purpose                  |
|--------|--------------|---------------------------|------------|--------------------------|
| 262710 | 26/06/2026   | Shield Maintenance Ltd    | 63.43      | Dog waste bin collection |
| 262711 | 30/06/2026   | Angie Barker              | Redacted   | Parish Clerk Salary      |
| 262712 | 18/06/2026   | Friends of Benson Library | 220.00     | Donation                 |
| 262713 | 24/07/2026   | Shield Maintenance Ltd    | 63.43      | Dog waste bin collection |
| 262714 | 30/06/2026   | Unity Trust Bank          | 7.00       | Service charge           |

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 £ |
|------------|----------------|-------------|----------|
| 16/06/2026 | Instant Access | Current     | 409.82   |





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**c) Corporate Purchasing Card**

With Barclays Bank we had a debit card for use with the current account. This proved useful for online payments and other payments when we did not have an account facility. Unity Trust do not issue debit cards. To replace the debit card we could apply for a Corporate Purchasing Card. This is handled by Lloyds Bank on behalf of Unity Trust Bank. There is a set-up fee of £50 and a monthly service charge of £3. Application time is 6-8 weeks.

The other alternative would be to look at obtaining a prepaid payment card.

