



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

BERRICK SALOME ANNUAL PARISH COUNCIL MEETING MINUTES

The meeting of all members of the Parish Council was held on **Wednesday 27th May 2026**
@ 10:00am in the Berrick and Roke Village Hall.

Present

Ian Kirkwood [IK]
Jim Whitworth [JW]
Craig Tribe [CT]
Andy Nicholls [AN]
Angie Barker [AB]

Chair
Councillor
Responsible Financial Officer
Councillor (co-opted at this meeting)
Parish Clerk

1) Election of Chair

Ian Kirkwood was elected as Chair – All agreed
Jim Whitworth agreed to be Vice Chair – All agreed

2) Apologies for absence

Judith Edwards
David Turner

3) Declarations of interest regarding items on the Agenda

None

4) To co-opt Andy Nicholls as a member of the Parish Council and complete his Declaration of Acceptance of Office

Proposed - All agreed. Declaration of Acceptance of Office completed and witnessed by Clerk

5) To approve and sign the minutes of the Parish Council Meeting held on 12th March 2026

Minutes approved and signed

6) To approve and sign the minutes of the Extraordinary Parish Council Meeting held on 23rd April 2026

Minutes approved and signed

7) County and District Councillors' Reports

Both councillors sent their apologies, and Judith Edwards will send out her report, see here: [Judith Edwards May/June Report](#) - David Turner has already provided his monthly report which has been circulated.

8) Public Participation (15 minutes max.)

No parishioner was present

9) Finance – CT

a) **To receive and note the Annual Internal Audit Report 2025/26 contained within the Annual Governance and Accountability Return 2025/26 Form 2 (AGAR)**

Noted, and agreed that Lisa Wilkinson will continue as our internal auditor





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- b) **To review and potentially approve the signing of the Certificate of Exemption contained within the AGAR**
Reviewed and approved
- c) **To review and potentially approve the signing of Section 1 of the AGAR – Annual Governance Statement 2025-26**
Reviewed and approved
- d) **To review and potentially approve the signing of Section 2 of the AGAR – Accounting Statements 2025/26.**
Reviewed and approved
- e) **Responsible Financial Officer's report for the 2026/27 period to date.**
CT presented his report – See **Appendix 1**
All payments and bank transfers approved
Following the transfer of the Council's banking arrangements to Unity Trust no debit card was currently held
- f) **To confirm the direct debit mandates in favour of:**
 - i) **The Information Commissioner; and**
 - ii) **HMRC re PAYE**Continuation of these direct debits was approved.
- g) **To review and potentially approve the increase in the charge for dog waste bin emptying and continuation of the contract with Shield Maintenance Ltd Dog waste**
Continuation of the contract with Shield Maintenance was approved. CT informed the council that the cost may go up next year
- h) **To confirm the renewal of the Parish Council's insurance policy with Clear Councils on a three year fixed term agreement**
Confirmed
- i) **To consider and potentially approve a donation to Friends of Benson Library**
It was agreed to give a donation of £220

10) Planning Decisions and Applications

- a) **To consider the following planning application:**
[P26/S0769/LB](#)
Church Cottage, Berrick Salome, OX10 6JP - CT
Make improvements and internal alterations to the fabric of the house to mitigate dry rot and damp as recommended by contractors.
No comments had been received from parishioners. The Council was happy with the proposed works and to leave the decision with the District Council. AB to send reply to SODC
- b) **To note the following applications awaiting decision by SODC:**
[P25/S0177/FUL](#)
Old Post Office, Berrick Salome 04/06/26 End date on website
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
[P26/S0283/O](#)
Rokemarsh Farmhouse, Rokemarsh - IK
Demolition of existing agricultural buildings and dwelling, construction of a single detached house and garage
SODC given an extension until 02/06/26





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[P26/S0282/FUL](#)

Rokemmarsh Farm, Rokemmarsh - IK

The construction of a single agricultural barn

SODC given an extension until 02/06/26

[P26/S0281/O](#)

Rokemmarsh Farm, Rokemmarsh – IK

The construction of two detached houses and garages.

SODC given an extension until 02/06/26

[P26/S0882/HH](#)

Ivy Cottage, Green Lane, Berrick Salome - JW

Proposed erection of a summer house in front garden

Approved by SODC 23/05/226

11) To decide on the allocation on Councillors' responsibilities

See **Appendix 2** for new Parish Council responsibilities.

- **Allotments - JW** would like to give up the allotments - Will continue at present and will re-visit when we have a full Parish Council.
- **Parish Councillor - JW** would like to phase out being a Parish Councillor over the next year.
- **Land Registration – JW** will look into what is happening at the moment and will contact **RW** for more information.
- **Neighbourhood Plan Update – IK** discussed carrying out a village census. It was suggested to add a climate change section, and prepare updates. It would need a lot of expertise to run it. **IK** stated that it is an important document to protect village.

12) Parish Clerk's Report – AB

The swings on the recreation ground were discussed. When time allows **CT** will get a few quotes for swings and keep it under review

13) Councillor Updates – ALL

- **Repairs to multiplay CT** - It is hoped that the repairs to the post and ladder rungs will be completed in the next few weeks
- **Joining the Parish Council - JW** has attempted to recruit parishioners to join the Parish Council but so far it has been unsuccessful.
- **Thames Water JW** - Will be visiting that morning – hoping there will be a positive outcome.
- **Allotments JW** - Plot 6 still ongoing, hope to resolve soon – Shed will be going up in the near future
- **BSPDG – JW** One grant application has been submitted to OCC for a specialist survey of the parish to identify potential future flood risk mitigation projects and another for funding the contents of the planned emergency equipment shed.

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

A 5th Parish Councillor is still needed – Hope to recruit an additional councillor before the next meeting

15) To agree the date of next meeting as 9th July 2026

Agreed - **AN** advised that he will not be available





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Signed: **Ian Kirkwood** (Chair)

Date : 9th July 2026



E-mail: parishclerk@berricksalome-pc.gov.uk | Website: www.berricksalome-pc.gov.uk

Appendix 1 Responsible Financial Officer's Report

To Parish Council meeting Wednesday 27th May 2026

9) Finance

- a) The council is requested to receive and note the Annual Internal Audit Report 2025-26 contained within the Annual Governance and Accountability Return 2025-26 Form 2 (AGAR)

The council is requested to confirm the appoint of Lisa Wilkinson as internal auditor for the 2026-27 year.

- b) The council is requested to approve the signing of the Certificate of Exemption 2025-26 contained within the AGAR.
- c) The council is requested to approve Section 1 of the AGAR – Annual Governance Statement 2025-26. A copy of the draft statement has previously been distributed to members.
- d) The council is requested to approve Section 2 of the AGAR - Accounting Statements 2025-26. A copy of the draft statements has previously been distributed to members.
- e) Bank balances on 30th April 2026 totalled £26,178. There were three uncleared items totalling £220. The total reserves of the Parish were therefore £25,958.

On 30th April 2026 the accounts showed a surplus of £6,872.

Schedule of payments

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
252651	31/03/2026	Angie Barker	Redacted	Clerk's salary
252652	27/03/2026	Oxfordshire Association of Local Councils	228.00	2026-27 subscription
252653	27/03/2026	Benson Parish Council	2,382.10	Planning appeal professional fees
252654	27/03/2026	Oxfordshire Association of Local Councils	180.00	Parish Clerk job evaluation
252655	27/03/2026	Shield Maintenance Ltd	63.43	Dog waste bin emptying





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252656	27/03/2026	Geosphere Ltd	48.00	Parish Online mapping software
262701	21/04/2026	Curran & Clayton	459.66	Supply of materials to construct concrete shed base
262702	30/04/2026	Angie Barker	Redacted	Clerk's salary
262703	06/05/2026	Ms LJ Wilkinson	150.00	Internal audit 2025-26
262704	24/05/2026	Shield Maintenance Ltd	63.43	Dog waste bin emptying
262705	30/04/2026	Unity Trust Bank	3.61	Service charge
262706	31/05/2026	Unity Trust Bank	7.00	Service charge
262707	29/05/2026	Angie Barker	Redacted	Clerk's salary
262708	28/05/2026	Clear Insurance Management Ltd	537.36	Parish Council Insurance 2026-27

There has been no debit card payments since the last meeting.

Ref.	Date	Payee	Amount (£)	Purpose

As we no longer have a debit card this section will not appear on future reports.

There is one direct debit payment to authorise since the last meeting

Ref.	Date	Originator	Amount (£)	Purpose
262709	11/06/2026	Information Commission	47.00	Data protection fee

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

Date	Transfer from	Transfer to	Amount £
16/03/2026	Barclays Business Premium account	Barclays Community account	631.38
27/03/2026	Barclays Business Premium account	Barclays Community account	2,901.53
09/04/2026	Barclays Business Premium account	Barclays Community account	18,086.41
13/04/2026	Barclays Community account	Unity Trust current account	26,609.42
13/04/2026	Unity Trust current account	Unity Trust Savings account	18,086.41
23/04/2026	Unity Trust current account	Unity Trust Savings account	7,095.68
02/05/2026	Unity Trust Savings account	Unity Trust current account	213.43
17/05/2026	Unity Trust Savings account	Unity Trust current account	934.34





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- f) Confirmation requested for continuing the direct debit mandate in favour of The Information Commissioner for payment of our data protection registration fee and HMRC for PAYE.
- g) Confirm our continuing contract with Shield Maintenance Ltd for emptying of dog bins. They provide a good reliable service at a competitive price. The price for May 2026 onwards is being clarified with Shield.
- h) To confirm renewal of the Parish Council's insurance policy arrange through brokers Clear Council at a premium of £537.36. This is the first year of a new three year fixed term agreement.
- i) To consider a donation to the Friends of Benson Library of between £200 and £220 (2025 £200).





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**Appendix 2 - Berrick Salome Parish Council Councillor and Clerk Responsibilities
2026-2027 (Revision 27th May 2026)**

Responsibilities	Holder
Chair	Ian Kirkwood - interim
Vice Chair	Jim Whitworth
Responsible Financial Officer	Craig Tribe
Agenda and minutes of meetings	Angie Barker
Allotments	Jim Whitworth
Berrick Salome Parish Drainage Group	Jim Whitworth
Compliance and GDPR	Craig Tribe
Defibrillators – Primary Guardian	Rob Workman (not a PC member)
Defibrillators – Secondary Guardian	Craig Tribe
Dog waste bins	Andy Nicholls
Land registration	Jim Whitworth
Liaison with BANG and wildlife matters	Invite Tracey Comber on an update basis
Link Magazine	Angie Barker





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Memorials	Ian Kirkwood
Neighbourhood Plan	Andy Nicholls and Ian Kirkwood (Jointly)
Parish communications	Angie Barker
Parish point of contact	Angie Barker
Planning applications	Members rota – allocated by Parish Clerk
Police liaison	Andy Nicholls
Public rights of way – Berrick Prior and Berrick Salome	Ian Kirkwood
Public rights of way – Roke and Rokemarsh	Craig Tribe
RAF Benson liaison	Andy Nicholls
Recreation and play area and garden services	Craig Tribe
Road signage and gates	Ian Kirkwood
Thames Water liaison	Jim Whitworth
Village Hall Management Committee	Andy Batt (not a PC member)
Website	Angie Baker and Craig Tribe (Jointly)
Welcome Pack	Angie Barker

