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 10th September 2026 at 7.30pm** in the Berrick and Roke Village Hall.

Present

Ian Kirkwood	[IK]	**Chair**
Jim Whitworth	[JW]	**Councillor**
Craig Tribe	[CT]	**Responsible Financial Officer**
Andy Nicholls	[AN]	**Councillor**
Verity Hickman	[VH]	**Councillor**
Melanie Coghlan	[MC]	**Parish Clerk**

In Attendance

David Turner	[DT]	**District Councillor**

1. **Apologies for absence**
   Judith Edwards [JE] **County 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 the 9th July 2026**
   Minutes approved and signed.

4. **County and District Councillors' Reports**
   County Councillor's Report

   JE was not present but had previously sent her report.

   District Councillor's Report

   DT presented his report.

   - In addition DT provided an update on local government reorganisation – the three Oxfordshire proposals, including the unitary based on South Oxfordshire, Vale of White Horse and West Berkshire, had been suspended by Government, along with six other applications nationally, following legal challenges by various councils. Everything is on hold with no indication of the outcome. DT reported that the elections due in May 2027 will now proceed on the existing district basis unless Government changes its position.

5. **Public Participation** (15 minutes max. as per council Standing Orders para 3.f.)
   - A parishioner asked members to support another parishioner, who is undertaking this year's sponsored Ride and Stride on behalf of the village.
   - A parishioner attended in connection with application P26/S3017/HH, The Other Place, Roke. They explained that the car port would sit at the top of the drive, and is a flat-roofed, steel-framed, deliberately slim open structure with no pitched roof. A pergola is included over the south-facing bifold doors to provide shade, and landscaping has been included for completeness. A tree specialist will advise so that the nearby trees are retained.

Two parishioners arrived after this item. The Chair allowed them to speak on item 11.

6. Planning Decisions and Applications - All

a) To consider the following planning applications:

P26/S3017/HH - VH

The Other Place Roke Wallingford OX10 6JD

Proposed open sided car port with linked entrance canopy, pergola and associated landscaping.

VH reported no objections had been received and the applicant had spoken to the meeting under item 5.

The Council agreed No Objection. **CT** will submit the Parish Council's response.

P26/S3396/HH – AN

Little Acre Road Running Through Roke From Roke Farm To Chapel Lane Roke

Proposed new detached double garage

AN reported that he had assessed the application against planning policy and found nothing that raised any concern; **CT** had also reviewed it and had no comments. **AN** had consulted the neighbours and the responses were supportive, with no objections.

The Council agreed to Support. **AN** to submit the Council's response to SODC.

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

P25/S0177/FUL - JW

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.

JW reported that nothing had recently appeared on SODC's planning portal.

P26/S0282/FUL - IK

Rokemarsh Farm, Rokemarsh

The construction of a single agricultural barn.

Decision issued after the Agenda prepared. **GRANTED** by SODC 4th September 2026

P26/S0283/O - IK

Rokemarsh Farmhouse, Rokemarsh

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

Amendment submitted to SODC on 10/08/2026

Decision issued after the Agenda prepared. **GRANTED** by SODC 4th September 2026

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.

No further developments.

P26/S1811/O - CT

Land south of Watlington Road Benson

Outline application for up to 170 dwellings with all matters (except access) reserved
No further developments.

c) **To note the decisions of SODC on the following applications**:
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
SODC **GRANTED** 24th July 2026
Noted.

P26/S0281/O - IK
Rokemarsh Farm, Rokemarsh
The construction of two detached houses and garages
Amendment submitted to SODC on 10/08/2026
SODC **REFUSED** 28th August 2026
Noted.

CT raised with DT that the Council has received no advice of decision from SODC on any of the three Rokemarsh Farm applications.

7. **To consider the Council's response to the general review of speed limits on Oxfordshire's rural A and B class road network – closes 18th September 2026 and to discuss the options for dealing with speeding through the village – IK**

IK had prepared a spreadsheet response, to which **JW** had added further points on the roads he used. Members were content with the response as drafted.

APPROVED. **IK** to submit the response before the consultation closes on 18 September 2026.

8. **Village Hall lease rent review – JW**

JW reported that the lease was dated 30th September 2022 for a term to 29th January 2041. The first review date was 30th January 2026, but as the lease provides that time is not of the essence the late review was valid. Subsequent reviews fall on the five year anniversary of that date. The rent for the first period was a peppercorn per annum, and **JW** proposed that there was no reason to change it.

AGREED: no change to the rent. The Clerk to write to the Village Hall Management Committee so that both parties have a record that the review had taken place and that no change was agreed.

9. **Allotments update – current position and actions required – JW – Appendix 1**

JW's report had been circulated in advance. Two points were highlighted:

- A parishioner had retired from allotmenteering and given up his plot so a new tenant is to be found. **JW** to draft wording over the coming week for circulation to the Parish by email and on WhatsApp.
- **JW** met a parishioner at the allotments for a general update. A parishioner had maintained plots 5 and 7 and also the temporarily tenanted plot 6 and had done a great

deal to support the allotments. **JW** proposed that this tenant's tenancy be changed to include plot 6 in addition to 5 and 7 covering the area he had been working.

Approved. **JW** to prepare the documentation over the next week or so and to inform the tenant of the outcome.

10. Update in relation to Land Registration and associated matters, and to agree the next steps – JW

JW reported that Land and Property Registrations (LPR) had recommended three separate registrations – recreation ground, allotments and village green – each as an application for adverse possession. **JW** did not consider this to be what the Council should be seeking, and set out why.

- Two routes appear open. Either the modern day trustees of the Parish are convened to authorise a transfer deed to the Parish Council; or the Parish Council acts for both parties, on the basis that the Chair chairs both the Parish Council and the Parish Meeting and was therefore the primary trustee of the Parish. There was a question as to whether the second trusteeship sits with the Parish Council as the corporate body with authority in the Parish, or still rests with the proper officer of the District Council.

JW outlined the procedure for the above.

JW proposed that the Council consult a solicitor with specialist parish council knowledge. The Council agreed to this. Members noted the considerable research **JW** had done.

JW to take this forward.

The Council agreed a budget of up to £1,000 in legal and professional fees for this purpose.

AGREED: **JW** to write to LPR confirming that the Council had decided not to proceed with adverse possession applications for the time being, and inviting advice of the costs incurred to date, which the Council will consider covering.

11. To discuss the future maintenance and management of the Village Green – JW

The Chair agreed that two parishioners, who had arrived after public participation session, to advise of their concerns.

Their main concerns centre around the stream in front of The Chequers pub, the erosion on the bank, silting up and the brickwork at the entrance to the culvert. Responsibility would seem to sit with Brakspear although some of the area may be the responsibility of Highways.

It was agreed to try and establish whether Highways had any responsibility and, if so, to report the condition through Fix My Street.

It was agreed that the Parish Council should write to Brakspear concerning the above. **IK** to draft a letter on behalf of the Parish Council.

The extent of the Green was discussed at the July meeting.

The Green in front of the pub had been mowed by a parishioner for a number of years. **JW** raised whether the Council should in due course manage the land formally – a contractor at the right times of year, supported by volunteers for specific work – as it does the recreation ground. It was AGREED to leave this for now and to await the solicitor's advice, in case regular Council maintenance affects the status of the land either way.

12. To resolve to confirm the appointment of Melanie Coghlan as Parish Clerk – CT
Approved.

13. Parish Clerk's Report – CT

Nothing to report at this, the Clerk's first meeting.

It was noted that the Parish Update previously issued at one or two weekly intervals will move to a monthly round-up of local news on or around the first Friday of the month. Anything urgent will be issued separately.

14. Finance – CT – See Appendix 2

a) Responsible Financial Officer's Report

CT presented his report

CT also reported that the application for the corporate purchasing card had been accepted.

b) To approve schedule of payments and transfers

Approved

15. Annual review of Publication Scheme – CT
It was confirmed that no changes were required.

16. Annual review of Standing Orders – CT
It was confirmed that no changes were required.

17. To consider and, if agreed, adopt a Local Council Documents and Records policy, replacing the existing Retention Policy – CT

CT reported that NALC had issued new guidance. The policy had been revised to comply with this and replaced the existing Retention Policy.

This was adopted by the Council..

18. To review the allocation of councillors' responsibilities in general – IK/CT

IK noted that he remained Chair on an interim basis and proposed a further review at the next Council meeting. The agreed responsibilities will be added to the website.

JW advised the Council that it was not his current intention to stand for the Parish Council at the end of this council year. CT will also not be re-standing.

19. Councillor Updates – ALL

- **VH** – Weller Close. The pathway along the front of the houses had broken and the surface was now uneven and dangerous. Ownership and responsibility for maintenance were unclear; **DT** had previously drawn a blank at the District Council. It was noted that the pathway is likely to be a County Council responsibility and could be reported on Fix My Street. VH to write to **JE** to ask her to investigate.
- **AN** – Police. Thames Valley Police will be holding a 'Have Your Say' meeting at the Village Hall on 18 October 2026 at 10.00am
- **JW** – Thames Water. The meeting held at the Village Hall on 7 August 2026 was detailed and successful in terms of planning ahead for the sewers. Thames Water's

report has now been received and matched with the Council's own note. **JW** to send the combined update to the Clerk for circulation.

- **JW** – BSPDG. The drainage group update was to be posted on the website in full. The next group meeting will be at the end of October or early November. A note on riparian responsibilities will be sent to all parishioners next week. The following week, commencing 21 September, a further note will call for volunteers to join the group and future working parties. It was planned that the equipment shed will be erected at the allotments and stocked by the end of November. Future projects include dealing with the excess water that collects in several places in the Parish, and whether some of that water could be stored for use in the winter.
- **IK** – Neighbourhood Plan. **IK** was now dealing with Lauren Love and Tom Gill at SODC. They had invited the Council to a meeting to discuss what amendments are planned and what may need to be done. **IK** hoped to bring this to a head in October and will work on it initially with **AN**.
- **CT** – Playground. A meeting will be held on 11 September with a volunteer group of parishioners to discuss what playground equipment was wanted, who would carry out the work and how it would be funded. The District Councillor's community grant was a possible source, depending on the amount.

20. To resolve that Andy Pugh be appointed to the unpaid office of Responsible Financial Officer subject to completion of references and a confidentiality agreement. – CT

APPROVED subject to completion of references and a confidentiality agreement.

AGREED that he will be given limited access to internet banking to enable him to view and enter information. **CT** to arrange.

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

CT asked that councillors send their holiday and away dates to the Parish Clerk.. AGREED.

22. To agree the date of next meeting as 12th November 2026

AGREED.

Signed: …… Date: ……

Chair

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Appendix 1

Allotments Update – Agenda Item 9, 10th September 2026

General:
This has been a difficult year for Allotment holders as water has been scarce and the hot weather has both increased the need for watering plants and changed how fruit, vegetables and flowers have grown and developed.
The stream behind the allotments (the nearest source of water) has run very low during the summer, reducing the on-site availability considerably.
During the winter it would be good for the allotment holders to consider how best to fill their watering needs in the future and have discussions with the Parish Council on the subject.
Tenancies:
Sadly, Reg Hickman has recently retired from Allotmenteering and given up his plot. **We will message the parish to see if anybody may be interested in taking over the plot** and getting it ready over winter for planting out for next year's growing season. The opportunity of taking over a previously regularly tended plot is fairly rare so we'll hopefully get some responses.
The new plot being created by Samantha Jones is now clearly taking shape, having been started by taming a whole lot of thicket wilderness, and should be able to be successfully planted next year.
Malcolm Jones has managed to maintain his plot through the difficult weather conditions, including the temporary custodianship of plot 6 in its centre, and has kept it looking really good, even though it will not produce the level of crops harvested in previous years. I have had discussions with Greg Broomfield and we both agree that we should offer Malcolm the opportunity to continue to work the current plot configuration and provide a long term tenancy agreement accordingly. Malcolm has contributed considerably to the overall maintenance of the Allotments over the years and we would hope for that to continue. **I ask the Parish Council to agree to the new / revised tenancy and will then inform Malcolm and process that accordingly.**
I have considered re-numbering the Allotment plots to make them a little simpler to identify and understand on the schematic diagram but it isn't a high priority and perhaps the next Councillor with Allotments responsibility will consider this further.

Jim Whitworth 10th September 2026

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Appendix 2

Responsible Financial Officer's Report

To Parish Council meeting Thursday 10th September 2026

13) Finance

b) Financial Report

Bank balances on 31st August 2026 totalled £25,570. There were five reconciling payments totalling £404.03 and one reconciling receipt of £7,500. The total reserves of the Parish were therefore £32,666.

On 31st August 2026 the accounts showed a surplus of £13,579. This includes the second half of the precept of £7,500.

A VAT refund of £108.32 was received on 29th July 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 is requested for the following online payments:

Ref.	Payment Date	Payee	Amount (£)	Purpose
262715	05/08/2026	ABA (Construction) Ltd	1,383.00	Multiplay repairs
262716	28/08/2026	The Cartridge People Ltd	45.90	Ink cartridges
262717	31/07/2026	Angie Barker	Redacted	Parish Clerk salary
262718	24/07/2026	Craig Tribe	38.40	Signable credits reimbursement
262719	31/07/2026	Unity Trust Bank	7.00	Service charge
262720	31/08/2026	Unity Trust Bank	7.00	Service charge
262721	21/08/2026	OALC	84.00	Training course
262722	02/09/2026	OALC	84.00	Training course
262723	28/08/2026	Shield Maintenance Ltd	63.43	Dog waste bin collection
262724	03/09/2026	Playsafety Limited	99.60	Playground annual inspection

262725	23/09/2026	OALC	150.00	Training course
262726	30/09/2026	Unity Trust Bank	7.00	Service charge
262727	25/09/2026	Shield Maintenance Ltd	63.43	Dog waste bin collection

There were no direct debit payments since the last meeting

Ref.	Date	Originator	Amount (£)	Purpose

There have been three bank transfers since the last meeting.

Date	Transfer from	Transfer to	Amount £
21/07/2026	Instant Access	Current	1,000.00
21/07/2026	Current	Instant Access	1,937.69
17/08/2026	Instant Access	Current	623.07

c) **Corporate Purchasing Card**
Application has been confirmed as successful today.