

Draft Minutes
Berrick Salome Parish Council

The Meeting of the Berrick Salome Parish Council was held in the Village Hall, Berrick Salome, on Thursday 11th July 2019. Present:

Ellie Cross [EC] (Chair)
Craig Tribe [CT] (Treasurer)
David Bridgland [DB] (Councillor)
Mike Craven-Todd (MCT) (Councillor)
David Turner [DT] (District Councillor)
Chris Cussens [CC] (Clerk)

1. Apologies for absence

Steve Harrod [SH] (County Councillor), Ian Glyn [IG] (Councillor)

2. Declarations of interest regarding items on the Agenda

None

3. To approve and sign Minutes of the PC meeting of May 9th, 2019

Approved

Matters arising from the Minutes

- CC to add 'Ditches and Watercourses' to this meeting's agenda – achieved.
- CT advised that the Playground cleaning and treatment has been completed.

4. County and District Councillors' Reports. Click on links to open.

4.1. OCC: [Monthly Report](#)

4.2. SODC: [Monthly Report](#)

5. Treasurer's Report (See Appendix 1 for details)

All cheque payments, direct debits and the transfer were approved.

6. Planning (See Appendix 2 for details)

6.1. Parish Applications

[P19/S1212/FUL](#) – Myrtle Cottage - Permission granted by SODC on Jun 11th

[P19/S0916/HH](#) – West Cottage- Permission granted by SODC on May 13th

[P19/S1190/HH](#) – Rose Cottage, Chapel Lane - - Permission granted by SODC on Jul 10th

[P19/S1445/HH](#) - Roke Meadow – PC supported

[P19/S2014/HH](#) - Harlequin, Roke – PC agreed 'No objections'. CC to notify SODC.

ACTION
CC

[P19/S0358/FUL](#) and [P19/S0359/LB](#) – The Chequers – SODC refused Jul 5th

[P19/S0703/FUL](#) - Land opposite entrance to Chapel Lane, Roke
([Enforcement Investigation](#))

The PC has already objected to this development. It is still under consideration by SODC, with a decision anticipated within the next few weeks.

6.2. Applications External to Parish

[P18/S0181/O](#) - 19 dwellings adj. to The Orchard, Rokemarsh – Appeal dismissed on Jul 4th.

7. Nomination of the Chequers as a Community Asset

In view of its recent planning application refusal, the PC agreed that the Chequers should be nominated as an Asset of Community Value, a description of which can be viewed [here](#). CT to speak to IG regarding who will take the lead in applying for this.

ACTION
CT

8. Village Hall Plans

Awaiting decision on planning application for improvements. These would amount to quite a major project, with corresponding costs. The village hall chairman, John Bird, indicated that further work may not take place until next year.

9. Neighbourhood Plan

The final draft has passed first scrutiny of the Inspector who has asked a few questions. The NP committee responded on July 3rd and these can be seen [here](#). Next will be the inspector's final report /recommendation, which goes to SODC who then pass this on to the NP team for a final update of the Plan before it goes to referendum.

10. Traffic Group Report

It was confirmed that the target is for reduction in volume of traffic and speed. Other topics under consideration are

- Weller Close Parking
- Village Gates
- Additional tree planting to reduce road width in certain locations

It was agreed that parishioners could set a good example by keeping to the speed limits.

11. Ditches and Watercourses

It was agreed that now (i.e. in summer) is a good time for parish ditches and watercourses to be cleared. Householders have a responsibility for conducting this outside their properties. CC agreed to issue a parish notice to all requesting that this is undertaken.

ACTION
CC

12. Retention of Document and Records

The Retention of Documents and Records policy which had previously been circulated to councillors was proposed by CT and agreed. It will be published on the parish council's website.

13. Village Hall governance

EC read out a report from the village hall treasurer, Jonathan Parkinson (JP), that said that registration of the new CIO (Charitable Incorporated Organisation) was successfully obtained on the 14th of June, and the VHMC can now progress to the final stages of the conversion process. This involves winding up the old charity and transferring its assets to the new CIO in accordance with the provisions of the existing charity's governing document.

The next steps include significant property matters, such as the reassignment of the lease agreement between the PC and the Hall, and we will be working closely with the PC to agree the most suitable and mutually beneficial route forward. The VHMC will also be instructing a specialist property solicitor to advise on such matters.

In terms of winding up the old charity, a meeting will be called of the inhabitants of the area served by the village hall for the purpose of obtaining their confirmation to the decision to surrender/renew the lease. Following that meeting, it will be necessary to contact the Charity Commission for their consent before we surrender the lease and transfer the assets to the CIO. Whilst all indications are that this will take a number of months, the VHMC hope to complete the process as soon as possible.

14. To consider any other matters the Chairman deems urgent – for information only.

A request has been made by the allotments administrator (Alison Blakey) for a small memorial to be set up there to commemorate the life and considerable contribution that Joan Green, who died recently, made. The PC provisionally agreed to this and propose to formally ratify it at the next meeting when it will appear on the agenda.

ACTION
CC

CT notified the meeting that a new planning application has just arrived for a proposed new 4 bed detached dwelling to land west of no.1 Quakers Corner, Roke Marsh ([P19/S2140/FUL](#)). As the consultation period ends on July 30th, CC agreed to seek an extension; if an insufficient extension is agreed, an extraordinary PC meeting will be called.

ACTION
CC

15. Date of next meeting
Sept 12th, 2019

Signed Chairman

Date.....

DRAFT

Appendix 1: Responsible Financial Officer's Report

To Parish Council meeting Thursday 11 July 2019

1. Bank balances as at 30 June 2019 totalled £20,688. There were no unpresented cheques. The total reserves of the Parish were therefore £20,688.
2. At 30 June 2019 the accounts show a surplus of income over expenditure of £4,462.

3. Schedule of payments

Confirmation of the Council requested for the following cheque payments:

Date	Chq. no.	Payee	Amount (£)	Purpose
11/07/2019	100762	Franklin & Clarke	675.00	Playground jet clean and re-treat
11/07/2019	100763	SODC	100.00	Uncontested election fee

Confirmation of the Council requested for the following direct debit payments:

Date	Originator	Amount (£)	Purpose
09/05/2019	1&1 Ionos	21.61	Email boxes and domains
07/06/2019	ICO	35.00	ICO registration
09/06/2019	1&1 Ionos	21.61	Email boxes and domains
12/06/2019	1&1 Ionos	(3.59)	Credit note re email storage reduction

There has been the following bank transfer since the last meeting.

Date	Transfer from	Transfer to	Amount £
10/07/2019	Business premium account	Community account	849.63

Appendix 2: Planning Application Summary

Click on link in Planning ID Column for SODC document

Cllr Abbreviations: CT – Craig Tribe; DB – David Bridgland; EC – Ellie Cross; IG – Ian Glyn; MCT – Mike Craven-Todd

Date Abbreviations: PC – PC notification; EC – End of consultation; TCM – Target Committee Meeting;
TD – Target Decision

Planning ID	Cllr	Location	Description	Dates	Status
P18/S0181/O	CT	Up to 19 dwellings adjacent to The Orchard, Rokemarsh	The site is in Benson parish, though immediately adjacent to Rokemarsh	PC: 16 Jan 2018 EC: 12 Mar 2018 TD: 11 Jul 2018	PC objected Mar 9 th SODC planning c'tee to consider on 07 Nov Refused by SODC Nov 30 th Appealed 21 Jan. PC (CT) objected to appeal Feb 2019 Appeal dismissed 4 Jul
P19/S0358/FUL		The Chequers	Internal and external alterations.	PC: 01 Feb EC: 22 May TD: 05 Jul	PC supported Mar 15 th Amended May 8 th SODC refused Jul 5 th
P19/S0359/LB		The Chequers	Internal and external alterations.	PC: 01 Feb EC: 22 May TD: 05 Jul	PC supported Mar 15 th Amended May 8 th SODC refused Jul 5 th
P19/S0703/FUL	EC	Land West of Fairfield	The erection of a detached two storey 4-bedroom dwelling...	PC: 04 Mar EC: 29 Mar TD: 29 Apr	Enforcement Investigation applied 27/11/18 PC objected 24 March
P19/S1212/FUL	IG	Myrtle Cottage. Berrick	Replacement dwelling with garage and associated works	PC: 10 Apr EC: 19 May TD: 05 Jun	PC supported May 12 th Permission granted by SODC Jun 11 th
P19/S0916/HH	MCT	West Cottage	Single garage abutting existing double garage	PC: 19 Mar EC: 10 May TD: 14 May	PC supported May 12 th Permission granted by SODC May 13 th
P19/S1190/HH	EC	Rose Cottage	Single storey side extension.	PC: 08 Apr EC: 07 Jun TD: 21 Jun	PC supported May 11 th Permission granted by SODC Jul 10 th
P19/S1445/HH	DB	Roke Meadow	Single storey timber conservatory to rear	PC: 03 May EC: 06 Jun TD: 02 Jul	PC supported Jul 9 th
P19/S2014/HH	EC	Harlequin	Construction of rear extension and conversion of roof space	PC: 21 Jun EC: 18 Jul TD: 16 Aug	PC: no objections Jul 11 th