

Minutes
Berrick Salome Parish Council

The Meeting of the Berrick Salome Parish Council was held in the Village Hall, Berrick Salome, on Thursday 9th May 2019. Present:

Ian Glyn [IG] (Chair)
Ellie Cross [EC] (Vice Chair – elected during meeting)
Craig Tribe [CT] (Treasurer)
David Bridgland [DB] (Councillor)
David Turner [DT] (District Councillor)
Chris Cussens [CC] (Clerk)

1. Apologies for absence

Steve Harrod [SH] (County Councillor), Mike Craven-Todd (MCT) (Councillor)

2. Election of Chairman

IG was unanimously elected Chair for the forthcoming year.

3. Declarations of Acceptance of Office

The four members of the PC present signed the forms, which were retained by CC for safe keeping. (See also point 7 below.)

4. Declarations of interest regarding items on the Agenda

IG reminded the PC that he is an interested party re The Chequers planning application, so will absent himself from the discussion.

5. To approve and sign Minutes of the PC meeting of March 14th, 2019

Approved.

6. Matters arising from the Minutes

All covered within agenda items.

7. Allocation of responsibilities and parish areas to councillors

EC was unanimously agreed as Vice Chair. Mike Craven-Todd (MCT) was welcomed to the PC and will first be available at our next meeting. The later completion of the Declaration of Acceptance for MCT was authorised by the PC for his return from holiday.

The allocation of responsibilities proposed by CT was agreed and is shown in Appendix 1 and [on our website](#).

8. Treasurer's report – see Appendix 2

- a. The PC's level of income and expenditure in 2018-19 was such that we are able to claim exemption from external audit. The council approved completion of the Certificate Exemption contained within Part 2 of the Annual Governance and Accountability Return (AGAR) 2018-19
- b. The council approved Section 1 of the AGAR – Annual Governance Statement 2018-19
- c. The council approved Section 2 of the AGAR – Accounting Statements 2018-19
- d. See appendix 2 for details. The council approved the cheque and direct debit payments and the bank transfer.
- e. Insurance renewal.

The council approved renewal of the council's insurance policy for a further year. The council confirmed it did not want to take out a separate cyber insurance policy.

9. Planning Decisions and Applications (For details, see Appendix 3)

- a. Parish Applications
 - [P19/S0674/FUL](#) – Roke Farm
 - [P19/S0225/HH](#) – Mulberries
 - [P19/S0550/HH](#) – Beck House

The above three applications have all been approved by SODC.

[P19/S0358/FUL](#) and [P19/S0359/LB](#) – Amendments for The Chequers

IG stepped aside for this consideration. As these amendments are only for a changed design of the porch, requested by the Conservation Officer, with no change in substance to the application, CT proposed that the PC simply respond by confirming their previous response. This was accepted by the PC.

[P19/S1212/FUL](#) – Myrtle Cottage

[P19/S0916/HH](#) – West Cottage

[P19/S1190/HH](#) – Rose Cottage, Chapel Lane

The PC recommended 'no objections' for the above three applications.

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

The PC had already objected to this development. In the preceding Annual Parish Meeting, DT stated that SODC were minded to refuse this application.

b. Applications External to Parish

[P18/S0181/O](#) - 19 dwellings adj. to The Orchard, Rokemarsh, but on land in Benson Parish

This Application was refused by SODC and is currently the subject of an Appeal. We have repeated our objection in the Appeal proceedings and take comfort from the fact that Benson Parish Council are objecting too --stating in unequivocal terms that the proposal runs contrary to the Benson Neighbourhood Plan.

c. Update on [2034 Local Plan](#)

This was submitted on Mar 29th, is under examination by the Planning Inspector, with no date forecast for completion. DT reported in the Annual Parish Meeting that, following the recent district council election, the plan might be amended or withdrawn and replaced by a new one.

10. Neighbourhood Plan

This was approved by SODC on Apr 12th for full consultation, which will end on Jun 5th. Quotes are now being sought by SODC for the independent examination. We hope that the plan will be ready for the referendum by the end of the summer.

11. Approval of revised Code of Conduct

As this had last been issued in 2012, CT had updated it to the current recommended level. This draft was approved by the PC and can be viewed [here](#).

12. Village Hall governance

It was agreed that ownership of the Village Hall building needs to be explored. The PC owns the land but the ownership of the building is unclear. Also, what should happen to any surplus income which the Hall looks likely to be generating in future years needs to be considered. IG requested that the PC view should remain open, until professional legal advice had been obtained. The PC agreed to this.

13. Playground cleaning and re-treatment

The PC agreed to spend £625 on a clean-up. The Quarry Charity had indicated that it would consider a request for a donation to cover this cost.

14. GDPR and Parish email list

At the start of the meeting, 151 parishioners had consented to remain on the Parish email list, with 19 yet to consent; two further people signed up during the meeting.

It was agreed that one more attempt would be made to secure the outstanding consents via these minutes and those that have yet to consent are urged to do so immediately. These minutes will be the last documents to be received from the PC by non-consenters.

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

In response to a request from Douglas Taylor, IG would like to put ditches and watercourses on the agenda for the next meeting, in view of the ongoing flood risk to our area. DB agreed to participate as Councillor responsible for this activity.

IG reported that a member of the PC had received an anonymous letter about a Parish matter; he requested views from the PC as to how such issues should be handled. The view was that anonymous letters could not be accepted, but if confidentiality was requested, then that would be honoured. Moreover, no direct response is possible to an anonymous writer. IG further said that, while the PC had no powers of enforcement, he saw

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it as being a useful function of the PC to try to help to resolve emerging disputes between Parishioner's interests where one of the Parishioners was concerned about the effect of expressing a concern/view on the personal relationships involved. But the PC could not act accordingly on the basis of anonymous communications. All agreed with this position.

16. Date of next meeting

July 11th 2019

Signed Chairman

Date.....

**Appendix 1: Councillor and Clerk Responsibilities and Parish Areas
2019-2023**

Councillor/Clerk	Responsibilities	Parish Area
Ian Glyn	Chairman Neighbourhood Plan Village Hall RAF Benson liaison	Berrick Prior Berrick Salome up to the Millennium Triangle
Ellie Cross	Vice Chairman Allotments	Roke – Home Sweet Home side to, and including, Chapel Lane
Craig Tribe	Responsible Financial Officer (RFO) (a.k.a. Treasurer); Compliance (including GDPR) Bridleways/footpaths warden liaison Playground Defibrillators Dog waste bins	Rokemarsh
David Bridgland	Thames Water liaison Land drainage	Roke – from, but not including, Chapel Lane to Rokemarsh end of Roke
Mike Craven-Todd	Expressway	Berrick Salome from Millennium Triangle to Roke
Chris Cussens	Parish Clerk Agendas and minutes of meetings Website Parish communications	n/a

Appendix 2: Responsible Financial Officer's Report

To Parish Council meeting Thursday 9 May 2019

1. The council is requested to approve the completion of the Certificate of Exemption contained within Part 2 of the Annual Governance and Accountability Return (AGAR) 2018-19.
2. The council is requested to approve Section 1 of the AGAR – annual governance statement 2018-19. A copy of the draft statement has previously been distributed to members.
3. The council is requested to approve Section 2 of the AGAR - accounting statements 2018-19. A copy of the draft statements has previously been distributed to members.
4. Bank balances as at 30 April 2019 totalled £21,922. There were three unpresented cheques totalling £247. The total reserves of the Parish were therefore £21,675.
5. At 30 April 2019 the accounts show a surplus of income over expenditure of £5,448. Half of the annual precept has been received. This was £3,646. We also received a donation from the Berrick Salome Quarry Charity for £1,258. This covered playground repairs which were included in the 2018-19 accounts. The only expenditure to the end of April was £136.
6. **Schedule of payments**

Confirmation of the Council requested for the following cheque payments:

Date	Chq. no.	Payee	Amount (£)	Purpose
29/03/2019	100757	SODC	52.38	Dog bin emptying
10/04/2019	100758	OALC	102.00	New councillor training course
09/05/2019	100759	Brilliant Signs & Fabrications Ltd	274.80	Playground notice
09/05/2019	100760	Came & Company	602.51	Parish council insurance premium
09/05/2019	100761	David Langston	43.80	Neighbourhood watch notices

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

Date	Originator	Amount (£)	Purpose
27/03/2019	1&1 Ionos	7.18	Email storage space
09/04/2019	1&1 Ionos	33.58	Email boxes and domains

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

Date	Transfer from	Transfer to	Amount £
06/05/2019	Community account	Business premium account	1,016.77

7. VAT refund of £679.51 received 30th April.

8. Insurance renewal

Details of the renewal insurance premium and cover have previously been provided to councillors. This is the final year of a three year agreement with the insurers to enable us to get a premium reduction. The premium for the current year, including IPT is £602.51 (2018-19: £584.96).

Members have been asked to consider whether the parish council should take out a separate cyber insurance policy. It has been decided that such a policy is not required.

Appendix 3: Planning Application Summary as at 10.05.19

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
P19/S0674/FUL	(SR)	Roke Farm	Construction of All Weather Riding Arena	PC: 01 Mar 2019 EC: 15 Apr TD: 14 May	PC supported Apr 13 th Permission granted by SODC May 8 th
P19/S0358/FUL		The Chequers	Internal and external alterations.	PC: 01 Feb EC: 07 Mar TD: 24 May	PC supported Mar 15 th Amended May 8 th
P19/S0359/LB		The Chequers	Internal and external alterations.	PC: 01 Feb EC: 07 Mar TD: 24 May	PC supported Mar 15 th Amended May 8 th
P19/S0225/HH	DB	Mulberries	Two storey rear extension + swimming pool	PC: 23 Jan EC: 15 Mar TD: 26 Mar	PC supported Mar 15 th Permission granted by SODC Mar 20 th
P19/S0550/HH	DB	Beck House	Proposed front elevation, part rendered.	PC: 18 Feb EC: 14 Mar TD: 15 Apr	PC supported Mar 15 th Permission granted by SODC Apr 4 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 9 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 9 th
P19/S1190/HH	EC	Rose Cottage	Single storey side extension.	PC: 08 Apr EC: 07 Jun TD: 21 Jun	PC supported May 9 th