

**Draft Minutes
Berrick Salome Parish Council**

The Meeting of the Berrick Salome Parish Council was held by video on Thursday 11th Mar 2021.

Present:

Ian Glyn [IG] (Chair)
Ellie Cross [EC] (Councillor)
Craig Tribe [CT] (Treasurer)
Mike Craven-Todd [MCT] (Councillor)
David Bridgland [DB] (Councillor)
Cathy Suggate [CS] (See item 3 below)
Steve Harrod [SH] (County Councillor) – until item 7
David Turner [DT] (District Councillor)
Chris Cussens [CC] (Clerk)

1. Apologies for absence

None

2. Declarations of interest regarding items on the Agenda

None

3. To appoint a Roke representative to assist Councillor Cross

Due to the excessive pressure of her day work largely caused by the Covid crisis, EC had requested help for her role. IG announced that we been fortunate in finding someone who might be able to help her – Cathy Suggate (CS) from Roke. In this capacity, CS would act as the Roke representative to the parish council, in effect acting as a second for EC, being able to perform all of EC's duties except vote on council matters and sign on the bank account. The council can delegate other duties such as planning consultation etc. to CS.

CS agreed to this role and the PC voted unanimously in favour of her taking it on.

4. To approve the Minutes of the PC meeting of Jan 14th, 2021

Approved

5. Matters arising from the Minutes

SH reported that formulation of a transport plan in support of the Chalgrove plan is still under way.

IG clarified the position on squatter's rights as it might apply to the unauthorised development in Roke. After 4 years for a normal property, squatter's rights are obtained; for a mobile property, the period is 10 years and the clock stops only when there is service of an enforcement notice. CT added that whilst the 10 years applies to the mobile home, the Roke site also contains other buildings to which the 4 year rule could apply. So we should keep 4 years in mind for this site.

DT agreed to remind Sue Cooper of the need for her to ensure that SODC planning dept is aware of the relevance of IUD (Intentional Unauthorised Development) re Roke site in the context of Government pronouncements in that regard.

DT

DT confirmed that the SODC scheme for offering awards/recognition to children who contribute to the community was still running, based on sports, arts and community service. Details will be announced in June.

6. District and County Councillors' Reports.

6.1. SODC (Monthly Reports [Feb Mar](#))

DT's reports can be viewed via the above links.

DT reported that he had not received an application from Berrick Salome for the Councillor's Personal Grant. CT replied that we had received an award last year for work on the Village Hall car park but have been unable to spend it so far due to Covid. DT encouraged the PC to think about something for this year.

DT reported that an extremely damning response in the context of Safety had been received from the Civil Aviation Authority with regard to the Chalgrove Airfield Planning application by Homes

England. This is very helpful to our opposition to the airfield proposed housing development and bears out our inputs to the Local Plan process both in writing and verbally at the Examination in Public. However, it remains to be seen what Homes England do; note that they have purchased land to the North of the Airfield.

DT reported that the decreases in Covid cases locally is encouraging. Up-to-date details can be viewed within the Parish website, [here](#).

The names of the Tree Champions were requested. These are Cllrs Ian Snowdon (Didcot) and Peter Dragonetti (Sonning Common), whose work will form part of a wider drive to protect and restore nature across South Oxfordshire. Their details are available on the SODC website.

6.2. OCC

SH asked whether his provision of notices to the Parish (via the Clerk) as and when they became available was acceptable, rather than providing a monthly report from their content; this is what he has been doing since March 2020. IG thought this an excellent idea, as he liked getting the information live, rather than waiting for the end of the month. All Councillors agreed with this.

SH asked whether the village settlement boundary signs had been reset. IG replied that we had sent the request to Jonathan Beale (JB) who wanted to deal with it at the same time as dealing with consent for the traffic mitigation work in Berrick Salome. SH agreed to remind JB of this outstanding work.

SH

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

The Council approved all payments and transfers. CT confirmed that EC would continue as a bank signatory, particularly for online payments.

8. Planning (See Appendix 2 for details)

8.1. To note the following application, registered too late to discuss at this meeting

[P21/S0676/RM](#) (aka BEN3/4) - Land to the north east of Benson to the north of Watlington Road/The Sands (B4009) and east of Hale Road Benson

As this is a Reserved Matters Application, CT stated that we are unable to comment on the previously granted outline application, only on detail contained within this. CT agreed to draft a response for the PC to consider within the next couple of weeks.

8.2. To consider the following application

[P21/S0454/HH](#) – The Ramblers, Roke

Local views and those of Councillors on this application had been extensively canvassed by EC. Following discussion, it was agreed to provide a neutral response. CT agreed to prepare the documentation for EC.

CT

8.3. To note the following applications awaiting decision by SODC

[P19/S2721/FUL](#)- Land north of Chapel Lane Roke OX10 6JE

CT reported that the awaited response from the Environmental Agency has been delayed by up to three months due to staff shortages caused by Covid. The SODC drainage report, also awaited, is dependant on the EA report, so that will be similarly delayed.

[P20/S2134/O](#)- Chalgrove Airfield Chalgrove OX44 7RJ

Nothing further to report.

[P20/S3531/HH](#)- Church Cottage Berrick Salome OX10 6JP

Whilst awaiting the SODC decision on the outbuildings at Church Cottage , another application has arrived ([P21/S0961/LB](#)) which applies to the Cottage itself and will be considered by the PC within the next couple of weeks.

[P21/S0105/FUL](#)- Creation of new roundabout on land at and adjoining the B4009 NE of Benson

CT reported that views submitted by others have been very supportive of the PC response...

9. Enforcement investigations (See Appendix 2 for details)

[SE16/41](#) – Lower Berrick Farm – To be visited by SODC at a mutually convenient time

[SE20/16](#) – Well Cottage, Roke –Visited by SODC on Nov 9th confirming that shed is still in situ. The owner confirmed that it would be removed when property sold.

[SE18/453](#) (Planning App.) – Land west of Fairfield – Awaiting resolution of [P19/S2721/FUL](#)

10. Dog Bins

CT requested approval for the replacement of the SODC emptying service by one from Scoop Dotty Dog Ltd (SDD). He had circulated the proposed service agreement to Councillors prior to the meeting, which will provide a fortnightly collection at an annual cost of £348.40 compared with the current 2020-21 year cost of £717.60 and the budgeted 2021-22 SODC cost of £1,435.20. The price is guaranteed until March 2022. The service, if approved, will start from 1st April 2021.

Councillors unanimously approved the agreement. CT advised the meeting that, having relinquished the SODC service, we would be unable to return to it; however alternative services are available if necessary.

DT requested contact details from CT re SDD in case he wishes to recommend them to other parishes. Some parishes already use SDD.

CT

11. Drains, sewers and Thames Water

DB reported that plans had been provided by his normal contact and by a separate contact in response to a complaint from a parishioner; these were in mutual agreement:-

- a. Tankering would continue until water levels subside in the Spring
- b. Any damage to the lane caused by tankers would be rectified once complete
- c. Work would take place to reline the 106 metres of sewer between the Roke T-junction and the pumping station, with three manholes sealed, commencing May 24th
- d. At a few points in Chapel Lane where small amounts of water are getting into the sewer at weak points, separate work will be arranged for these to be repaired.
- e. An overflowing manhole in Chapel Lane will be investigated to remedy the cause

11.1. Flooding on road at Berrick Littleworth

IG reported that the flooding problem on the road has been fixed by preliminary work by the PC and OCC. A broken pipe is yet to be fixed, probably in the next financial year. This should improve the long-term flooding situation in the adjoining field.

12. Hedge Laying

IG reported that the work had started, due for completion Mar 12th. This is the first stage of improving the attractiveness of the Village Hall, which has been delayed by Covid.

13. Clearance of weeds from the Village Hall car park

CT has received a quotation from Jonny at Azalea Landscapes to remove the weeds and tidy up the edges in the car park for £125 of which the Bridge Club would pay half.

The PC unanimously approved this expenditure.

14. Tree Planting

MCT presented a proposed planting plan, attached as Appendix 3. The trees are hawthorn, rowan, blackthorn, silver birch, hazel and common oak – 105 saplings in all, which would fill four tennis courts. The plan would be to plant in the Autumn.

IG suggested that the PC should consult with all the village on this. After some discussion, it was agreed that the decision of the PC should suffice, as the proposal had already been aired many times in the minutes, receiving no negative responses.

IG questioned the inclusion of hawthorn, in view of their high level of maintenance he had experienced with his own plantings. MCT replied that they would investigate this, by looking at different packs. A parishioner stated that blackthorn has been a terrible nuisance at the allotments. MCT agreed that they would convene a working party before placing the order to consider the tree mixture.

15. Allotments

Alison Blakey reported that her request for someone to take over an unused allotment was not only filled, but over-subscribed.

Prior to the meeting, AB had invited the PC to contribute to a new allotment plot as space is available. She had sent them a costing showing the cost of materials at £173.80, with the allotmenters providing the labour.

In response to a suggestion that two plots should be prepared at the same time, Alison stated that they would prefer to limit this to just one, as a second one could get overgrown if unused; she would prefer to make a second application if and when necessary.

The PC unanimously approved AB's request.

16. Village Hall Governance

No progress from the solicitors since the last meeting.

17. Traffic Group Report

Already covered. See para 6.2

18. Parish Settlement road signs

Already covered. See para 6.2

19. Gigaclear cabling placement

Whilst digging out the grips, the PC discovered that the Gigaclear cables are not buried very deeply; moreover we discovered that the Gigaclear cable map is inaccurate in many locations of the Parish. We have prepared a map ourselves and have requested that Gigaclear correct their map, because contractors rely on such maps when they work on the verges. The PC requests that if householders have work done on their verges, they ensure that the PC map is used, which can be viewed on the Parish website [here](#).

The value of having an accurate map became clear, when work on the verge close to West Cottage unearthed the Gigaclear cable; had this been accidentally cut, all of Roke and Rokemarsh would have lost their connection. Gigaclear have commissioned repairs for this length of cabling between May 11th and 13th inclusive between West Cottage and Jakemans.

20. Face to Face Meetings

CT proposed that the next PC meeting be changed from May 13th to May 6th one day before the Government's remote meeting arrangement expire, to enable us to hold it remotely. IG stated that he would like to defer the Annual Parish meeting until after June 21st, so that it can be held without Zoom.

The PC agreed with both the above changes.

Signed Chairman

Date.....

Appendix 1: Responsible Financial Officer's Report

To Parish Council meeting Thursday 11th March 2021

1. Bank balances on 28th February 2021 totalled £24,894. There were no uncleared items. The total reserves of the Parish were therefore £24,894.
2. On 28th February 2021 the accounts showed a surplus of income over expenditure of £3,039.
3. **Schedule of payments**

There have been no cheque payments since the last meeting.

Date	Chq. no.	Payee	Amount (£)	Purpose

Confirmation of the Council requested for the following online payments:

Date	Payee	Amount (£)	Purpose
10/01/2021	Aztec Plant Services	582.00	Drainage work in Berrick Salome
20/01/2021	Oxfordshire South & Vale Citizens Advice Bureau	150.00	Donation
15/01/2021	SODC	215.28	Dog bin emptying 1/10/20 - 31/12/20
01/03/2021	OALC	146.16	OALC membership 2021-22

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

Date	Originator	Amount (£)	Purpose
09/01/2021	1&1 Ionos	125.83	Basic annual fee; berrickandroke.org.uk domain annual fee; Extra mail storage and mail business licence
09/02/2021	1&1 Ionos	13.19	Extra mail storage and mail business licence

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

Date	Transfer from	Transfer to	Amount £
18/01/2021	Business account Premium	Community account	582.00
16/02/2021	Business account Premium	Community account	97.18

4. A VAT repayment of £107.12 was received on 27th January 2021.

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; TD – Target Decision

Planning ID	Cllr	Location	Description	Dates	Status
P19/S2721/FUL	EC	Land west of Fairfield	Change of use of land to use as a residential caravan site for one gypsy family Additional info provided Amended plan with additional info	PC: 02.9.19 EC: 10.10.19 TD: 22.10.19 PC: 21.02.20 EC: 09.03.20 PC: 08.06.20 EC: 24.06.20	PC objected and submitted comments on <ul style="list-style-type: none"> • 27.09.19 • 06.03.20 • 09.03.20 • 01.07.20
P20/S2134/O	IG	Chalgrove Airfield	Residential-led mixed use development	EC: 01.09.20 TD: 16.04.21	PC objected 28.08.20
P20/S3531/HH	IG	Church Cottage	Demolition of part of existing outbuilding and the erection of extension and alterations ...	PC: 05.10.20 EC: 05.11.20 TD: 17.11.20	PC supported 05.11.20, with conditions.
P21/S0105/FUL		Land at and adjoining the B4009 North East of Benson	Creation of new roundabout	PC: 05.01.21 EC: 09.02.21 TD: 02.03.21	PC commented 02.02.21
P21/S0454/HH	DB	The Ramblers Roke	Two storey rear and side extension, with new pitched roof over existing and proposed extension. Single storey front extension.	PC: 28.01.21 EC: 10.03.21 TD: 25.03.21	PC to consider on 11.03.21
P21/S0676/RM (BEN3/4)		Land to the north east of Benson to the north of Watlington Road/The Sands (B4009) and east of Hale Road	Reserved matters application for the development of 240 dwellings	PC: 03.03.21 EC: 31.03.21 TD: 31.05.21	
P21/S0960/HH P21/S0961/LB	IG	Church Cottage	Demolition of conservatory and erection of a rear glass extension...	PC: 04.03.21 EC: 01.04.21 TD: 26.04.21	

Enforcement Investigations


Date Abbreviations: ND - Notice Date; ED - Effective date; CD - Compliance Date; TD – Target Date

Ref	Cllr	Location	Description	Dates	Status
SE16/41	IG	Lower Berrick Farm	Without planning permission, the material change of use of the Land from (1) agriculture and (2) equestrian use to use for mixed purposes	ND: 26.06.19 ED: 09.08.19 CD: 09.11.19	Enforcement Notice Served. Removal of the containers and horseboxes has not been completely complied with; an appointment needs to be undertaken, which may prove difficult during the lockdown but as measures ease, it is hoped that this can be undertaken sooner rather than later.
SE18/453	EC	Land west of Fairfield, Roke	Without planning permission 1) the material change of use of land from woodland to equestrian use; 2) the erection of 2m fence adj to the highway; 3) the stationing of a static mobile for residential use; 4) the laying of a hardstanding; and 5) the erection of various buildings.	TD: 10.09.18	Application submitted Site visited 7 times. Now awaiting Planning Decision for P19/S2721/FUL.
SE20/16	EC	Well Cottage, Roke	Without planning permission, the erection of an outbuilding within the curtilage of a listed building.	TD: 26.02.20	Investigation Site visited once Outbuilding is in use to store materials for work elsewhere, whose planning permission remains valid until Nov 2020. Hence this is allowed but will be monitored. Site visited 09.11.20

Appendix 3: Proposed Tree Planting Map

Before



After: Includes gap in middle with picnic bench...?  Footpath routing.
Centre and end features could be single trees, or small groups.

