

**Minutes
Berrick Salome Parish Council**

The Meeting of the Berrick Salome Parish Council was held by video on Thursday 6th May 2021.

Present:

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

1. Apologies for absence

Steve Harrod [SH] (County Councillor)

2. Election of Chairman

IG stated that he was prepared to stand down if anyone else wished to take over. No offers were received. CT proposed that IG be elected for a further year. This was seconded by EC and agreed by DB and MCT.

3. Declarations of interest regarding items on the Agenda

None

4. To approve and sign Minutes of the PC meeting of March 11th, 2021

Approved

a. Matters arising from the Minutes

IG regretted that the appointment of Cathy Suggate (CS) to assist EC as Roke representative would not take place, as having reviewed her other commitments, CS feels that she couldn't do justice to the role. IG invited others to take this on and requested that the PC continues to canvass for an assistant.

5. To approve and sign Minutes of the PC meeting of March 30th, 2021

Approved

a. Matters arising from the Minutes

None

6. County and District Councillors' reports

SH was unavailable due to his involvement in local elections.

DT presented his report, which can be viewed [here](#). He has just heard that his report on Bioabundance CIC (in pp 2-3) can be updated to state that they are taking the decision of April 29th to the Court of Appeal.

Chris Kilduff stated that at the November Parish Council Meeting, he had asked whether the windfall availability of the Crowmarsh SODC site might be used to address the shortfall in traveller sites in South Oxfordshire and DT had responded that we should await proposals for that site. CK asked whether that idea had gained any traction since then. As DT replied that there had been no traction, IG asked how we could get the idea taken more strongly. DT suggested that we could pass a motion by the PC or raise it with Adrian Duffield. DT would need to think about supporting this. DT agreed to talk to the planners and see what they had in mind. IG recommended that we cover it at the next meeting and DT agreed to come back to that meeting with an initial response.

DT

As DT needed to get away to other meetings, the agenda order was changed to cover Planning next.

7. Planning (See Appendix 2 for details)

a. To consider the following application

[P21/S0852/FUL](#) - Shepherds Cottage & Barn: Move vehicular access

MCT recommended that the PC respond with 'No objection'. The PC approved this.

b. To note the following applications awaiting decision by SODC

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

Due to the lack of a response from the Case Officer, DT agreed to take this up with Adrian Duffield.

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

Ongoing - decision date extended to allow consideration of flood report which has recently been received.

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

DT reported that the CAA had strongly objected to the new runway Homes England had proposed as it's not compatible with Martin Baker's business. He said that the position of objection is now much stronger as the decision from the Council has been delayed to the 21st May from the previous April date and we await the next step from Homes England.

[P21/S0105/FUL](#) - Land at and adjoining the B4009 North East of Benson

No change

[P21/S0676/RM](#) - Reserved matters application for the development of 240 dwellings

This was updated on the day of the meeting and appeared to contain no significant changes. PC members were nevertheless advised to check it. CT to report.

[P21/S0882/O](#) - Up to 19 dwellings on land adjacent to The Orchard

IG stated that we have challenged Thames Water on how these extra houses could be added to our sewage system without adding to the problems we already have there. CT reported that the planning officer had advised that he was not yet in a position to determine the application.

c. To note the decisions of SODC on the following

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

[P21/S0960/HH](#), [P21/S0961/LB](#) - Demolition of conservatory and erection of a rear glass extension... - Approved

8. 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. Another visit due next week.

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

[SE21/137](#) – Little Acre, Roke – SODC's response awaited

The owner of Little Acre expressed his concern that he had not been advised of the investigation by SODC. He said that a Certificate of Lawful Development had been issued by SODC and that planning regulations had been complied with.

9. Treasurer's report (See Appendix 1 for details)

9.1. To approve completion of the Certificate Exemption contained within Part 2 of the Annual Governance and Accountability Return (AGAR) 2020-21

Proposal passed by council

9.2. To approve Section 1 of the AGAR – Annual Governance Statement 2020-21

Proposal passed by council

9.3. To approve Section 2 of the AGAR – Accounting Statements 2020-21

Proposal passed by council

9.4. Treasurer's report for the 2021-22 period to date.

All payments and transfers were approved

9.5. Insurance renewal.

Renewal for the 2nd of the 3-year contract was approved

CT

10. Drains, sewers and Thames Water

DB reported that TW came out on April 21st to undertake a camera survey where they found a blockage in Roke which was cleared that day. They have agreed to provide a date on May 7th for when to fix the leaks between the T-junction and the pumping station itself.

TW have also agreed to provide us with the response of their Development Planning Team to our concerns of the impact of the (up to 19) additional houses on our sewage system.

a. Flooding on road at Berrick Littleworth

IG reported that we've received confirmation from OCC Highways that the work on a permanent fix has been programmed for the early part of the spring/summer.

11. Hedge Laying

IG reported that the hedge outside the Village Hall has been laid and that suitable arrangements would be made. It was agreed that responsibility for maintaining the hedge lies with the PC rather than the Village Hall Committee. After concerns were raised about any potential safety implications of the gap in the hedge, CT agreed to contact the Benson Nature Group to see if they have any suggestions, which will be considered at the next meeting.

CT

CT

12. Clearance of weeds from the Village Hall car park

CT has confirmed that this had been completed.

13. Tree Planting

MCT stated that a pack with more suitable trees had now been selected and these will be ordered as soon as the process is open from the supplier, likely to be by end-May; if successful, the trees will be available to us mid-November. The trees will be silver birch, wild cherry, rowan, field maple and grey willow. MCT to ensure that the design does not conflict with the use of the recreation ground as a cricket pitch or with placement of marquee etc. usually used for the Barn Dance / Village Show.

MCT

14. Allotments

Alison Blakey reported that all of the allotment plots are currently occupied. Whilst arctic like winds and freezing night-time temperatures have delayed planting out and increased pressure on available window-sill space at allotmenters' homes compared to other years, improvements at the allotments have continued. The cultivatable area has recently been increased with the establishment of a new plot where the heap used to be, the ground at the entrance to the allotments has been stabilised using recycled gravel from The Chequers and a new bench has been provided.

15. Village Hall Governance

Progress has stalled due to Covid restrictions and the need to open a new bank account, though everything else is proceeding to plan.

16. Traffic Group Report

OCC Highways are prepared to support everything we have put forward. They have asked us to confirm that we really want to do it and persuade them that we can raise the cash, currently estimated at £15-20k; then we should undergo the formal approvals. IG proposed that the Traffic Group issue the plan with costs to all parishioners with a view to having an open debate next time we meet, probably at the Parish meeting. All approved this approach. EC asked whether the white gates were covered, IG checked and agreed that these must be accurately incorporated.

17. Parish Settlement Road Signs

On bringing settlement road signs into line with the Neighbourhood Plan, OCC have agreed to come and inspect and advise on the cost.

IG has also requested that the road sign at the junction of Hollandtide Lane and the Chalgrove-Berrick road be changed to direct Benson traffic down Hollandtide Lane, and not as now through Berrick.

18. Gigaclear cabling placement

CC is in contact with Gigaclear's Network Build Team to request them to correct their erroneous map of their cabling through the village. The issue has a Case Number raised, but still awaits action from Gigaclear in spite of frequent phone calls.

19. To consider any other matters the Chairman deems urgent arising since the preparation of this Agenda – for information only

MCT reported that a garden fire in Berrick went wrong recently and set fire to some trees, resulting in a visit from the Fire Brigade. As it became clear that the Brigade couldn't easily locate a nearby hydrant, MCT suggested that the PC produce a map of the hydrants for the PC website. This work is currently underway.

20. Date of Next Meeting

July 8th

Signed Chairman

Date.....

Appendix 1: Responsible Financial Officer's Report

To Parish Council meeting Thursday 6th May 2021

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) 2020-21.
2. The council is requested to approve Section 1 of the AGAR – annual governance statement 2020-21. 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 2020-21. A copy of the draft statements has previously been distributed to members.
4. Bank balances on 30th April 2021 totalled £28,062. There was one uncleared item for £215. The total reserves of the Parish were therefore £27,847.
5. On 30th April 2021 the accounts showed a surplus of income over expenditure of £4,888.

6. 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:

Date	Payee	Amount (£)	Purpose
17/03/2021	Buryhook Countryside Management	1,776.00	Hedgelaying and sundry works
27/03/2021	Geosphere Ltd	60.00	Parish Online one year subscription
29/04/2021	SODC	215.28	Dog bin emptying 01/01/21 - 31/03/21

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

Date	Originator	Amount (£)	Purpose
09/03/2021	1&1 Ionos	13.19	Extra mail storage and mail business licence
09/04/2021	1&1 Ionos	13.19	Extra mail storage and mail business licence

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

Date	Transfer from	Transfer to	Amount £
08/04/2021	Community account	Business Premium account	4,647.50

7. A VAT repayment of £478.61 was received on 23rd April 2021.
8. **Insurance renewal**

Details of the renewal insurance premium and cover have previously been provided to councillors. This will be the second year of our three year agreement with the insurers to enable

us to get a premium reduction. The premium for the current year, including IPT is £532.80 (2020-2021: £518.74).

The council is requested to accept the recommendations of our insurance broker Came & Co and renew with Ecclesiastical Insurance in accordance with our three year long term agreement.

Planning Application Summary (06.05.21)

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. SODC approved, with conditions 23.03.21
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 Amended 21.04.21	PC to consider on 11.03.21 PC did not support or object to this application and recommended a site visit from the Planning Officer, 15.03.21
P21/S0676/RM (BEN/03/04)		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	PC accepted that the development will go ahead and made comments about this reserved matters application, 31.03.21
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	PC supported 31.03.21 SODC approved 08.04.21
P21/S0852/FUL	MCT	Shepherds Cottage & Barn	Move vehicular access	PC: 12.04.21 EC: 14.05.21 TD: 02.06.21	
P21/S0882/O		Land adjacent to The Orchard	Up to 19 extra dwellings	PC: 12.03.21 EC: 10.04.21 TD: 10.04.21	PC objected 14.04.21
P21/S1833/HH	MCT	Farriers Cottage, BS	Replacement entrance porch	PC: 05.05.21 EC: 26.05.21 TD: 14.06.21	

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
SE21/137	DB	Little Acre, Roke	Without planning permission, the material change of use of agricultural land to residential land and erection of an outbuilding	TD: 06.05.21	