

**Draft Minutes  
Berrick Salome Parish Council**

The Meeting of the Berrick Salome Parish Council was held in the Village Hall, Berrick Salome on Thursday 12th May 2022.

Present:

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

1. Apologies for absence  
None
2. Election of Chairman  
CT proposed IG as Chairman for the next year. Seconded by EC and agreed by all.
3. Declarations of interest regarding items on the agenda  
None
4. To approve and sign Minutes of the PC meeting of March 10th, 2022  
Approved
5. Matters arising from the Minutes  
From para 5b: IG wrote to David Wilson homes re muddy roads and issue now resolved  
From para 6b: CT reported that we have now received the £800 grant for buying a parish laptop and screen and will be liaising with CC re its selection  
From para 9: CC has advised Openreach of 4 damaged telegraph poles and they are investigating  
From para 10: EC reported that all is well organised. The flyer distributed to all the parish can be viewed in Appendix 3. The PC has funded Jubilee mugs, to be given to all children in the village, as long as parents make the children known to us, even if they can't come to the lunch  
From para 12: The missing Village Hall documentation is still outstanding, and the landscaping is just about to start  
From para 13: Resolved: MCT said that anyone still using the original Gigaclear router in their home can get it updated from Gigaclear for free.
6. Treasurer's report  
CT advised that the Annual Internal Audit Report had been returned and thanks Roger Smith for completing the work.
  - 6.1. To approve completion of the Certificate Exemption contained within Part 2 of the Annual Governance and Accountability Return (AGAR) 2021-22. PC approved.
  - 6.2. To approve Section 1 of the AGAR – Annual Governance Statement 2021-22. PC approved.
  - 6.3. To approve Section 2 of the AGAR – Accounting Statements 2021-22. PC approved.
  - 6.4. Treasurer's report for the 2022-23 period to date. See Appendix 1. PC approved the payments, direct debits and transfer.
  - 6.5. Insurance renewal.  
The cover for the playground equipment has been reduced, so the insurance schedule has been revised. The renewal premium of £503.36 includes a £50 administration fee charged by the brokers. PC accepted the proposed renewal
7. Planning Decisions and Applications (Appendix 2)
  - 7.1. To consider the following applications  
[P22/S1343/FUL](#) - revisions to approved application [P21/S2791/FUL](#)

This is a new application which is intended to request consent to certain minor alterations to P21 S2791/FUL on the land between Shepherds Cottage and The Smokehouse. PC: no objection.

It was noted that the previous approval for S 2791/ FUL was on the basis of application of policy H16 of the SODC Local Plan (a policy introduced after the making of the BSPNP by the Inspector of the SODC Plan) rather than the premise (as expressed in the pre-app advice) that the proposed development was "infill".

[P22/S1507/LB](#) – Allnutts: internal alterations. PC: no objection

[P22/S1668/LB](#) – West Cottage: internal alterations. PC: no objection

7.2. To note the following applications awaiting decision by SODC

[P22/S1051/LB](#) – Allnutts: windows replacement

[P21/S5091/LDP](#) – Roke Farm: twin mobile home provision

7.3. To note the decisions of SODC on the following

[P21/S4214/FUL](#) - Land adjacent to Stonehaven: Erection of a single detached dwelling. Approved

[P21/S4796/FUL](#) – Stonehaven: Replacement of the existing dwelling and garaging and the relocation of the highway access. Approved

7.4. Planning appeals re Land north of Chapel Lane and Primrose View, Roke

The PC's written representations have been submitted to the Planning Inspectorate and the PC intends to represent those views in person at the Appeal. The date of the Inquiry to be advised by the PI.

8. Parish Verges opportunities

It was agreed that no action is required.

9. Approval of revised Standing Orders

PC approved.

10. Any Other Business

10.1. County and District Councillors' reports

10.1.1. County Council. [Monthly Report](#)

FvM raised the issue of road improvement/repairs of a more complicated nature than potholes and reported that decisions for such work would be made on an annual basis. He'll report back to us in September. IG highlighted the very dangerous road (which we have reported) between Berrick and Chalgrove with increasing ruts along the side caused by water escaping from beside the gas pipe.

10.1.2. District Council. [Monthly Report](#)

DT provided us with his report for May, available via the link above.

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

11.1. FvM mentioned the OCC tree policy which had not been widely promoted. The policy is a presumption in favour of trees. There is no extra money available this year..

11.2. FvM asked for details re the damaged road sign at Roke so that he could follow this up. CC agreed to provide.

11.3. IG asked that all Councillors should read the draft Benson Neighbourhood Plan Update so we could put together a considered response.

12. Date of next meeting

Thursday July 14<sup>th</sup>, 2022

## Appendix 1: Responsible Financial Officer's Report

### To Parish Council meeting Thursday 12<sup>th</sup> May 2022

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) 2021-22.
2. The council is requested to approve Section 1 of the AGAR – annual governance statement 2021-22. 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 2021-22. A copy of the draft statements has previously been distributed to members.
4. Bank balances on 30th April 2022 totalled £27,466. There were no uncleared items. The total reserves of the Parish were therefore £27,466.
5. On 30th April 2022 the accounts showed a surplus of income over expenditure of £8,541. In April we received the first half of the precept of £4,777, the SODC Councillor grant of £800 and recovered VAT of £3,037. The only expenditure in April were IT costs and the related VAT.
6. 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
15/03/2022	CommuniCorp	527.23	Queen's Platinum Jubilee mugs
26/04/2022	Geosphere Ltd	60.00	Parish Online one year subscription

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

Date	Originator	Amount (£)	Purpose
22/03/2022	1&1 Ionos	13.19	Extra mail storage and mail business licence
22/04/2022	Ionos	13.19	Extra mail storage and mail business licence

CC is currently in correspondence with Ionos about obtaining cancellation of some previous invoices.

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

Date	Transfer from	Transfer to	Amount £
07/05/2022	Community account	Business Premium account	12,753.95

### 7. Insurance renewal

Details of the renewal insurance premium and cover have previously been provided to councillors. This will be the third 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 £503.36 (2021-22: £532.80).

Cover for the playground equipment has been reduced to £21,780 in line with the valuation received following the annual inspection.

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

DRAFT

## 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
<a href="#">P21/S4214/FUL</a>	MCT	Land adjacent to Stonehaven	Erection of a single detached dwelling	PC: 11.10.21 EC: 15.11.21 TD: 26.11.21	PC objected 14.11.21 PC supported amended application 31.01.22, with 5 conditions SODC approved 14.03.22
<a href="#">P21/S4796/FUL</a>	MCT	Stonehaven	Replacement of the existing dwelling and garaging and the relocation of the highway access.	PC: 11.11.21 EC: 09.02.22 TD: 18.02.22	PC has no objection 21.12.21 SODC approved 14.03.22
<a href="#">P21/S5091/LDP-1</a>	DB	Roke Farm Roke	Provision of a twin unit mobile home	PC: 03.12.21 TD: 28.01.22	PC not invited to comment, but recommended that any concerned parishioners correspond with SODC
<a href="#">P22/S1343/FUL</a>	IG	Land between The Smokehouse and Shepherds Cottage	Revision to approved application <a href="#">P21/S2791/FUL</a> Amended 04.05.22	PC: 08.04.22 EC: 13.05.22 TD: 31.05.22	
<a href="#">P22/S1051/LB</a>	MCT	Allnutts	Replacement of two first floor softwood windows	PC: 24.03.22 EC: 23.04.22 TD: 17.05.22	PC had no objection 10/04/22
<a href="#">P22/S1507/LB</a>	MCT	Allnutts	Internal alterations at first floor...	PC: 22.04.22 EC: 20.05.22 TD: 14.06.22	PC had no objection 12/05/22
<a href="#">P22/S1668/LB</a>	MCT	West Cottage, BS	Internal changes	PC: 03.05.22 EC: 04.06.22 TD: 28.06.22	PC had no objection 12/05/22
<a href="#">P22/S1666/LB</a>	IG	The Old PO	Install 12 photovoltaic panels	PC: 09.05.22 EC: 11.06.22 TD: 29.06.22	(Arrived too late for consideration at May 12 <sup>th</sup> PC meeting)

### Enforcement Notices

Two separate notices were served on Primrose View, Roke on Dec 8<sup>th</sup> 2021

Pending public inquiry – date to be set.

Website	Location	Description
<a href="#">P19/S2721/FUL - BES</a>	Land north of Chapel Lane	Change of use of land to use as a residential caravan site for one gypsy and traveller family, including retention of two caravans with associated concrete hardstanding, stables, dog kennels, timber fencing, entrance gates and brick piers
<a href="#">P21/S5355/DA - BES</a>	Primrose View Roke	Without planning permission, the undertaking of building, engineering and other operations, comprising of i) the construction of a concrete mobile home base, brick skirt and steps in the approximate location shown coloured blue the Layout Plan; ii) the erection of pillars and entrance gates exceeding 1m in height adjacent to the highway, in the approximate location shown coloured green on the Layout Plan; iii) the laying of a hardstanding, in the approximate location shown hatched black on the Layout Plan; iv) the installation of outdoor lamp standards, in the approximate locations shown coloured purple on the Layout Plan; and v) the erection of three buildings.
<a href="#">P21/S5358/DA - BES</a>	Primrose View Roke	Without planning permission the material change of use of the Land from unmanaged woodland to a residential caravan site, by the stationing of a static mobile home and a touring caravan for residential use by persons claiming gypsy traveller status.

## Appendix 3: The Big Jubilee Lunch

