

**Draft Minutes  
Berrick Salome Parish Council**

The Meeting of the Berrick Salome Parish Council was held in the Village Hall, Berrick Salome on Thursday 14th Jul 2022.

Present:

Ian Glyn [IG] (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

Ellie Cross [EC] (Vice-chair)

2. Declarations of interest regarding items on the agenda

None

3. To approve and sign Minutes of the PC meeting of May 12th, 2022

Approved

4. Matters arising from the Minutes

From 10.1.1: IG asked FvM whether he'd had any luck in chasing the repair of the very dangerous road between Berrick and Chalgrove close to the gas pipe. FvM recommended that the issue is raised via FixMyStreet. (Since done).

From 11.2: We have received a report that the damaged road sign at the Roke junction is to be repaired.

From 5/10: CT stated that we have six Jubilee mugs still available. It was agreed that they would be included in the raffle at the forthcoming Garden Fete.

From 5/12: Attempts to open a bank account for the new VH organisation continue to be frustrated by extreme inefficiencies at Lloyds Bank. The matter is ongoing.

5. County and District Councillors' reports

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

IG reported that we are still awaiting completion of the village gates and road signs from OCC Highways. Introduction of the 20mph limits should follow. CT reported

- some disappointment from Rokemarsh parishioners that the gates were rather small and difficult to see. IG responded that Highways advised that that the gates are as wide as they're allowed to be, given the width of the verges.
- The location of the Berrick Prior sign is in a surprising location. IG responded that it is on the site of the settlement boundary in the Neighbourhood Plan, slightly adjusted to avoid sitting on a curve.
- IG advised that at some stage, the PC may need to arrange maintenance around the signs to keep them clear of vegetation.

Following compliments from IG on the improving state of our local roads (largely pothole-free), FvM advised that the 2023/2024 schedule of major work is being defined; if the PC think that any major work may be required, now is the time to inform him. IG reported that there is a major flaw in the road from Berrick to Roke arising from the introduction of mains drainage many years ago, the only remedy of which is a complete resurfacing.

MCT asked FvM if he could find out if OCC were thinking of scrapping the charges at the recycling centres to help discourage fly tipping, as other councils are. FvM agreed to respond for the next meeting.

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

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

Further to his report, he stated that around 300 people from Ukraine are now residing in Oxfordshire.

6. Finance

6.1. Treasurer's report – see Appendix 1

All payments and transfers were approved

6.2. Progress re purchase of laptop and projector screen

Now completed, with thanks to David Turner. When required, details of planning applications can be displayed.

6.3. To consider whether to make a donation to the charity Asylum Welcome, or another charity who supports Ukrainian refugees. It was agreed that, since we have a policy of not using PC funds to support remote charities, it would be inappropriate to contribute.

7. Planning Decisions and Applications (Appendix 2)

7.1. To note the following applications awaiting decision by SODC

[P22/S2080/LB](#) – Priory Cottage: chimney alteration: PC: no objection

7.2. To note the decisions of SODC on the following

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

[P22/S1507/LB](#) – Allnutts: internal alterations – Approve))

[P21/S5091/LDP](#) – Roke Farm: twin mobile home provision. Certificate of Lawful Use or Development provided

[P22/S1343/FUL](#) - Land between The Smokehouse and Shepherds Cottage - Approved

[P22/S1668/LB](#) – West Cottage, internal changes - Approved

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

The PC's written representations have been submitted to the Planning Inspectorate (PI) and the PC intends to represent those views in person at the Appeal. The date of the Inquiry to be advised by the PI. IG expressed his view that the prolonged delay is seriously disappointing. DT responded that the Enforcement Officer is pressing as hard as she can. The PC thought that it was not worth writing to the Enforcement Officer or our MP as the delay seems consistent with the average times being reported nationally re the hearing of Appeals and Enforcement action. *(CT later advised that the average time for an Enforcement Appeal to be considered is 87 weeks.)*

8. Review of Retention of Documents and Records policy

CT had distributed copies of this to the PC before the meeting. The PC approved it.

9. To consider any other matters the Chairman deems urgent.

9.1. It was agreed that the PC should buy a new salt bin for £250+VAT to replace the current decrepit bag. The placement of the bin was agreed on the verge outside the new pedestrian entrance to the hall.

9.2. IG asked whether the PC should be taking any action re Ukrainian refugees. DB reassured him that they were being well catered for, for example, via a WhatsApp group, created for this purpose.

9.3. IG advised DT that when next year's community grant is considered, the PC would be requesting assistance on part of the next stage (outside storage) of the Village Hall improvement. DT advised that money was available, and IG agreed to discuss an application with him. DT recommended the relevant SODC website: [view here](#).

9.4. IG reminded the meeting that elections to the Council will take place in May next year and two councillors will not be standing again. To find new councillors, he is recommending that suitable people could be co-opted first so that they get an understanding of what is entailed before fully joining the PC.

10. Date of next meeting

Thursday Sept 8<sup>th</sup>, 2022

## Appendix 1: Responsible Financial Officer's Report

### To Parish Council meeting Thursday 14 July 2022

1. Bank balances as of 30 June 2022 totalled £26,278. There were no uncleared items. The total reserves of the Parish were therefore £26,278.
2. On 30 June 2022, the accounts showed a surplus of £7,353.

### 3. Schedule of payments

There has been the following cheque payment since the last meeting.

Date	Chq. no.	Payee	Amount (£)	Purpose
07/07/2022	1007896	Craig Tribe	129.96	Reimbursement for Microsoft 365 and projector screen

Confirmation of the Council requested for the following online payments:

Date	Payee	Amount (£)	Purpose
20/05/2022	AJGIBL GBP Client NST	503.36	Parish Council insurance premium
27/06/2022	Dell Corporation Limited	704.31	Parish Council laptop computer

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

Date	Originator	Amount (£)	Purpose
22/05/2022	Ionos	13.19	Extra mail storage and mail business licence
11/06/2022	ICO	35.00	Data protection fee
10/06/2022	Ionos	13.19	Extra mail storage and mail business licence

We also received refunds from Ionos totalling £79.14. We had been overcharged since January 2022 following a change in our web package with them.

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

Date	Transfer from	Transfer to	Amount £
20/05/2022	Business account Premium	Community account	503.36
21/06/2022	Business account Premium	Community account	700.27

4. A VAT repayment claim for £116.96 was submitted on 11 July 2022.
5. The purchase of a laptop for the use of the Parish Council has been completed. We also purchased a carry case and a 15 month Microsoft 365 software licence. With the Microsoft 365 licence came a 12 month licence for McAfee Total Protection at no extra cost.
6. We have previously discussed making a donation towards a charity which provides assistance to Ukrainian refugees. One charity suggested was Asylum Welcome. Asylum Welcome is working with the Oxfordshire councils. The charity provides assistance to all refugees seeking asylum not just those from Ukraine.

Do we want to make a donation to Asylum Welcome or another charity?

## 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/S5091/LDP-1</a>	DB	Roke Farm Roke	Provision of a twin unit mobile home	PC: 03.12.21 TD: 28.01.22	SODC provided certificate of Lawful Use or Development, 09.06.22
<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	PC had no objection 18.05.22 SODC granted planning permission, 29.06.22
<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 SODC granted listed building consent 16.05.22
<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, 13.05.22 SODC granted listed building consent 26.05.22
<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 13.05.22 SODC granted listed building consent 17.06.22
<a href="#">P22/S2080/LB</a>	IG	Priory Cottage, BP	Alterations to two existing chimneys	PC: 09.06.22 EC: 07.07.22 TD: 02.08.22	PC had no objection 02.07.22

### 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.