

Minutes
Berrick Salome Parish Council
16th July, 2015

The Meeting of the Berrick Salome Parish Council was held in the Village Hall, Berrick Salome, on Thursday 16th July, 2015. Present:

Ian Glyn (Chair)
Hannah Bradley (Vice-chair)
David Bridgland
Craig Tribe (Treasurer)

1. Apologies received
Steve Rhodes
Sarah White (Clerk)
2. To approve and sign the Minutes of the previous Parish Council meeting
The minutes of the meeting of the 14th May, 2015 were approved. All minutes will now be emailed out to parishioners in draft form (subject to final approval at the subsequent meeting) but having been confirmed by the Councillors prior to distribution.
3. Matters arising from the Minutes
 - I. Hannah Bradley has been appointed Chair
 - II. Ellie Cross has been appointed Roke representative to the Parish Council.
 - III. The members of the new council have been appointed village areas and issues to be responsible for.
Action: Sarah to distribute Councillor responsibilities and village areas to parishioners.
4. To receive report from the Treasurer
 - I. Bank balances as at 30 June 2015 totalled £10,263 and there was one unrepresented cheque for £280. The total reserves of the Parish were therefore £9,983.
 - II. At 30 June 2015 the accounts show a deficit of income to expenditure of £1,243. This is as expected as there have been some high levels of expenditure on the defibrillator, village improvements, insurance and donation to PAGE.
 - III. A claim for refund of VAT paid of £546.20 has been submitted to HMRC.
 - IV. See Appendix 1 for schedule of payments and bank transfers, as approved by the Council
5. To receive reports from the District and County Councillors
 - I. David Turner, District Councillor, provided the District Council report:
 - a. The new offices in Milton park are now open to the public as of the 29th June
 - b. Broadband in Chalgrove is officially live. The Parishioners encouraged the Councillors to continue to apply pressure for the installation of faster broadband in the Berrick area.
 - c. Concern over poor mobile phone signal was raised by the parishioners. The Parish Council collate feedback on the poor performing providers, by location, forwarding this on to the District Councillor to enable lobbying on our behalf. **Action:** Sarah / David to communicate to the parishioner and collate feedback
 - II. Steve Harrod, County Councillor, provided the County Council report:
 - a. Proposed waste disposal cuts are causing concern for many. The current thought is that the District Council may offer to take over the processing of waste in order to help provide more funds for this area. Closing the Oakley Wood recycling centre at Ewelme is under consideration. Ideas to counteract the impact of this (such as the recycling plant near Didcot which is run by those with learning disabilities, whose aim is to recycle much of what they receive or charging for waste disposal) are encouraged to be submitted to the Council website....
Both reports are available from the Parish Clerk on request.

6. Review of planning applications

Decisions since previous meeting:

- I. Denham Cottage, Roke: two storey rear extension and replacement garage. SODC granted
 - II. Quakers Corner, Rokemarsh: Re-construction and minor alterations to cottage. SODC granted
 - III. Fairfield, Roke. Variation of existing planning permission. SODC granted
 - IV. Shepherd's Cottage, Berrick Salome: internal and external alterations; re-building of 20th century side porch. SODC granted
- See Appendix 2 for details

7. Playground maintenance

- I. The steel boots have now been inserted into the base of the swings and as such they will be ready for use again in 24 hours. The climbing frame will receive the steel boots soon, however, in the meantime it is considered safe for use. **Action:** Sarah to send a communication email to the parishioners.
- II. An inspection of the playground will now be required, however, the council is exploring the possibility of using an inspection company recommended by our Insurers, due to dissatisfaction with the current company. The matter will then be reviewed once the inspection report is returned.

8. Allotments

Alison Blakely gave a talk on the history of the allotments and their ownership. Like Plot 186 (The Recreation Ground) Plot 216 (The Allotment) was awarded to the 'Churchwardens and Overseers of the Poor' of the Parish of Berrick. The award was originally subject to an annual rent payable Salome under the provisions of the Acts for the Inclosure Exchange and Improvement of Land. The obligation to pay the rent was 'bought out' in the 1960's for a payment of £10. The award decrees that the maintenance and repair of the fences of all sides of Plot 216 are the responsibility of said 'Churchwardens and Overseers'. It is suggested that, in the absence of said group, the Parish Council stands in its place.

Ian Glyn thanked Alison Blakely for uncovering the history of the Allotment.

In past years the ownership of Plot 186 (The Recreation Ground) has been registered to the Berrick Salome Parish Meeting, but no such registration has been recorded for Plot 216 (The Allotment). He stated that the Parish Council had previously been minded to regularise the arrangement between the Parish Council and the users of the Allotment and to this end he had recently held two meetings with representatives of the Allotment holders and proposed the following:

- I. The Parish Council should instigate the worth of 'registering' the land as has been done with the Recreation Ground. **Action:** Ian
- II. That an arrangement between the Allotment holders and the Parish Council should be assumed such that the Allotment 'behaved' in a similar manner to the other organisations in the Parish. That is that the Allotments should be administered by those using them but should report annually to the Parish Meeting on the status of the Allotments and how they are being run. They should be run on a 'not for profit' basis for the benefit of the Parishioners (or such of them as choose to use them). One of the Allotment holders should be charged with making the Annual Report. Alison Blakely volunteered to do so.
- III. The Allotment holders should be responsible for the upkeep of the Allotment in good order and should be empowered to charge rent (if so desired) to pay for such upkeep.

- IV. The Parish Council, as owner of the land, should ensure the Allotments are covered for third party obligations and risks under the Council's insurance policy. The Parish Council should bear the cost of the insurance cover. **Action:** Craig to ensure insurance coverage
- V. The Parish Council should also be responsible for repairing and maintaining the parameter fences as stipulated by the Inclosure Award and paying for the same.
- VI. The practice of certain parishioners dumping garden waste (and recently other items) in the Allotment will be prohibited and appropriate notices displayed in the Allotment by the Allotment holders to that effect. The Parish Council will also circulate a note to that effect. **Action:** Sarah to distribute email communication.
- VII. The Parish Council will pay for the clearance of the current material that has been dumped over the years. The Allotment holders are to arrange the clearance.
- VIII. Those wishing to use the Allotment will be directed via the Parish Council website to a nominated individual (The Warden) who (subject to availability of plots) will make the necessary arrangement. Graham Allum volunteered to be the Warden at the outset. The Allotment holders are responsible for ensuring a 'Warden' be appointed at all times. **Action:** Steve to amend the website accordingly.
- IX. The current footpath through the Allotment which has no 'statutory' status would remain.

This proposal was discussed and approved and these minutes are therefore intended to record the 'modus operandi' for the Allotment going forward.

9. Winter preparation

As the salt bins are currently full, along with a degree of spare salt, it was decided that no salt was needed and no further action is to be taken on this matter.

10. Child safety training

This item was postponed to the next meeting.

11. Parish Council Archiving

The Parish Council has amassed a number of papers over its years which require archiving. One option is to utilise the Oxfordshire History Centre, based in Cowley, which allows for professional recording and archiving of the papers whilst allowing free public access. Many parishioners preferred to keep the archive within the parish and David Langston expressed an interest in being involved. It was decided that David would review the contents and report back to the Parish Council to make a final decision.

Action: Sarah to organise delivery of the paperwork to David for him to review his interest in taking on the task

12. Date of the next meeting and agenda items

The date of the next Parish Council meeting is Thursday 3rd September. No agenda items were requested.

13. Any other business

- I. The village path wardens are Sophie Horton and Caroline Tribe, both of Rokemarsh, who will routinely walk the right of ways and bring any issues to the attention of the Parish Council
- II. The Verges were discussed, in particular that due to cuts in funding, they will now be cut just annually and any dangerous aspects will be strimmed in the interim. Another order of verge posts is going to be put in - 20 of them having been requested by 4 parishioners. Anyone else wanting some (at approximately £15 each) should contact Ian Glyn.
- III. It was raised that the speed signs are fading. John Bird has volunteered to contact the highways agency to bring the matter to their attention.
- IV. RAF Benson Family Day is on Monday 20th July and thus there will be low flying aircraft

- V. Robin Russell has announced that due to a family wedding on the 1st and 2nd of August there will be fly pasts which will be quite low.
- VI. Our Emergency Plan is in need of a review. Ian Glyn has now received the recommended format for such a document. **Action:** David and Steve will liaise with Derek Shaw (responsible for the previous distribution) to refer back to the plan and progress.

There being no other business the meeting closed at 9.45pm.

Signed Chairman

Date

Appendix 1

Schedule of payments

Confirmation of the Council requested for the following cheque payments:

Date	Chq. no.	Payee	Amount (£)	Purpose
31/05/2015	100644	Curran & Clayton	600.00	Village hall overflow car park surface repair
31/05/2015	100645	Parishes Against Gravel Extraction	500.00	Donation
31/05/2015	100646	Derek Shaw	53.50	Website hosting
10/06/2015	100647	Broker Network Ltd	565.68	Insurance
22/06/2015	100648	Roy Troth	280.00	Grass cutting
16/07/2015	100649	John Smith	405.00	Grass cutting

Confirmation of the Council approved bank transfers

Date	Transfer from	Transfer to	Amount £
24/05/2015	Business Saver	Community	1,133.52
24/06/2015	Business Saver	Community	399.18

Appendix 2

Planning Applications

Planning ID	Location	Application	Status
P15/S1725/HH	Denham Cottage, Roke	Two storey rear extension, & replacement detached garage	SODC granted
P15/S1193/HH	Quaker Corner, Rokemarsh	Proposed re-construction and minor alterations to cottage following fire damage.	SODC granted
P15/S1321/FUL	Fairfield, Roke	Variation of condition 2 and removal of condition 10 of planning permission P14/S3309/FUL. (demolition of existing bungalow and erection of replacement dwelling with detached garage)	SODC granted
P15/S1449/HH	Shepherds Cottage, Berrick Salome	Internal and external alterations. Re-building of 20th century side porch.	SODC granted
P15/S2097/HH	Old Stone Cottage, Rokemarsh	Proposed repair and reinstate of the existing property, following a house fire.	PC 'no strong views' Awaiting SODC decision
P15/S2190/FUL (Full Application)	Keyhaven, next to Deans Hurst, Berrick Prior	Minor amendment: removal of Condition 5 on P14/S1873/FUL (new 3 bedroom dwelling and single storey outbuilding)	PC consultation ongoing
P15/S2018/HH	West Cottage	The removal and replacement of 3 no. ground floor windows and 1 no. pair of ground floor french doors.	PC 'no strong views.' Awaiting SODC decision
P15/S2024/HH	Roke Farm House road running through Roke from Roke Farm to Chapel Lane, Roke	Single storey barn conversion to granny annex	PC consultation ongoing