

Minutes
Berrick Salome Parish Council

The Meeting of the Berrick Salome Parish Council was held in the Village Hall, Berrick Salome, on Thursday 12th Sep 2019. Present:

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

1. Apologies for absence
Steve Harrod [SH] (County Councillor), Craig Tribe [CT] (Treasurer)
2. Declarations of interest regarding items on the Agenda
IG declared that he no longer has an interest in The Chequers.
3. To approve and sign Minutes of the PC meeting of Jul 11th, 2019
Approved
4. To approve and sign Minutes of the extraordinary meeting of 25 July 2019
Approved
5. Matters arising from the Minutes
 - CC issued a notice to all parishioners requesting that they clear their ditches and watercourses.
 - The establishment of a memorial to Joan Green in the allotments was ratified at the meeting of 5th July.
6. County and District Councillors' Reports. Click on links to open.
 - 6.1. OCC: [Monthly Report](#)
 - 6.2. SODC: [Monthly Report](#)
7. Treasurer's Report (See Appendix 1 for details)
All cheque payments, direct debits and the transfer were approved.
8. Planning (See Appendix 2 for details)
 - 8.1. The following planning applications have been completed.
 - [P19/S1445/HH](#): Roke Meadow – SODC granted Jul 18th
 - [P19/S2014/HH](#): Harlequin – SODC granted Jul 31st
 - [P19/S2603/LB](#): Cherry Trees – withdrawn Aug 22nd
 - [P19/S2251/FUL](#): Myrtle Cottage – SODC granted Sep 4th
 - 8.2. The Parish Council has responded to the following applications.
 - [P19/S1912/HH](#) [P19/S1913/LB](#): Parsonage Farm Cottage – PC supported Aug 3rd; SODC granted Sep 12th
 - [P19/S2140/FUL](#): 1 Quakers Corner, RM – PC objected Jul 28th
 - 8.3. The following applications were considered
 - [P19/S2602/HH](#): Cherry Trees – PC agreed to respond with 'No Objections'
 - [P19/S2257/HH](#): Lower Berrick Farm roof changes – PC agreed to respond with 'No Objections', with a request to SODC to make sure materials used are appropriate- the application itself being light on detail in this regard
 - [P19/S2511/FUL](#): Lower Berrick Farm change of use – PC may have to request extension of consultation period: IG to make recommendation ACTION
IG
 - [P19/S2721/FUL](#): Land north of Chapel Lane Roke – a steering group of three parishioners and three Councillors has been set up to consider this application. A planning consultant has been appointed to represent the parish.

9. To formally approve the Neighbourhood Plan Referendum Version

The Neighbourhood Plan has now reached the stage (as the 'Referendum Version') where it has been approved by SODC and by an Independent Examiner. The plan having been circulated previously and councillors consulted informally, the councillors gave their unanimous approval to this plan, such that it can go forward to the Referendum, set by SODC for Oct 24th. Details of the Referendum and the Referendum Version of the Plan can be viewed on the [SODC website](#).

A three-person team has been set up to campaign in favour of a YES vote in the referendum. This team excludes anyone from the Parish Council and will operate entirely independently of the Parish Council; the PC brief will be simply to encourage parishioners to use their votes.

10. To consider request from FOBL for a donation

The recommendation by CT of a donation of £200 was approved.

ACTION
CT

11. To propose the parish council's publication scheme

This had been previously circulated by CT, received no objections and was approved.

12. Village Hall governance update

A report from Jonathan Parkinson was read out and can be viewed in Appendix 3.

13. Village Hall Plans

Whilst SODC looks likely to support changes to the building, the Forestry Officer has requested a more accurate drawing of the position of trees close-by in order that the full impact of the changes on these trees can be assessed.

14. Nomination of the Chequers as a Community Asset

As the rules have substantially increased the difficulty in attaining this status, IG and CT have agreed to proceed no further. DT confirmed that the same decision had been taken in Chalgrove re the Red Lion.

15. Traffic Group Report

The next meeting of the Group will be held on Sep 18th.

16. Ditches and Watercourses

DB reported that feedback from the Parish request for clearance was very low. It has been suggested that the Land Drainage Working Group be reconvened and maps of watercourses are being sought. A fuller update will be provided at the November meeting.

17. To consider an increase in the budget for legal and professional fees

The PC approved an increase of £1,000 above the current £1000 and an allocation of up to £1,000 approved re the planning consultant appointed re Roke land situation.

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

A parishioner raised the issue of land having been sold close to the Home Sweet Home, with potential for unwanted development; IG said that he's spoken to the vendor and has been advised that the vendor is known and considered to pose no risk. However, IG said that there are many paddocks in the Parish and the Roke land working group will need to work out how to protect ourselves in the future.

19. Date of next meeting

Nov 14th, 2019

Signed Chairman

Date.....

Appendix 1: Responsible Financial Officer's Report

To Parish Council meeting Thursday 12 September 2019

1. Bank balances as at 31 August 2019 totalled £19,686. There was one unrepresented cheque for £108.00. The total reserves of the Parish were therefore £19,578.

2. At 31 August 2019 the accounts show a surplus of income over expenditure of £3,352.

3. Schedule of payments

Confirmation of the Council requested for the following cheque payments:

Date	Chq. no.	Payee	Amount (£)	Purpose
08/08/2019	100764	SODC	55.26	Dog bin emptying
13/08/2019	100765	OALC	108.00	Training courses on planning
16/08/2019	100766	M E Richards	167.16	Re-siting of consumer unit for defibrillator cabinet at band hall

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

Date	Originator	Amount (£)	Purpose
09/07/2019	1&1 Ionos	0.62	Email storage and service adjustments
28/08/2019	1&1 Ionos	3.59	Extra mail storage

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

Date	Transfer from	Transfer to	Amount £
16/08/2019	Business premium account	Community account	331.04
08/09/2019	Community account	Business premium account	3,642.41

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; TCM – Target Committee Meeting;
 TD – Target Decision

Planning ID	Cllr	Location	Description	Dates	Status
P19/S0703/FUL	EC	Land West of Fairfield	The erection of a detached two storey 4-bedroom dwelling...	PC: 04 Mar EC: 29 Mar TD: 29 Apr	Enforcement Investigation applied 27/11/18 PC objected Mar 24 th
P19/S1445/HH	DB	Roke Meadow	Single storey timber conservatory to rear	PC: 03 May EC: 06 Jun TD: 02 Jul	PC supported Jul 9 th SODC accepted Jul 18 th
P19/S2014/HH	EC	Harlequin	Construction of rear extension and conversion of roof space	PC: 21 Jun EC: 18 Jul TD: 16 Aug	PC supported Jul 12 th SODC accepted Jul 31 st
P19/S2251/FUL	IG	Myrtle Cottage	Replacement dwelling with garage and associated works.	PC: 17 Jul EC: 22 Aug TD: 11 Sep	PC: no object. Aug 7 th SODC accepted Sep 4 th
P19/S1912/HH P19/S1913/LB	IG	Parsonage Farm Cottage	Single storey kitchen extension...	PC: 17 Jul EC: 15 Aug TD: 06 Sep	PC supported Aug 3 rd SODC accepted Sep 12 th
P19/S0546/FUL		Berrick and Roke Village Hall	New proposed store extension	TD: 15 Apr	This application was submitted by the PC and therefore the PC is not expected to respond.
P19/S2602/HH	EC	Cherry Trees	Modification of an existing Garage & Outbuilding...	PC: 14 Aug EC: 25 Sep TD: 09 Oct	PC: no object Sep 12 th
P19/S2603/LB	EC	Cherry Trees	Listed building consent for the above	PC: 14 Aug EC: 25 Sep TD: 09 Oct	Withdrawn Aug 22 th
P19/S2140/FUL	CT	1 Quakers Corner, RM	New 4 bed detached dwelling to land west of no.1 Quakers Corner	PC: 05 Jul EC: 22 Aug TD: 30 Aug	PC objected Jul 25 th
P19/S2257/HH	IG	Lower Berrick Farm	Partial replacement, renovation and elevation of the roof	PC: 28 Aug EC: 26 Sep TD: 22 Oct	PC: no object. Sep 12 th
P19/S2511/FUL	IG	Lower Berrick Farm	Change of use of land	PC: 13 Aug EC: TD: 08 Oct	PC may request extension
P19/S2721/FUL	EC	Land north of Chapel Lane	Change of use of land to use as a residential caravan site for one gypsy family	PC: 02 Sep EC: TD: 22 Oct	Under consideration by PC

Appendix C: Village Hall governance update

From Jonathan Parkinson

Following on from the registration of the Village Hall CIO we are now progressing to the final stages of the conversion process. This involves the winding up the old charity and transferring its assets to the CIO, mainly the Hall itself. As this involves some significant property matters, due to the expiry of the lease and the need to renew this (in the name of the new CIO), we have written to a local and recommended solicitor at Hedges Law. Hedges will also provide legal advice to the PC on these same matters to ensure both parties are correctly advised.

Since our last meeting update, it has been agreed and confirmed that the Hall building is owned by the Village Hall charity (soon to be the CIO) and the land is owned by the PC. This will be clearly reflected in the new documents.

Whilst we are progressing the lease aspect as quickly as possible, most charities which convert to a CIO time the transfer of assets with their year-end (for accounting reasons) and we suspect that in our case, this year-end date of March will also coincidentally coincide with the completion of the property matters.

Finally, the CIO will be registered with HMRC for tax relief/Gift Aid purposes and in due course, SODC will need to be notified for business rate relief. This will complete the process.