

Minutes
Berrick Salome Parish Council

The Meeting of the Berrick Salome Parish Council was held by video on Thursday 14th May 2020.

Present:

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

1. Apologies for absence

None

2. Election of Chairman

As no new candidates came forward to stand for election and IG has stated that he is prepared to continue, CT proposed IG as Chairman, with MCT seconding this. This was supported unanimously by the Councillors.

3. Declarations of interest regarding items on the Agenda

None

4. To approve the Minutes of the PC meeting of Mar 12th, 2020

Approved

5. Matters arising from the Minutes

[Ref Para 9] MCT has discussed the Tree Planting project with Richard Bisson and proposes the work be postponed for later this year or next year.

[Ref Para 10] CT reported that the Benson Community Association's proposal to wind up and pass on its assets to a new charity called the Benson Community Green Space Trust has been put to an online and postal ballot. The result is that the proposal was agreed, and the transfer is now in the hands of the solicitors. Although our parish inhabitants are part beneficiaries of the assets, there will be no direct benefit to the parish although one of the assets, Warwick Spinney (adjacent to the BP roundabout), provides a pleasant place to visit.

6. County and District Councillors' Reports. Click on links to open.

1.1. OCC: SH provided an annual report, which can be downloaded [here](#). Further to this report, SH stated that

1.1.1. £2m has been spent on PPE for care homes

1.1.2. Improvements have been made to 110 miles of roads over the last two months

1.1.3. Upgrades have been made to FixMyStreet, now in good use

1.1.4. We'll be considerably out of pocket this financial year and will need to prepare for that

1.2. SODC: [Monthly Report](#)

In addition to his monthly report, DT stated that his annual report, which would normally have been presented at the preceding Annual Parish Meeting, was available; this can be viewed [here](#). Also

1.2.1. The Government are saying that our Local Plan could be the first one to be dealt with online, starting in June. DT said that the only people who could participate in this review would be those who had registered to speak at the original plan review in Dec 2018. CC was asked to check whether we have registered to speak at the June review

ACTION
CC

1.3. Treasurer's Report (See Appendix 1 for details)

To Approve

- 1.3.1. Completion of the Certificate Exemption contained within Part 2 of the Annual Governance and Accountability Return (AGAR) 2019-20
Approved (Proposed by EC, seconded by MCT)
- 1.3.2. Sections 1 and 2 of the AGAR – Annual Governance Statement 2019-20
Approved (Proposed by EC, seconded by DB)
- 1.3.3. Schedule of payments.
Approved (Proposed by MCT, seconded by EC)
- 1.3.4. Insurance renewal
Approved (Proposed by EC, seconded by MCT)
- 1.3.5. The opening of a PayPal account for the council and the related direct debit
Approved (Proposed by EC, seconded by MCT)
- 1.3.6. A monthly subscription to Zoom Pro
Approved (Proposed by DB, seconded by IG)

7. Planning (See Appendix 2 for details)

To consider the following application

[P20/S1234/HH](#) – Kingswood - Proposed car port and additional access

The PC agreed to object to this application due to its incompatibility with the parking opposite Weller Close. DT reminded the meeting that a representative needs to attend the SODC planning meeting in person when objections are made.

7.1. Enforcement Investigations

[SE18/453](#) – Land west of Fairfield – under continuing investigation. Notification was received on the day of this meeting of an appeal against SODC's decision to refuse permission for planning application P19/S0703/FUL on this site.

[SE16/41](#) – Lower Berrick Farm – a site visit to check whether the enforcement notice has been complied with is to be arranged when conditions permit

[SE20/16](#) – Well Cottage, Roke – the owner is preparing a planning application. The parish will be notified once it's lodged and validated.

8. Drains, sewers and Thames Water

Re Roke flooding, DB reported that we can now confirm that water ingress is the problem. The Rokemarsh pumping station can move 8 times the amount of water our 100 or so households produce, but water ingress is overwhelming the system. This is confirmed by the pumping data they have provided for the 3 months of December 2019 to February this year.

See Appendix 3 for more detail.

DB has requested of Thames Water that they provide a plan showing how it intends to identify where the water is coming into the system, and then how it intends to fix it.

A useful tool for parishioners who might want to complain in the future is the Consumer Council for Water. It seems to get traction at Thames Water.

9. Approval of parish council payment procedures

CT requested adoption of the payment procedures policy previously circulated and agreed with councillors. Approved unanimously by councillors.

10. To discuss the SODC dog waste collection service and the increase in the expense budget to £720.

The PC approved the increase, subject to review of measures to reduce the cost in future years.

11. Village Hall governance and improvements

IG reported that we have planning consent to make the improvements we need, but the necessary funding is unavailable, despite the Councillor Grant from SODC.

On governance, we have a new trust deed ready to be completed and are seeking a less expensive and more efficient route than that earlier proposed to complete the legal details and the preparation of the new lease of the land to the village hall charity.

12. Traffic Group

A plan is being prepared by Paul King, who is also the applicant for the Kingswood development (see para 7). This should be compatible with the Kingswood development, once approved. Following agreement on the plan, this will be presented to OCC for approval.

13. Parish Welcome Pack

MCT has taken responsibility for producing a pack to welcome new parishioners. CT confirmed that we have budget for this.

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

IG stated that as the Annual Parish Meeting will not be held this year, the individual reports will be combined in a single document to be distributed throughout the Parish on May 15th.

ACTION
CC

15. Date of next meeting

July 9th, 2020

Signed Chairman

Date.....

Appendix 1: Responsible Financial Officer's Report

To Parish Council meeting Thursday 14th May 2020

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) 2019-20.
2. The council is requested to approve Section 1 of the AGAR – annual governance statement 2019-20. 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 2019-20. A copy of the draft statements has previously been distributed to members.
4. Bank balances as of 30 April 2020 totalled £26,026. There were three unrepresented cheques totalling £395.00. The total reserves of the Parish were therefore £25,631.
5. On 30 April 2020 the accounts show a surplus of income over expenditure of £3,776. Half of the annual precept has been received. This was £4,182.

6. Schedule of payments

Confirmation of the Council requested for the following cheque payments:

Date	Chq. no.	Payee	Amount (£)	Purpose
28/04/2020	100780	Craig Tribe	300.00	Play bark

Confirmation of the Council requested for the following online payments:

Date	Payee	Amount (£)	Purpose
14/04/2020	Millstream Day Centre	200.00	Donation to Benson Help Hub

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

Date	Originator	Amount (£)	Purpose
09/04/2020	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 £
14/04/2020	Community account	Business premium account	4046.88

7. VAT refund of £106.19 received 14th April 2020.

8. Insurance renewal

Details of the renewal insurance premium and cover have previously been provided to councillors. If agreed this would be the first year of a three year agreement with the insurers to enable us to get a premium reduction. The premium for the current year, including IPT is £518.74 (2019-20: £602.51).

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

9. The council is requested to approve the opening of a PayPal account for the council and the related direct debit.

10. The council is requested to approve a monthly subscription to Zoom Pro.

Appendix 2: Planning Application Summary (14.5.20)

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 north of Chapel Lane	Change of use of land to use as a residential caravan site for one gypsy family Additional info provided	PC: 02 Sep EC: 10 Oct TD: 22 Oct PC: 21 Feb EC: 09 Mar	PC objected Sep 27 th
P20/S1234/HH	MCT	Kingswood	Proposed car port and additional access	PC: 03 Apr EC: 15 May TD: 12 Jun	PC objected May 15 th

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: 26.6.19 ED: 9.8.19 CD: 9.11.19	Enforcement Notice Served Site visit to be made
SE18/453	EC	Land west of Fairfield, Roke	Without planning permission, the material change of use of land from woodland to equestrian use including the erection of 2m fence.	TD: 10.9.18	Application submitted Site visited 7 times
SE20/16	EC	Well Cottage, Roke	Without planning permission, the erection of an outbuilding within the curtilage of a listed building.	TD: 26.2.20	The owner is preparing a planning application

Appendix 3: Drains, Sewers and Thames Water

Water ingress is the problem because:-

- The average PCC (Per Capita Consumption) for the 100 or so houses (estimated to be 326 people) in the village connected to the sewage system results in 50-60m³ of water being put into the system daily.
- The Rokemarsh SPS is able to move over 400m³/day, which is nearly 8 times the amount produced by households.
- The fact the manhole covers at the lowest point in the village were overflowing for a significant period over this winter means that water ingress was providing around 350m³ of the 400m³/day that was being moved.