

BERINSFIELD PARISH COUNCIL

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**You are summoned to attend the meeting of
Berinsfield Parish Council which will take place on
Monday 13th May 2024 at 7.15 p.m. in
The Church Hall, Wimblestraw Road, Berinsfield OX10 7LW**

6th May, 2024

Annette Loveland
Clerk to the Council

AGENDA

1. Items raised by Members of the public.
2. Apologies for absence
3. Declaration of Interests. To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Parish Councils (Model Code of Conduct) Order 2001
4. Election of Chairman for the year 2024-25
5. Election of Vice-Chairman for the year 2024-25
6. County Councillor's Report.
7. District Councillor's Report.
8. To receive and approve the Minutes and Confidential Minutes of the Parish Council meeting held on 8th April 2024.
9. To consider planning applications and decisions received to date.
 - a) **Planning decision P24/S0942/FUL** Change of use from amenity land to residential with new drive and single storey extension to side of house. 14 Glyme Drive, Berinsfield OX10 7PD
The Parish Council is asked to note that planning permission has been granted in respect of this application.
10. **Casual Vacancy on Berinsfield Parish Council** Councillor Henry has notified the Clerk that due to work commitments he regrets he has to resign from the Parish Council. The vacancy will be advertised for the statutory period and if an election is not called, the Parish Council will be able to co-opt an eligible person to fill the vacancy.

- 11 **Berinsfield Parish Council Accounts 2023-24** The Internal Auditor appointed by the Parish Council is currently carrying out the internal audit of the Parish Council's accounts. If the internal audit is completed before 13th May, 2024, the Parish Council will be asked to review and approve the Annual Governance and Accountability Return 2023-24 at the meeting.
12. **To Appoint Members to serve on Parish Council Committees/Sub-Committees for the year 2024-25 A maximum of seven members should be appointed to serve on each Committee.**
- i) Finance, General Purposes and Solar Farm
 - ii) Allotments, Playing Fields, Open Spaces and Burial Ground
 - iii) Pavilion
 - iv) Appointments
 - v) Freedom of Information/GDPR/Complaints
 - vi) Planning, Highways and Public Transport
 - vii) Neighbourhood Development Plan Steering Group

The Chair and Vice-Chair are ex-officio members of all of the above Committees

To appoint Members to Serve on Outside Bodies for the year 2024-25 To appoint members to represent the Parish Council on the following outside bodies for the year 2024-25

- i) Public Transport Representative
- ii) HIF1
- iii) Oxfordshire Neighbourhood Plans Alliance

13. **UK SPF Funding for Berinsfield. (Minute No. 10 of the Parish Council meeting held on 8th April, 2024).** At the Parish Council meeting held on the 8th April, 2024, Members agreed to recommend to South Oxfordshire District Council that they would like the UK SPF funding, earmarked for a Multi Use Games Area to be constructed in Berinsfield, to be used towards the cost of installing drainage in the recreation ground at the rear of the Abbey Sports Centre. South Oxfordshire District Council has since informed the Parish Council that it would not agree to the funding being used for the drainage project, but it will agree to it being used to repair and extend the skateboard park and to construct a pump track to replace the BMX track.

South Oxfordshire District Council would like the Parish Council's agreement to the two projects taking place and to the procurement process, detailed below :-

- a) Invitations to tender to be prepared and sent out with contractors being asked to submit their responses to South Oxfordshire District Council who will liaise with Berinsfield Parish Council. South Oxfordshire District Council will carry out the tendering process.
- b) Representatives from South Oxfordshire District Council and Berinsfield Parish Council to meet potential contractors on site, if required.
- c) Selection of preferred contractor – this should take place at the Parish Council meeting to be held on 3rd June, 2024.
- d) South Oxfordshire District Council to draft the contract and Berinsfield Parish Council to agree and sign the contract with the successful contractor.
- e) Representatives from South Oxfordshire District Council and Berinsfield Parish Council to meet the successful contractors on site.
- f) South Oxfordshire District Council to lead on the planning application with support from Berinsfield Parish Council

South Oxfordshire District Council have proposed the following timescale for the projects :-

- April 2024. Invitation to tender.
Governance for funding agreement between South Oxfordshire District Council and Berinsfield Parish Council
- May 2024 Finalise funding agreement
Select contractor(s) for the projects
Draft procurement contracts
- June – July 2024 South Oxfordshire District Council and Berinsfield Parish Council sign the funding agreement.
South Oxfordshire District Council to transfer funds to Berinsfield Parish Council to pay for the projects.
Berinsfield Parish Council and the successful contractors to sign the procurement Contract.
Berinsfield Parish Council to pay deposits to the successful contractors.
Planning application to be submitted.
- August – October 2024 Construction starts for pump track and skateboard park repair and extension.

The Parish Council is asked to consider the above details and to decide if it is in agreement with the works taking place as proposed.

14. **Abbey Woods Spinney, Berinsfield.** South Oxfordshire District Council has informed the Parish Council that it has additional UK SPF funding available for the arts in Berinsfield and hope to create a nature trail that will connect the new pocket parks in the village including the proposed Forest School in the Abbey Woods Spinney area.

The Parish Council is asked if it is in agreement with a Forest School being created in the Abbey Woods Spinney area and if so, whether it will approve the inclusion of a unique animal sculpture and rubbing posts as part of the design. The Parish Council would be able to decide what type of animal sculpture should be installed in the spinney area.

15. **Berinsfield Parish Council Insurance Policy, 2024-25.** The Finance Committee recommended that the Parish Council should review its insurance policy and cover. The policy is currently on year two of a three year renewal and details will be available at the Parish Council meeting.

16. **Applications for grant aid.**

a) Berry Youth Centre. The Parish Council recommended that a grant of £1,000.00 should be made to Berry Youth Centre, subject to their accounts being provided when available. The accounts have now been provided and will be available for inspection at the meeting.

The Parish Council has received two additional applications for grant aid, as follows:-

b) Riverside Counselling Service. A further request has been received from Riverside Counselling Service for a grant towards the cost of providing its services in Berinsfield. The application will be available for inspection at the meeting. Accounts provided

c) Enrych. Application for funding towards the cost of providing support for adults with a physical disability across Oxfordshire. No accounts provided.

17. **Berinsfield Burial Ground.**

a) Residents attended the Annual Parish Meeting on the 29th April, 2024 to ask if an additional camera and solar lighting could be provided in the Burial Ground in an attempt to prevent further vandalism taking place. The camera has been purchased and the Parish Council is asked to consider the proposal that solar lighting be provided in the Burial Ground.

b) Residents who attended the Annual Parish Meeting also expressed their concern about the flooding that occurs in the Burial Ground following heavy rain. The water comes from the fields at the rear of the Burial Ground and mainly affects the area where the cremation plots are located. The Parish Council is asked to consider measures that could be put in place to try and alleviate the flooding until such time as the development takes place on the fields to the rear of the Burial Ground.

18. **Correspondence and Items for Information.**

a) **Installation of drainage in the recreation ground at the rear of the Abbey Sports Centre, Berinsfield.** The Parish Council had submitted an expression of interest in obtaining funding from the South Oxfordshire District Council CIL scheme to provide drainage in the recreation ground. The expression of interest was not withdrawn when there was a possibility that funds from the UK SPF fund might be available for the drainage scheme. The Parish Council has now been informed by the Infrastructure Development Team Leader at South Oxfordshire District Council that the Parish Council will be invited to apply for the full application to a maximum value of £80,000. A link to the full application will be provided to the Parish Council in the near future.

19. Statement of Accounts for payment in May, to be circulated at the meeting.

20. To inspect the balances on the bank statements for the Parish Council's three accounts.

21. Items for report to Chairman

22. Date of next Parish Council Meeting - 3rd June 2024.