

# **BERINSFIELD PARISH COUNCIL**

Clerk to the Council : Alex Marasco  
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**You are summoned to attend the meeting of  
Berinsfield Parish Council which will take place on  
Monday 6<sup>th</sup> January 2025 at 7.15 p.m. in  
The Church Hall, Wimblestraw Road, Berinsfield OX10 7LW**

20<sup>th</sup> December, 2024

Alex Marasco  
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. **County Councillor's Report.**
5. **District Councillor's Report.**
6. **To receive and approve the Minutes of the Parish Council meeting held on 2<sup>nd</sup> December, 2024.**
7. **To consider planning applications and decisions received to date (if any).**
  - a) P24/S3847/HH - Erection of two-storey side extension and replacement of existing tile hanging with cladding at 33B Cherwell Road, Berinsfield, OX10 7PB.
  - b) P24/S3615/FUL - Extension to skatepark and construction of hard surfaced pump track at Berinsfield Recreation Ground, Lay Avenue, Berinsfield OX10 7NX.
8. **UK SPF Funding for Berinsfield. Design and construction of a new pump track. Design and construction of an extension to the existing skateboard park. Repairs to the existing skateboard park.**
  - a) The Parish Council is asked to note that planning application No. P24/S3615/FUL in respect of the construction of the pump track and extension to the existing skateboard park, originally had an inaccurate description. The Clerk asked Hendriette Knouwds to arrange for this to be corrected and it now has been amended and submitted to South Oxfordshire District Council.
  - b) **Contracts for the works to the skateboard park and pump track.** The contract documents with Bendcrete Leisure Ltd. for the extension to the skateboard park and with Clark and Kent Contractors for the construction of the pump track, have now been amended to reflect the requests made by the Parish Council and are now available for signature.

- c) The Parish Council is asked to authorise the Chairman to sign the contract documents on behalf of the Parish Council, in accordance with Minute No. 10 of the meeting held on 2<sup>nd</sup> December 2024.
9. **Abbey Woods Spinney.** To receive an update on the progress of the Abbey Woods Spinney scheme and any information arising between meetings.
- a) **Application for works to trees protected by Tree Preservation Order No. 09S156**  
Consent has now been granted by South Oxfordshire District Council, reference No. P24/S3707/TPO dated 9<sup>th</sup> December, 2024, to carry out the works to trees in Abbey Woods Spinney. Approval was given subject to a condition requiring the planting of two replacement trees for 107402 - Scots Pine and 017378 . Size: Standard 8-10cm girth, to be planted as close as reasonably practicable to the location of the trees to be removed. The Parish Council is asked to provide the new trees from the £9,000 already transferred by South Oxfordshire District Council for the Abbey Woods Spinney project.
- b) Wendy Foster has asked if the Parish Council could provide storage facilities for the tools to be used for the operation of the Forest School. The Parish Council is asked to consider this request.
- c) Forest School Operation models. Minute No. 11, Parish Council meeting held on 2<sup>nd</sup> December, 2024. The Clerk has been informed by Hendriette Knouws that SPF funding cannot be used to obtain legal advice with regard to the preparation of a contract/agreement to be used when hiring the Abbey Woods Spinney area. Any costs would have to be covered by the the Parish Council.
10. **PO Box for Written Correspondence.** The Clerk has purchased a PO Box on behalf of the Parish Council and the address is Berinsfield PC, PO Box 4987, Swindon DO, SN3 9GQ. The Clerk will update all relevant areas with the new address.
11. **Open Spaces Committee.** The Parish Council is asked to consider arranging a date for a meeting of the Open Spaces Committee in order to discuss overall strategy of Open Spaces in Berinsfield.
12. **Social Media.** The Clerk has initiated the setting up of a Social Media presence for Berinsfield Parish Council. However there is already an existing page that has been dormant for over five years.
13. **Method of Receiving Agendas, Minutes and Correspondence.** The Clerk has emailed Councillors in order to create a register of preference for methods of receiving agendas, minutes and correspondence. Four councillors have registered their preference for electronic agendas, minutes and correspondence. Councillors are asked to inform the Clerk should they wish to register their preference.
14. **Internal Audit.** A letter of engagement has been signed and sent to Ms. Theresa Goss and she has been appointed as the Internal Auditor for Berinsfield Parish Council. An update on the process will be provided.
15. **Berinsfield Health and Wellbeing Grants Panel Meeting.** The Parish Council is asked to note that grants have now been allocated and, at the request of South Oxfordshire District Council, the funds are being paid to the recipients.
16. **Berinsfield Neighbourhood Plan.** South Oxfordshire District Council have set a date of 6<sup>th</sup> February 2025 for a referendum on whether to adopt Berinsfield Neighbourhood Plan. Information and guidance on the referendum has been issued to the Parish Council and circulated to Councillors.

17. **Correspondence and items for information.**

- a) Communication on Pétanque Court – Correspondence from a resident has been received complaining that the Pétanque Court is left unfinished and is an eyesore to residents. The Clerk is awaiting an update on the plan for the completion from Hendriette Knouwds.
- b) Berinsfield Regeneration Strategy Meeting – To note that the Chair, Vice Chair and Clerk attended the Berinsfield Regeneration Strategy Meeting and discussed the regeneration of Berinsfield with South Oxfordshire District Council Officers.
- c) Bench Installation in Berinsfield – The SPF funded benches to be installed in Berinsfield have been ordered by Hendriette Knouwds and an eight week delivery lead time is to be expected. The Clerk will be informed by Wicksteed Leisure Ltd. when the benches are ready for delivery and installation.
- d) Parking at the Health Centre and Pharmacy – The Clerk has contacted both the Health Centre and the Pharmacy to address the issue of delivery vehicles parking and preventing access for disabled residents. The Health Centre have acknowledged the issue and committed to addressing it, as yet there has been no response from the Pharmacy.
- e) Footpath at Glyme Drive – The Clerk contacted Highways Engagement regarding the footway at Glyme Drive being in a condition that makes it dangerous for wheelchair users. Highways Engagement visited the site and agreed that it presents a danger. Repairs will be made within 28 days.
- f) Footway at Wimblestraw Road – The Clerk received correspondence from Highways Engagement that the previous report of an uneven surface at the footway at Wimblestraw Road has not met safety criteria. This will be considered for future slurry sealing works but at present a timescale has not been provided.
- g) Men In Sheds, The Berin Centre – The Berin Centre are running a “Men In Sheds” scheme and have requested to meet with the Clerk to enquire about space adjacent to the Pavilion being used for this scheme. The Parish Council are asked to consider if there is a space that would be deemed appropriate for this use.
- h) Clerk Training – The Clerk has now completed FILCA training, is currently studying ILCA training and has also completed website maintenance training from Vision ICT.
- i) Camera Overlooking Bridleway – The Clerk received a phone call from a resident reporting a camera being placed on top of a pole overlooking the Roman Road bridleway. The Clerk asked for pictures and has been told it has since been removed. Enquiries as to the location, purpose and owner are ongoing.
- j) Commemorative Plate – The Clerk has contacted the Library Manager to ask if the commemorative plate that was gifted to the Parish Council by relatives of service personnel stationed at Mount Farm could be displayed in the Library. To date no response has been received.
- k) Meeting Freddie Van Mierlo MP – Mr. Freddie Van Mierlo MP has agreed to meet Councillors on Friday 11<sup>th</sup> April 2025 at The Pavilion. An alternative offer for an online Teams meeting has also been made, which could take place before this date. The Parish Council is asked to consider its preference on which it would prefer.

- 1) Repairs to Play Equipment. Wicksteed Leisure Ltd. carried out the annual inspection of the play equipment on the Lay Avenue and Lodden Avenue Play Areas on 5<sup>th</sup> September and quotations have now been obtained for the supply and installation of the parts to repair the play equipment and outside gym equipment.

Lodden Avenue Play area £968.37 plus VAT  
Lay Avenue Play area £447.76 plus VAT

The Inspector has mentioned the small gaps that have occurred between the wet pour and the wooden edges under some of the items of play equipment, but at the present time quotations have not been requested to carry out infill work.

The Parish Council is asked to approve the above expenditure, to be taken from the Play Area Equipment budget in order that the repairs can be carried out.

18. **Statement of Accounts for payment in January.** To be circulated at the meeting.
19. **Bank Statements.** To inspect the balances on the bank statements for the Parish Council's three accounts and to sign the reconciliation.
20. **Items for report to Chairman.**
21. **Date of next Parish Council Meeting** - 3<sup>rd</sup> February, 2025.