

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 11th May 2026 at 7.15pm in
Berinsfield Sports Pavilion, Lay Avenue, Berinsfield.**

6th May 2025

Alex Marasco
Clerk to the Council

AGENDA

1. **Election of Chair for the year 2026-27.**
 2. **Election of Vice-Chair for the year 2026-27.**
 3. **Items Raised by Members of the public.**
 4. **Declaration of Interests.**
 5. **County Councillor's Report.**
 6. **District Councillor's Report.**
 7. **To Appoint Members to serve on Parish Council Committees/Sub-Committees for the year 2025-26. A maximum of seven members should be appointed to serve on each committee.**
 - a) Finance, General Purposes and Solar Farm
 - b) Allotments, Pavilion, Playing Fields, Open Spaces and Burial Ground
 - c) Staffing
 - d) Freedom of Information/GDPR/Complaints
 - e) Planning, Highways and Public Transport
- The Chair and Vice-Chair are ex-officio members of all of the above Committees.
8. **To receive and approve the Minutes of the Parish Council meeting held on 13th April 2026.**
 9. **To consider planning applications and decisions received to date (if any).**
 10. **To consider adopting the new policies and to implement their use.**
 - a) Lone Working Policy
 - b) Complaints Policy
 - c) Social Media and Communications Policy
 - d) Publication Scheme
 - e) General and Sexual Harassment Policy
 - f) Civility and Respect Pledge
 - g) IT Policy

- h) Data Protection Policy
- i) Freedom of Information Policy
- j) Health and Safety Policy
- k) Internal Financial Controls Policy
- l) Internal Financial Controls Checklist
- m) Grant Awards Policy

11. **To consider the review of existing documents and policies.**

- a) Standing Orders
- b) Financial Regulations
- c) Code of Conduct
- d) Data Deletion Policy
- e) CCTV Policy
- f) Payment Authorisation Policy
- g) Berinsfield Sports Pavilion Hire Agreement
- h) Berinsfield Sports Pavilion Booking Cancellation Policy
- i) Memorial Bench Policy
- j) Risk Management Policy

12. **Internal Audit 2025-26.** To receive and consider the report and action plan from the Internal Auditor following the conclusion of the internal audit for the year 2025-26.

13. **Audit 2025-26.** The Parish Council is asked to consider the following items relating to the Internal and External Audit of 2025-26 financial year.

- a) Annual Governance Statement – To respond appropriately to the questions on the Annual Governance Statement.
- b) Accounting Statement – To consider and agree the accounting statement figures.
- c) Electors Rights – to decide the dates of the Exercise of Public Rights as to

14. **Stewardship Proposal.** To consider feedback from community organisations on the stewardship proposal adopted by Berinsfield Parish Council.

15. **Allotments.**

- a) To consider requests from members of the public to implement concessions to tenancy fees for those with disabilities, low income or qualifying for state pension.
- b) To consider a request from an allotment tenant to rent part of plot 1, which is currently unused, for the purpose of storage.
- c) To consider a request from an allotment tenant for a second tap to be installed.
- d) To consider a request from an allotment tenant for a skip to be provided.
- e) To consider a request from an allotment tenant for the fence between the field and the allotments to be repaired or replaced.

16. **Planters.** To consider a quotation for the supply and installation of plants to the Parish Council planters for summer 2026.

17. **Insurance.** To consider approval of payment for invoice from Zurich insurance as per the long term insurance schedule at an amount of £7,701.40
18. **Berinsfield Village Voice.** To consider a response to news that Berinsfield Village Voice may stop publishing and receive report of options from the Clerk.
19. **Abbey Woods Spinney.** To consider a quotation from A&W Grounds to extend the already installed path to phase 2 and additional mulch for phase 1.
 - a) Quotation to extend existing path – £3,138.27
 - b) Quotation for additional mulch - £280.00
20. **Memorial Benches.** To consider the position of the Croft memorial bench in Berinsfield Burial Ground.
21. **Correspondence and Items For Information.**
 - a) A meeting is scheduled between the Parish Council and Community First Oxfordshire regarding stewardship workshops for 20th May 2026.
22. **Statement of Accounts for Payment in April.**
23. **Bank Statements.** To inspect the balances on the bank statements for the Parish Council's three accounts and to sign the reconciliation.
24. **Items for Report to Chair.**
25. **Date of Next Meeting** – 1st June 2026.