

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 12th May 2025 at 7.15pm in
The Church Hall, Wimblestraw Road, Berinsfield, OX10 7LW**

5th May 2025

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. **Election of Chairman for the year 2025-26.**
5. **Election of Vice-Chairman for the year 2025-26.**
6. **County Councillor's Report.**
7. **District Councillor's Report.**
8. **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, Playing Fields, Open Spaces and Burial Ground
 - c) Pavilion
 - d) Appointments
 - e) Freedom of Information/GDPR/Complaints
 - f) Planning, Highways and Public Transport

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

9. **To receive and approve the Minutes of the Parish Council meeting held on 7th April 2025.**
10. **To receive and approve the Minutes of the Finance Committee meeting held on 10th April 2025.**
11. **To consider planning applications and decisions received to date (if any).**
 - a) P25/S0930/HH – 3 Chiltern Close, Berinsfield, OX10 7PZ - Single storey front extension.

- b) P25/S1267/HH - 8 Wimblestraw Road, Berinsfield, OX10 7NA - Demolition of existing garage & outhouse. Single storey front and rear extensions with part two storey rear extensions with first floor side extension.
- c) P25/S0603/HH - 6 Roman Road, Berinsfield, OX10 7QN - Erection of a car port (retrospective). **Planning permission refused.**

12. **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.** To receive an update on the progress of the projects and any other relevant information relating to the projects.

- a) Bendcrete are currently on site and constructing the additional capacity to the Skatepark.
- b) There has been one week during which no contractor attended site, this was advised as staff sickness but assurance has been given that the project will not be delayed.
- c) Progress reports have been sent periodically by Bendcrete and shared with the Parish Council.
- d) Bendcrete has finalised a permanent sign for the Skatepark which is shared with this agenda.
- e) C&K Contractors have experienced some delays and are now hoping to start construction of the pump track no later than 12th May. An initial deposit has been paid for the works.

13. **Abbey Woods Spinney.** To receive an update on the progress of the Abbey Woods Spinney scheme and any information arising between meetings.

- a) A&W Grounds has submitted a quote for the initial weed control at Abbey Woods Spinney of £220.00.
- b) A&W Grounds agree to swap maintenance of the grass area behind the war memorial for the ongoing control of weeds in Abbey Woods Spinney gathering area, as requested at the last meeting of the Parish Council.
- c) A&W Grounds are happy to install the moon gate and dead hedge at Abbey Woods Spinney gathering area and it will fall under their ad-hoc rate.
- d) A Forest School leader that submitted requests for the last meeting has fed back that weed killing is against Forest School ethos and has asked that the Parish Council use membrane to control the weeds in Abbey Woods Spinney.
- e) CCTV has been purchased for use in Abbey Woods Spinney.
- f) The Parish Council is asked to consider adopting the Terms of Use Agreement for Forest Schools, drafted by the Clerk.
- g) The newly installed squirrel sculpture in Abbey Woods Spinney has unfortunately been damaged.
- h) A&W will provide a quote for the creation of a wild flower meadow to the area behind the war memorial.

14. **The Pavilion Repairs.** To receive an update on the progress of the repair to the Pavilion.

- a) The Clerk and Chairman met with the insurers Loss Adjuster and Surveyor on 15th April at the Pavilion.
 - b) Quotes have been submitted to the loss adjuster, with the Parish Council's insurers having shortlisted one quote.
 - c) The Clerk is asking for an update on the insurance claim from the loss adjuster daily.
15. **The Pavilion Improvements.** The Parish Council has received funding from SODC for improvements to be carried out to the Pavilion, including energy efficiencies and solar panels. The Clerk is in the process of obtaining three quotes for these improvements.
- a) The Clerk and Cllr Scate are scheduled for a Teams meeting with NGRE Solar, to ensure that their quote accurately meets the needs of the Parish Council.
 - b) JE Solar has submitted a quote with adaptations suggested by the Clerk and Cllr Scate.
 - c) Eco-Ess will be meeting with the Clerk and Cllr Scate on a date to be confirmed, to ensure that their quote accurately meets the needs of the Parish Council.
 - d) The Clerk has prepared several documents for Parish Council consideration around the management of the Pavilion upon reopening. The Clerk recommends that the Parish Council schedules a meeting of its Open Spaces Committee in order to go through these documents.
 - e) The Chairman and Vice-Chairman of the Parish Council met with an architect at the Pavilion to gain initial ideas for any future development. A fee of around £5,000.00 is required for development of plans for how to develop the Pavilion.
16. **Berinsfield Burial Ground.** To receive updates and information on Berinsfield Burial Ground.
- a) The case regarding the CCTV that was damaged in Berinsfield Burial Ground is ongoing.
 - b) A resident has submitted a request to purchase a bench and plaque to install into the burial ground. The Clerk has asked for a link or drawing of the proposed bench and plaque. The Parish Council is asked to consider this request.
 - c) A resident has asked to install a small stake into the scented meditation garden in memory of a loved one that was buried in Abingdon. The Parish Council is asked to consider this request.
 - d) A sign has been installed in the scented meditation garden to show the purpose of the garden, as agreed at the last meeting of the Parish Council.
 - e) The previous bin in the Burial Ground was unfit for use and two new bins have been installed for £64.99.
 - f) The Parish Council is asked to review the Burial Ground Regulations for the next 12 months.
 - g) A resident volunteer has suggested they would be happy to paint the gates of the burial ground, the Parish Council is asked to consider this proposal.
 - h) A resident has requested the provision of lighting and new fencing in the burial ground. The Parish Council is asked to consider this request.
17. **Review of Parish Council Documents.** To consider the review of Parish Council documents.

- a) The Parish Council is asked to consider the review of its Standing Orders in line with its policy to do so annually. Members are asked to confirm if they have a copy of the standing orders, as should be the case.
 - b) The Parish Council is asked to consider the review of its Financial Regulations and to make amendments in line with its newly adopted Payment Authorisation Policy.
 - c) The Parish Council is asked to consider the review of its Burial Ground Regulations.
18. **Meeting Freddie Van Mierlo MP.** To receive an update and information on the rearranged meeting between the Parish Council and Freddie Van Mierlo MP.
- a) A rearranged meeting of 19th May at 11.30am has been agreed with the MP's office and will take place at the BCA.
19. **Audit 2024-25.** The Parish Council is asked to consider the following items relating to the Internal and External Audit of 2024-25 financial year.
- a) Internal Audit – To receive an update on the progress of the Internal Audit by appointed auditor Theresa Goss.
 - b) Annual Governance Statement – To respond appropriately to the questions on the Annual Governance Statement.
 - c) Accounting Statement – To consider and agree the accounting statement figures.
 - d) Electors Rights – to decide the dates of the Exercise of Public Rights as to
20. **Staff Appraisals.** To consider a date for annual appraisals with members of staff.
- a) The Parish Council is asked to consider the date of 19th May 2025, to complete appraisals with both members of staff.
 - b) The Parish Council is asked to delegate authority to complete these appraisals to the Appointments Committee or the Chair and Vice-Chair of the Parish Council.
21. **Clerk Training.** To receive an update on the Clerk's ongoing training.
- a) The Clerk has completed the initial two courses that he was enrolled on (ILCA and FILCA).
 - b) The Parish Council is asked to consider the purchase of CILCA training and qualification for the Clerk.
22. **Correspondence and items for information.**
- a) Allotments Hedge – A&W Grounds have agreed to provide a quote for the cutting of the allotment hedge from 12 foot to 6 foot, as requested at the last meeting of the Parish Council. The Parish Council is asked to note that a survey must be completed to ensure there are no nests in the hedge and that this work is recommended to take place later in the year.
 - b) Rugbytots – The Clerk met with SODC's Community Development Officer and the owner of the local Rugbytots Franchise on 1st May. Rugbytots will be bringing taster sessions to Berinsfield Recreation Ground, free of charge working with SODC. The Parish Council is asked to consider granting use of the Pavilion toilets for these taster sessions.

- c) Football Pitch Renovation – The Parish Council is asked to consider renovation of its football pitches as it has done in previous years. The cost for this in the last financial year was £9675.
- d) Scribe Accounts Package – As per the previous meeting of the Parish Council, Scribe’s accounts, allotment, cemetery and bookings packages have been purchased and the Clerk is using them. All accounts practices are live with Scribe. Work is ongoing to ensure that allotments, cemetery and bookings will be used to its full potential.
- e) Hot Air Balloon Landing – In April, a hot air balloon landed on Berinsfield Recreation Ground and staff were asked to unlock the gates to the Recreation Ground to allow access. No prior warning was given to the Parish Council, nor permission sought. The Clerk has written to the owners/operators of the balloon to ask that permission is sought prior to landing in the future and to advise that the Parish Council will seek any damages from the owners/operators.
- f) Summer Basket Displays – ID Verde will deliver and install the summer hanging basket displays on 21st May, in line with the contract signed for 2024-26.
- g) Planting of Trees – Tree planting by Complete Tree Services is rescheduled for 7th May and the Clerk will meet contractors onsite to confirm placement of the trees.
- h) Bottle Bank – The Clerk was alerted to the bottle bank in Green Furlong overflowing and additional bottles being stored outside of the bin. The Clerk has written to SODC officers, who have confirmed that it will be collected. They will also seek to paint hatches around the bank to deter parking which has prevented access for their vehicles in the past.
- i) Defibrillator – The defibrillator that the Parish Council received grant funding for has been purchased and replaced the older and out of warranty unit at the dental studio.
- j) Co-producing a SEND Parent/Carers Support Group in Berinsfield – An invitation to discuss setting up a support group has been received from SODC officers. The Parish Council is asked to consider engaging in this process.
- k) VE Day Celebrations – The Parish Council will light a beacon at 9.30pm on 8th May in celebration of VE Day’s 80 year anniversary. A hymn will be played and those in attendance are asked to sing along.
- l) Litter at Lodden Avenue Play Area – A resident has emailed to complain about the litter in Lodden Avenue Play Area. The resident is a regular attendee with her young child and has said that it has become a major issue and she has to monitor to ensure her child does not touch the rubbish. This resident has asked the Parish Council for actions to ensure the issue is tackled.
- m) Review of Insurance Policies – To review the insurance arrangements and policies covering the Parish Council.

23. **Statement of Accounts for payment in April.** To be circulated at the meeting.

24. **Bank Statements.** To inspect the balances on the bank statements for the Parish Council’s three accounts and to sign the reconciliation.

25. **Items for report to Chairman.**

26. **Date of next ordinary Parish Council Meeting – 2nd June 2025.**