

MINUTES OF THE MEETING OF BERINSFIELD PARISH COUNCIL held on Monday 3rd April, 2023 at 7.15 p.m. in the Church Hall, Wimblestraw Road, Berinsfield, Oxon.

PRESENT : Councillor S. Scott-Ely Chairman
Councillor I. Bunyan
Councillor K. Chrisp
Councillor B. Fearneyhough
Councillor S. Henry
Councillor Mrs. A. Jones
Councillor R. Parsons
Councillor D. Scate

Also present:

District and County Councillor Robin Bennett for part of the meeting

Mr. Charles Campion from JTP for part of the meeting

Six members of the public

Annette Loveland, Clerk to the Council

1. Items raised by Members of the public

a) “No entry” signs, Colwell Road, Berinsfield. A resident from Colwell Road informed the Parish Council that better signage is required at the exit end of the Colwell Road one way system to prevent drivers using the exit end of the road as an access. The Parish Council agreed to contact Oxfordshire County Council to ask if they could provide better signage at the exit end of the Colwell Road one way system.

b) Access to the spinney area from the A4074. The Parish Council was informed that mopeds are able to get through the bollards at the end of the path that leads from the A4074 into the spinney area at the end of Fane Drive and a request was made for a more suitable barrier at the A 4074 end of the path. The Parish Council agreed to contact Oxfordshire County Council with regard to this request.

c) Vision of Berinsfield Garden Village Engagement Process. Mr. Charles Campion, a Partner in JTP, a firm of Architects and Master Planners attended the meeting and gave a brief report about the community planning event held in the village on 31st March and 1st April, 2023. He said that the event was very successful and various workshops were held. A newsletter will be produced and this will be available at the follow-up meeting to be held at 7 p.m. on the 18th April, 2023 at the Berinsfield Community Association premises.

The Chairman, Councillor Stuart Scott-Ely referred to the need for a second access into the village prior to any development taking place at Mount Farm and asked what the proposals were for this. Mr. Campion informed the Parish Council that there were four options being considered for a second access and that he was meeting with Ptarmigan and Oxfordshire County Council to discuss this on 5th April. An update would be available following that meeting.

Councillor Bunyan asked Mr. Campion if the plan was to invest in the existing village before the new development commenced. Mr. Campion said Ptarmigan had indicated there could be some upfront investment. District Councillor Robin Bennett stated that there were some funds available under the Berinsfield Garden Village scheme that could be used for small items. A member of the public added that infrastructure should be in place before development takes place.

2. **Apologies for absence** were received from Councillors Bridge, Crawford, Croft and Mundy.
3. **Declarations of Interests.** There were no declarations of interest.
4. **County Councillor's Report.** County Councillor Robin Bennett had prepared a written report which had been circulated to all persons present at the meeting. A copy of the report is also on the Parish Council's website, www.berinsfield-pc.gov.uk. The items contained in the report were noted by the Parish Council.
5. **District Councillor's report** District Councillor Robin Bennett had prepared a written report which had been circulated to all persons present at the meeting. The information contained in the report was noted by the Parish Council and a copy of the report is also on the Parish Council's website www.berinsfield-pc.gov.uk
6. **To receive and approve the Minutes of the Parish Council meeting held on 6th March 2023.** It was AGREED that the Minutes of the Parish Council meeting held on 6th March 2023 should be APPROVED.
- a) Minute No. 9 (c) Parish Council's notice board. The Parish Council was informed that it would not be possible to re-locate the Parish Council's notice board to the site behind the metal bench outside the Health Centre as it would not provide enough room for people to get close to the notice board to read items posted on it. Other locations near to the Health Centre were discussed and Councillor Chrisp agreed to speak to the Health Centre Manager to see if approval could be obtained to re-locate the notice board to a more convenient site near to the Health Centre.
7. **To receive and approve the Minutes of the Finance Committee meeting held on 20th March, 2023.** It was AGREED that the Minutes of the Finance Committee meeting held on 20th March, 2023, including :-
- a) Souvenirs for the Coronation of King Charles III
- b) Grant aid applications
- c) Review of Parish Council's documents
- i) Effectiveness of the internal audit for 2021-22
- ii) Risk assessment for 2023-24
- iii) Standing Orders
- iv) Financial Regulations
- d) Dropped kerb from Lay Avenue to the recreation ground
- e) Locking the pedestrian gate to the Burial Ground
- should be APPROVED.
8. To consider planning applications and decisions received to date

a) **Planning Decision P22/S4625/FUL Extensions and alterations to existing building to facilitate change of use from public house (sui generis) to residential (Use Class C3) providing seven flats with parking, amenity space and associated works. 19 – 19a Fane Drive, Berinsfield OX10 7ND.** The Parish Council noted that planning permission has been granted.

The Parish Council also noted that the addresses for the properties currently known as 19 – 19a Fane Drive would be changed to 19, 19a, 19b, 19c, 19d, 19e and 19f.

9. **Berinsfield Neighbourhood Development Plan.** The Chairman and Clerk had a virtual meeting with Mr. Ricardo Rios from South Oxfordshire District Council to progress the Berinsfield Neighbourhood Development Plan. A further virtual meeting has been arranged for 10th May, 2023, following which a further update will be provided to the Parish Council.

10. **Correspondence and Items for information.**

a) **Annual Open Parish Meeting.** It was noted that the Annual Open Parish Meeting would be held at 7 p.m. on 24th April, 2023 in the Church Hall, Wimblestraw Road, Berinsfield.

b) **South Oxfordshire District Council Capital Grant for installation of solar panels on the Pavilion, Lay Avenue, Berinsfield.** The Parish Council noted that South Oxfordshire district Council has awarded the Parish Council the sum of £11,261 towards the cost of installing solar panels on the roof of the pavilion, subject to a full energy audit being carried out and that evidence is provided that all funding for the project has been secured. The Parish Council is currently awaiting the report from a decarbonisation audit carried out on the pavilion.

The Parish Council AGREED that the Clerk and Chairman should be authorised to accept the grant from South Oxfordshire District Council subject to the conditions specified in the grant offer regarding the audit and funding.

c) **Oxfordshire County Council, Freight and Logistics Strategy July 2022**
The Parish Council was informed that Oxfordshire County Council adopted the Strategy in July, 2022 and it included a commitment to explore an area based approach to weight restrictions. They are now progressing this action and conducting a study to investigate the feasibility of area based weight restrictions. They are inviting local stakeholders to share their views on where there are existing or potential future challenges with inappropriate Heavy Goods Vehicle movements. This is an engagement to inform the study and not a consultation on proposals. The Parish Council considered this information and it was AGREED that Oxfordshire County Council should be informed that the Parish Council would like them to look at :-

The road from the Golden Balls roundabout to Chislehampton B4105
Haywards bridge in Drayton St. Leonard

d) **Use of recreation ground, Berinsfield.** The Parish Council AGREED that South Oxfordshire District Council should be informed that the following events could be held on the recreation ground in Berinsfield, subject to the organisers completing a booking form and providing their own insurance cover :-

i) Two events on the skateboard park organised by South Oxfordshire District Council in conjunction with ATB, subject to funding be found by South Oxfordshire District Council and dates to be confirmed.

ii) Launch the table tennis table on either 30th, 31st May or 1st June in conjunction with running an Xplorer event at the same time.

e) **Request for additional car parking in the village.** The Parish Council noted that staff from SOHA Housing have agreed to meet representatives of the Parish Council to look at sites that could possibly be used to provide additional car parking in the village. It was AGREED that SOHA Housing should be asked to suggest some dates for the proposed meeting.

f) **OALC Executive Committee.** The Parish Council noted that Councillor Bridge is currently a member of the Executive Committee, representing South Oxfordshire. Councillor Bridge had indicated that he would be happy to be nominated again to serve on the Executive Committee. It was AGREED that Berinsfield Parish Council should nominate Councillor Bridge to serve on the OALC Executive Committee for a period of four years. It was noted that if there are more nominations than places, an election would take place at the OALC Annual General Meeting on 3rd July, 2023.

g) **Berinsfield Fete 24th June 2023.** The Parish Council had been asked by the organiser of the fete if it would be prepared to arrange for the village fete to be included on the Parish Council's insurance policy. This has been done in the past. It was AGREED that the Parish Council should ask its insurers to include cover for the village fete on its policy for 2023/24.

h) **Damage to the Pavilion railings.** The Parish Council noted that John O'Conner have ordered a new railing panel and will install this when it is delivered in May 2023.

i) **Souvenirs for the Coronation of King Charles III.** Details of medals suitable for presenting to children at Abbey Woods Academy and the Pre-school had been circulated electronically to the Members of the Parish Council for consideration. Members considered that the medal produced by Direct Source (UK) Ltd, would be suitable and should be engraved to show that it was presented by the Parish Council. It was AGREED that the Clerk should order 250 medals to be given to pupils at Abbey Woods Academy and Berinsfield Pre-school.

The Parish Council also AGREED to purchase a metal bench with an appropriate plaque on it to commemorate the Coronation of King Charles III on 6th May, 2023.

j) **SOHA Housing.** The Parish Council noted that SOHA Housing will be arranging for two members of the Housing Team to be available to meet residents living in the village on 6th April, 4th May and 1st June between 9 a.m. and 12 noon at Berinscourt House.

k) **Vandalism in the Burial Ground during the weekend of 11th/12th March 2023.** The Parish Council noted the report in the agenda about the vandalism that took place in the Burial Ground. Since that time arrangements have been made with the grounds maintenance contractors to lock the pedestrian gate at dusk or 9 p.m. whichever is earlier and to unlock the gate at 7.30 a.m. each day. A CCTV camera has been installed and the appropriate notice has been installed in an attempt to prevent any further incidents of vandalism.

l) **Dip in footpath from end of Chiltern Close to the Roman Road across the playing field.** It had been reported at the Parish Council meeting held on 6th March that the path running diagonally across the recreation ground had sunk causing a dip which was causing problems for people using mobility aids. A photograph of the damaged area was circulated at the meeting and it was AGREED to ask the contractors who have been engaged to carry out the works in the Burial Ground and on the recreation ground if they can lay some tarmac to level the path. A request was also made by a resident for repairs to be carried out to the bridleway through the centre of the Burial Ground and a request will be made to Oxfordshire County Council as the bridleway is in their ownership.

m) **Letters from children who live in Berinsfield and attend Clifton Hampden Primary School.** The year 5/6 children aged 9 – 11 years who attend Clifton Hampden Primary School and live in Berinsfield have written to the Parish Council to say what they like about the village and what improvements they would like to see. The letters were circulated at the meeting. It was AGREED that the Clerk should be asked to reply to the teacher who had kindly forwarded the letters to inform her that the Parish Council was very pleased to receive and read the letters from her students. The Parish Council would like to congratulate them on their comments and feed back and will consider all the positive comments and try to incorporate them in the plans for Berinsfield Garden Village.

As many of the comments referred to lack of litter bins, it was AGREED that two additional metal litter bins should be ordered to be installed in the village.

11. **Statement of accounts for payment in March and April 2023.** It was AGREED that the statement of accounts for payment in March, 2023 in the sum of £14,582.18 and April in the sum of £379.75 should be APPROVED

12. **To inspect the Parish Council's bank statements for March 2023.** The bank statements were circulated to those present at the meeting and the balances were noted by the Members of the Parish Council.

13. **Items of report to Chairman.**

i) **Burial Ground.** Councillor Chrisp suggested that the Parish Council should give consideration to using the land to the left-hand side of the main gate in the Burial Ground for allotments on a temporary basis until such time as the area is required for burials. He felt it would encourage more people to visit the Burial Ground and thereby provide more security for the area. The Parish Council noted Councillor Chrisp's request.

ii) **Village History.** Councillor Chrisp suggested that paths/routes in the village should be given names to reflect the history of the village. He also referred to the historical documents and photographs stored in the Library and stated that if at all possible these items should be retained in the village and not put into storage at the History Centre in Oxford. It was AGREED that Councillor Chrisp should visit the Library to find out how much space would be required for storage of the historical documents.

iii) **"No through road" signs.** Councillor Chrisp asked if the Parish Council could again request that "No through road" signs be installed at the entrances to all of the cul-de-sacs in the village in an attempt to make it clear that any vehicles entering the cul-de-sacs would have to turn around and exit on the same road. There are occasions when there is insufficient room for large vehicles to turn around and they have to reverse out of the roads.

14. **Date of next meeting – 15th May, 2023**

15. **Confidential Items.** In view of the confidential nature of the items to be discussed, the press and members of the public were asked to leave the room.

a) To receive and approve the confidential Minutes of the Parish Council meeting held on 6th March, 2023.

- i) Burial Ground improvements
- ii) Provision of solar panels on the roof of the pavilion

It was AGREED that the Confidential Minutes of the Parish Council meeting held on 6th March, 2023, should be APPROVED.

