

MINUTES OF THE MEETING OF BERINSFIELD PARISH COUNCIL held on Tuesday 9th May, 2023 at 7.15 p.m. in the Church Hall, Wimblestraw Road, Berinsfield, Oxon.

PRESENT : Councillor S. Scott-Ely Chairman
Councillor P. Bridge
Councillor I. Bunyan
Councillor K. Chrisp
Councillor S. Crawford
Councillor B. Fearneyhough
Councillor Mrs. A. Jones
Councillor D. Scate
Councillor A. Woodington

Also present:

District and County Councillor Robin Bennett for part of the meeting
Four members of the public
Annette Loveland, Clerk to the Council

Prior to the start of the meeting, the Councillors present at the meeting signed their declaration of acceptance of office document and these were witnessed by the Clerk.

The Chairman welcomed Councillor Woodington as a Member of the Parish Council. The election on 4th May, 2023 was uncontested as only eleven candidates stood for twelve vacancies, therefore everybody who submitted a nomination paper automatically became a Member of the Parish Council.

1. **Election of Chairman.** It was proposed by Councillor Chrisp, seconded by Councillor Bunyan and AGREED that Councillor Scott-Ely should be Chairman of Berinsfield Parish Council for 2023-24. Councillor Scott-Ely signed his declaration of acceptance of the office of Chairman.

2. **Election of Vice-Chairman.** It was proposed by Councillor Crawford, seconded by Councillor Scate and AGREED that Councillor Bridge should be Vice-Chairman of Berinsfield Parish Council for 2023-24. Councillor Bridge signed his declaration of acceptance of office of Vice-Chairman.

3. **Items raised by Members of the public**

a) **Classic Car Event, 17th June 2023.** The organisers of the Classic Car event being held on the recreation ground on the 17th June, 2023 attended the meeting. They confirmed that they have the relevant insurance in place for the event and will provide the Parish Council with a copy of the document. A visitors' car park will be set up in the field at the junction of the A415 and A4074. The organisers anticipate that there will be a large number of exhibitors vehicles and asked if it would be possible for them to be displayed on both sides of the recreation ground, avoiding the pitch area by the pavilion. They also asked if it would be possible to use the toilet facilities in the pavilion. The Parish Council agreed that vehicles could be displayed on both sides of the recreation ground, but that care should be taken to keep them off the pitch areas. The Parish Council agreed not to charge for use of the toilet facilities in the pavilion. Residents of Lay Avenue and part of Evenlode Drive have been made aware of the event and the need for the road to be kept as clear as possible of parked vehicles on the 17th June. Signs will be erected to direct vehicles to the recreation ground and the organisers will ensure that these are all removed after the event.

b) **Berinsfield Youth Council** A representative from the Berinsfield Youth Council informed the Parish Council that they would like to improve Berinsfield Youth Councils' connections with young people in the surrounding villages. The Clerk and District Councillor Bennett agreed to contact the Parish Council Clerks in the surrounding villages to ask if they have a Youth Council and if so, if their details could be passed to the Clerk of Berinsfield Parish Council who would pass them on to Berinsfield Youth Council's representative.

4. **Apologies for absence** were received from Councillor Henry and Councillor Parsons. The Parish Council AGREED that it would be in order for Councillors Henry and Parsons to sign their declaration of acceptance of office at the next Parish Council meeting.

5. **Declarations of Interests.** Councillor Scate declared his interest as a Trustee of the Berin Centre. Councillor Mrs. Jones declared an interest as a volunteer at the Berry Youth Centre.

6. **County Councillor's Report** County Councillor Robin Bennett was present at the meeting and gave a verbal report.

County Councillor Priority Fund. County Councillor Bennett informed the meeting that a new online application form for the Councillor Priority fund is now available at www.oxfordshire.gov.uk/councillorpriorityfund Each Councillor has a budget of £15,000 to award over two financial years from April 2023 – March 2025.

7. **District Councillor's Report.** District Councillor Bennett informed the meeting that the new changing rooms at the Abbey Sports Centre have now been opened and that work should start on the astro turf pitch and the floor in the sports hall in due course.

Councillor Bridge asked if the report from Oxford Architects in respect of Berinsfield Garden Village had been received by South Oxfordshire District Council. District Councillor Bennett informed the meeting that he had not seen the report.

8. **To receive and approve the Minutes of the Parish Council meeting held on 3rd April, 2023.** It was AGREED that subject to the date of the next meeting being amended from 15th May to 9th May, 2023, that the Minutes of the Parish Council meeting held on 3rd April, 2023 should be APPROVED.

9. Matters Arising.

a) **Minute No. 10 c Request for additional car parking in the village**
Councillors Bridge and Scott-Ely attended a site meeting with officers from SOHA Housing to look at sites that could possibly be converted to additional car parking spaces. The Parish Council is waiting to hear back from SOHA Housing following this meeting.

b) **Minute No. 13 (i) Burial Ground.** The Parish Council had noted Councillor Chrisp's request that consideration should be given to using part of the un-used Burial Ground for allotment plots. The Parish Council considered that if there was a need for additional allotment plots in the village that perhaps the community garden owned by SOHA Housing could be used for this purpose rather than the Burial Ground. SOHA Housing will be contacted with regard to this matter.

c) **Minute No. 13 (iii) "No Through Road" signs.** A request has been made to South Oxfordshire District Council with regard to the need for the street name plates on the cul-de-sacs leading from Fane Drive to indicate that they are no through roads in order to prevent drivers entering the roads thinking they can gain access to other roads.

10. To consider planning applications and decisions received to date

a) Planning Application No. P23/S1006/FUL Portacabin unit within existing playground area. The Berin Centre, Wimblestraw Road, Berinsfield OX10 7LZ The Parish Council considered this application and AGREED to inform South Oxfordshire District Council that it supports the application and has no objections.

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11. Berinsfield Parish Council Accounts 2022/23.

A copy of the Annual Governance and Accountability Return 2022/23 was circulated to all Members of the Parish Council, together with a copy of the Income and Expenditure account for 2022-23 and the report from the Internal Auditor, Mrs. Jane Olds.

The Parish Council completed Section 1 of the Annual Governance Statement 2022/23 at the meeting.

a) The Parish Council approved the Annual Governance Statement 2022/2023 and AGREED that the Chairman and Responsible Financial Officer should be authorised to sign it on behalf of the Parish Council

b) The Parish Council approved the Accounting Statement 2022/23 and AGREED that the Chairman and Responsible Financial Officer should be authorised to sign it on behalf of the Parish Council

It was AGREED to note the contents of the Internal Auditor's report for 2022/23 and to take the relevant action on the recommendations made therein.

12. To appoint Members to serve on Parish Council Committees/Sub-Committees for the year 2023-24

It was AGREED that the following Councillors should serve on Parish Council Committees/Sub-Committees and represent the Parish Council on outside organisations for the year 2023-24.

Finance Committee Solar Farm Sub-Committee Councillor S. Scott-Ely Councillor P. Bridge Councillor I. Bunyan Councillor Chrisp Councillor S. Henry Councillor Mrs. A. Jones Councillor D. Scate	Pavilion Committee Councillor S. Scott-Ely Councillor P. Bridge Councillor I. Bunyan Councillor S. Crawford Councillor S. Henry Councillor D. Scate
Allotments, Playing Fields, Open Spaces, Burial Ground & Skateboard Park Committee Councillor S. Scott-Ely Councillor P. Bridge Councillor I. Bunyan Councillor K. Chrisp Councillor S. Crawford Councillor B. Fearneyhough Councillor Mrs. A. Jones	Planning, Highways & Public Transport Committee Councillor S. Scott-Ely Councillor P. Bridge Councillor K. Chrisp Councillor B. Fearneyhough Councillor S. Henry

Appointments Committee Councillor S. Scott-Ely Councillor P. Bridge Councillor Mrs. A. Jones Councillor R. Parsons Councillor D. Scate	Complaints/Freedom of Information/GDPR Committee Councillor S. Scott-Ely Councillor P. Bridge Councillor K. Chrisp Councillor S. Henry Councillors to be seconded as required
Neighbourhood Development Plan Steering Group All Members of the Parish Council	Public Transport Representative Councillor K. Chrisp
HIF1 Councillor S. Scott-Ely Councillor P. Bridge Councillor B. Fearneyhough Councillor S. Henry	OALC Councillor P. Bridge is a Member of the Executive Committee of OALC until 2023. He has been nominated by the Parish Council to serve as a representative for South Oxfordshire for 2023-27
Berinsfield Garden Village Steering Group Councillor S. Scott-Ely Councillor P. Bridge Councillor K. Chrisp	Oxfordshire Neighbourhood Plan Alliance Councillor B. Fearneyhough

13. **Casual vacancy on Berinsfield Parish Council.** The Parish Council AGREED that the casual vacancy, caused by there being insufficient candidates nominated for the election held on 4th May, 2023, should be advertised with a view to applications being considered at the Parish Council meeting to be held on the 5th June, 2023.

14. **Correspondence and Items for Information.**

a) **Insurance Renewal Proposal.** The Parish Council noted that it has a three year agreement with Zurich Municipal and that the premium for the second year, with effect from 1st June, 2023, will be £7039.58.

b) **Application for Grant Aid.** The Parish Council considered an application for grant aid from the Berry Youth Centre. The Berry Youth Centre planning a residential trip in the summer holidays for the members. The trip would be a two-day, one night visit to Youldbury Scout Camp which offers provision for youth groups to either stay in tented villages or lodges. There are also a variety of extra-curricular opportunities on site that can be booked including abseiling, zip wiring, orienteering, cooking, nature trails and much more. The total cost for the trip, to include the activities, would be £1289.00. The Youth Club and its members have done some fundraising but still require additional funds to be able to book the trip. The Parish Council considered this request and AGREED that a grant of £500.00 should be made to the Berry Youth Centre towards the cost of the residential trip.

c) **Motorcycle gatherings at the H Café.** The Chairman read out a letter from a young resident of Dorchester on Thames which had been forwarded to the Parish Council by the Clerk of Dorchester on Thames Parish Council. The young resident had set out the problems he encounters with sleeping due to the noise of the motorcycles on the A4074, Dorchester by pass.

The Parish Council discussed this matter and it was AGREED that a response should be sent to the Clerk of Dorchester Parish Council to pass on to the young resident indicating that Berinsfield Parish Council share his concerns about this ongoing problem with noise from the motorbikes. Thames Valley Police and Oxfordshire County Council are also aware of the problems and do meet with the groups at the H Café and have asked them to be considerate to local residents when riding in the area.

d) **South Oxfordshire District Council, South Capital Grant – installation of Solar Panels on the Pavilion.** The Parish Council noted that one of the pre-payment conditions required in order to receive the grant of £11,261.00 awarded to the Parish Council towards the cost of installing solar panels on the pavilion, is evidence that all the funding is in place for the project. The Parish Council AGREED that this item should be deferred until the next meeting of the Parish Council on 5th June 2023 when more information should be available about the decarbonisation audit that was carried out recently.

e) **OALC Training.** Details of forthcoming training sessions had been circulated to all Members of the Parish Council. The Chairman, Councillor Stuart Scott-Ely, encouraged Members to look at the courses available and to let the Clerk know if they would like to attend one. Members were informed that the Parish Council would pay the fees for their attendance at courses.

f) **Pitch maintenance.** The Parish Council was informed that the first stage of the pitch maintenance for 2023 had been carried out. The contractor carrying out the work recommended that a further treatment be carried out in the Autumn and the Parish Council AGREED that the second treatment should be carried out in the Autumn at a cost of £2050.00 plus VAT.

g) **Rugby Post** The Parish Council was informed that a grant application has been submitted to Sport England for funds towards the cost of providing two rugby posts on the recreation ground. The Parish Council was also informed that the Everyone Active Grant Scheme for 2023-24 was now open and it was AGREED that an application should be submitted to South Oxfordshire District Council for funds towards the cost of providing two rugby posts.

h) **Berinsfield Voluntary and Community Sector Grant Recipients Workshop, 1 - 4 p.m. on 13th June, 2023 at the Berinsfield Community Association.** The information contained in the agenda was noted and it was AGREED that Councillor Scott-Ely should represent the Parish Council at the Workshop.

i) **Tours of Waste Facilities.** South Oxfordshire District Council has arranged some more tours of their food waste processing facility in Wallingford and the energy recovery facility at Ardley and details of the dates available were circulated to all Councillors. Councillors were asked to let the Clerk know if they wished to attend the tours.

j) **Code of Conduct briefing.** Members were informed that a briefing session would be run by South Oxfordshire District Council on 15th June at 7 p.m. via Microsoft Teams. A copy of the link to join the training had been emailed to all Councillors.

k) **Parish LandApp mapping.** Details regarding the Oxfordshire LandApp mapping system were circulated to Members of the Council. An on line Zoom session is available in order to obtain further information and it was AGREED that the Chairman Councillor Stuart Scott-Ely should attend this at 6 p.m. on Tuesday 23rd June, 2023.

l) **Parish Council owned trees.** The Clerk informed the meeting that it appears that one of the Hornbeam trees located along the path from the pavilion to the Library might have died and she had therefore arranged for the Parish Council's Tree Surgeons to meet with her in order to inspect the tree. Branches from the Hornbeam trees are also overhanging the fence line of the houses in Colwell Road and the Tree Surgeon would be made for a quotation to carry out the necessary reduction works. The Parish Council AGREED that should the tree need removing that the Clerk be authorised to place the order for the works to be carried out.

m) **Berinsfield Neighbourhood Development Plan.** The Parish Council was informed that Councillors Bridge and Parsons had reviewed the Neighbourhood Development Plan and made comments. An online meeting was due to be held with Mr. Ricardo Rios from South Oxfordshire District Council on 10th May, 2023 and it was AGREED that the Plan, together with the comments, should be passed to him and that he should be asked to make the amendments and provide an updated copy of the Plan that could be circulated to all Members of the Parish Council for review at the Parish Council meeting to be held on the 5th June, 2023.

The Parish Council was informed that Locality, who provided the grant of £10,000 towards the cost of preparing the Neighbourhood Development Plan, was now requesting a completed return as to how the funds for 2022-23 had been used and were requesting that the unspent funds be returned to them. The Parish Council has not yet used any of the grant money for 2022-23 and it was AGREED that the Clerk should complete the return and reimburse the £10,000 to Locality.

n) **Request for warning signs, pedestrian crossing etc. near to Lay Avenue Play Area.** An email request had been received from a resident for road safety measures to be put in place in Fane Drive to warn drivers that they are near to a play area. The resident stated that her son had to cross Fane Drive in order to reach the play area and recreation ground and that drivers do speed along that section of Fane Drive. The Clerk informed the meeting that there are warning signs in place in Fane Drive to warn drivers that they are approaching a playground. The situation is made worse by the number of residents who use the verge at the edge of the Lay Avenue play area to park their vehicles as this causes a blind spot to drivers. The Parish Council AGREED to pass the residents' request to Oxfordshire County Council to see if any further measures can be put in place to try and prevent vehicles speeding along the section of Fane Drive near to the Lay Avenue play area.

15. **Statement of accounts for payment in May 2023 .** It was AGREED that the statement of accounts for payment in May, 2023 in the sum of £34,128.88 should be APPROVED

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

17. **Date of next meeting – 5th June 2023**

