



f) **Berinsfield Health and Wellbeing Group.** Lilly Jones, the Chairman of the Health and Wellbeing Group was present at the meeting and referred to the Berinsfield Community Insight Report and Health and Wellbeing Action Plan and encouraged Members to make their comments on the documents by Friday 7<sup>th</sup> June, 2024.

2. **Apologies for absence were received from** Councillors I. Bunyan, Mrs. A. Head and A. Woodington.

3. **Declarations of Interest.** Councillor D. Scate and Councillor Mrs. Jones declared their interest in agenda item No. 12, an application for grant aid by Berry Youth Centre for funds to provide activities at the village fete.

4. **County Councillor's Report.** County Councillor Robin Bennett had prepared a written report which had been circulated to everyone present at the meeting. The contents of 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 everyone present at the meeting. The contents of the report were noted by the Parish Council.

The reports prepared by County and District Councillor Robin Bennett are available to view on the Parish Council's website, [www.berinsfield-pc.gov.uk](http://www.berinsfield-pc.gov.uk)

6. **To receive and approve the Minutes of the Parish Council meeting held on 13<sup>th</sup> May, 2024.** It was AGREED that the Minutes of the Parish Council meeting held on 13<sup>th</sup> May, 2024 should be APPROVED.

7. **To consider planning applications and decisions.**

a) **Planning application P24/S1590/HH** Proposed orangery style extension to rear elevation, 6 Bullingdon Avenue, Berinsfield, OX10 7PL. The Parish Council considered this application and AGREED that South Oxfordshire District Council should be informed that the Parish Council supports the application.

b) **Planning decision P24/S0483/FUL** Proposed community café ( transport statement and amended access plan received 25.4.24). The Berin Centre, Wimplestraw Road, Berinsfield OX10 7LZ The Parish Council noted that planning permission has been granted.

c) **Planning application No. P24/S0105/FUL** Land adjacent to 150 Fane Drive, Berinsfield OX10 7PW. Erection of a 4 bedroom dwelling house including associated parking – amenity space and new drop kerb. The Parish Council noted that this application has been withdrawn by the applicant.

8. **Casual Vacancy on Berinsfield Parish Council.** The vacancy is currently being advertised until 5<sup>th</sup> June, 2024 with a view to an election being called. The Parish Council AGREED that if South Oxfordshire District Council confirm that an election has not been called, that the vacancy can be advertised inviting eligible persons to apply to be co-opted as a Member of the Parish Council

**9. Berinsfield Parish Council Accounts 2023-24.**

a) Annual Governance and Accountability Return. The internal audit of the Parish Council's accounts for the year 2023-24 has been completed and the Annual Governance and Accountability Return 2023-24 has been signed by the Internal Auditor, Rachel Brown. Copies of the Annual Governance and Accountability Return were circulated to all Members of the Parish Council for inspection and it was proposed by Councillor Bridge, seconded by Councillor Crawford and AGREED that the Chairman and Clerk/Responsible Financial Officer, should be authorised to sign the document prior to its submission to Moore UK, the external auditor, together with the relevant supporting documents.

b) Internal Audit Report. Copies of the internal audit report prepared by Rachel Brown were circulated to all Members of the Parish Council. The recommended actions were noted and will be implemented during the financial year 2024-25. It was AGREED that Councillor Mrs. L. Sweetland should carry out the regular internal financial checks and to carry out inspection of the bank statements and reconciliations at each Parish Council meeting.

c) Notice of Public Rights. It was noted that the notice of public rights has been displayed on the notice board and on the website. Any person interested has the right to inspect and make copies of the accounting records between the dates of 3<sup>rd</sup> June and 12<sup>th</sup> July, 2024.

**10. 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.**

The Parish Council noted that with the help of the Garden Communities Project Manager at South Oxfordshire District Council, the tender documents have been sent to four contractors to quote for the above mentioned works. The closing date for receipt of completed tenders is 5<sup>th</sup> June 2024.

In order to meet the timetable for the works to be completed, it was proposed by Councillor Chrisp, seconded by Councillor Crawford and AGREED that the Parish Council should delegate the decision to appoint a contractor to carry out the works to the Members of the Allotments, Playing Fields, Open Spaces, Burial Ground and Skateboard Park Committee and that a meeting of that Committee should be convened for Monday 10<sup>th</sup> June, 2024.

All Members of the Parish Council will be invited to attend the meeting of the Allotments, Playing Fields, Open Spaces, Burial Ground and Skateboard Park Committee meeting.

**11. Abbey Woods Spinney, Berinsfield. Creation of a Forest School.** (Minute No. 13 of the meeting of the Parish Council held on 13<sup>th</sup> May, 2024). The Parish Council considered the additional information provided by the Garden Communities Project Manager regarding the proposals to create a Forest School in the spinney area.

It was proposed by Councillor Scott-Ely, seconded by Councillor Bridge and AGREED that the Parish Council should agree to the proposals put forward by South Oxfordshire District Council to create a Forest School on land in the Abbey Woods Spinney which is leased by the Parish Council from Oxfordshire County Council.

The Parish Council had previously been asked if it wished to have input into what type of carved animal should be placed in the proposed Forest School. It was AGREED that the Garden Communities Project Manager should be informed that the Parish Council would like a carved Owl sited in the Forest School area.

Councillor Chrisp agreed to attend meetings relating to the Forest School project and this information will be passed to the Garden Communities Project Manager.

## 12. **Applications for Grant Aid**

a) **Berinsfield Village Fete.** Berry Youth Centre have agreed to organise the village fete in Berinsfield on 13<sup>th</sup> July, 2024. They have applied to the Parish Council for a grant to allow them to hire equipment, including an inflatable dart board, tug of war, sumo, crazy golf course and other lawn activities for use at the fete. It was AGREED that a grant of £250.00 should be made to Berry Youth Centre to allow them to hire equipment for use at the fete.

b) **Church of St. Mary and St. Berin.** An application had been received from Reverend Teresa Stewart-Sykes for funding to pay for the clearance of the area between the Church and the car park in order to create community and reflection gardens. Following the discussion during the open meeting, it was noted that the Chairman had agreed to carry out the clearance work.

## 13. **Correspondence and Items for Information.**

a) **Installation of drainage in the recreation ground at the rear of the Abbey Sports Centre, Berinsfield. Application for CIL funding.** The Parish Council noted that the Clerk is preparing an application for funding which has to be submitted prior to 28<sup>th</sup> June, 2024.

b) **Community Café at the Berin Centre, Berinsfield.** The Parish Council noted that planning permission has now been granted for the construction of a Community Café at the Berin Centre. The Berin Centre is still applying for funds to be able to complete the building and will be submitting an application for CIL funding. The Director has asked the Parish Council if it would be prepared to write a short statement of support that could be included in the CIL application. The Parish Council AGREED to forward the following statement to the Director of the Berin Centre:-

“Congratulations on obtaining planning permission for the Community Café. The Parish Council would like to pledge its support for the project.”

c) **D-Day 80<sup>th</sup> Anniversary. 6<sup>th</sup> June 2024 at 9.15 p.m.** Members of the Parish Council were reminded that a beacon would be lit at the War Memorial at 9.15 p.m. on the 6<sup>th</sup> June, 2024.

d) **Meeting with the newly formed Highway Engagement Team at Oxfordshire County Council.** The Parish Council AGREED that it would like to meet with Tracy Morton, the Senior Officer at the Engagement Team and suggested Tuesday 9<sup>th</sup> July or Thursday 11<sup>th</sup> July for the meeting in Berinsfield.

e) **Berinsfield Health and Wellbeing Grants.** (Minute No. 17(f) of the meeting held on the 13<sup>th</sup> May, 2024. The Parish Council considered the additional information provided by South Oxfordshire District Council with regard to the administration of the Berinsfield Health and Wellbeing Grants scheme. It was proposed by Councillor Chrisp, seconded by Councillor Scate and AGREED that Berinsfield Parish Council should inform South Oxfordshire District Council that it is prepared to take on the administration of the Berinsfield Health and Wellbeing Grants scheme.

f) **John O’Conner** The Parish Council noted that some damage had occurred to a vehicle in Lay Avenue while the verge was being mowed. The owner of the vehicle reported the damage to the Manager at John O’Conner’s Berinsfield depot and the Manager arranged for the damage to be repaired under their insurance.

14. **Statement of Accounts for Payment.** It was AGREED that the statement of accounts for payment in June 2024 in the sum of £12,854.54 should be APPROVED.

15. **Bank Statements.** The bank statements for May were circulated at the meeting and the balances were noted by the Parish Council.

16. **Items of Report to Chairman.**

a) **Clerk.** The Chairman informed the Parish Council that the Clerk, Annette Loveland, had given three months’ notice of her intention to retire from her role as Clerk. The Parish Council noted this information and it was AGREED that the Clerk should draft an advertisement and job description for consideration by the Appointments Committee prior to the post being advertised.

17. **Date of next meeting – 1<sup>st</sup> July, 2024**