

f) **Berinsfield Health and Wellbeing Group** The Chairman of the Berinsfield Health and Wellbeing Group informed the Parish Council that the next meeting of the Berinsfield Health and Wellbeing Group would be held on 17th July at a venue and time to be confirmed.

g) **Shrubbery overhanging footpath in Leach Road/Ock Drive.** Councillor Mrs. Beeby informed the meeting that a resident had informed her about some problems with shrubbery overhanging a footpath in the Leach Road/Ock Drive vicinity. The Parish Council agreed to investigate this matter.

h) **Request for new fence.** A resident had asked Councillor Mrs. Beeby if there was any help available to assist with the provision of a new fence at her property in Berinsfield. The Parish Council agreed to investigate this request in the first instance.

2. **Apologies for absence** were received from Councillor Chrisp.

3. **Declarations of Interest.** There were no declarations of interest to report.

4. **To receive and approve the Minutes of the Parish Council meeting held on 3rd June, 2024.**

a) Councillor Bunyan informed the meeting that he had submitted his apologies for the meeting, which had been noted, but that his name was showing in the list of attendees. It was AGREED that Councillor Bunyan's name should be deleted from the list of attendees at the meeting on the 3rd June, 2024.

It was proposed by Councillor Scate, seconded by Councillor Bridge and AGREED that the Minutes of the Parish Council meeting held on 3rd June, 2024 should be APPROVED subject to Councillor Bunyan's name being deleted from the list of attendees at the meeting.

5. **To receive and approve the Minutes of the Allotments, Playing Fields, Open Spaces and Burial Ground Committee meeting held on 10th June, 2024.** It was proposed by Councillor Mrs. Jones, seconded by Councillor Crawford and AGREED that the Minutes of the Allotments, Playing Fields, Open Spaces and Burial Ground Committee meeting held on the 10th June, 2024 should be APPROVED.

6. **To consider planning applications and decisions received to date.**

Planning decision P24/S1590/HH. Proposed orangery style extension to rear elevation, 6 Bullingdon Avenue, Berinsfield OX10 7PL The Parish Council noted that planning permission had been granted in respect of this application.

7. **Casual Vacancy on Berinsfield Parish Council.** The Parish Council was informed that there was one application for consideration for co-option to fill the casual vacancy on Berinsfield Parish Council. Mr. Terry Eltham, a resident of Berinsfield, who was present at the meeting, had applied to fill the casual vacancy. Mr. Eltham was asked to leave the room while Councillors considered his application.

The Parish Council unanimously agreed that Mr. Eltham should be asked to fill the casual vacancy and he was invited back into the room and took his place as a member of the Parish Council.

8. 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.

a) **Update on the projects.** The Chairman, Councillor Scott-Ely, gave a brief update about the projects to date. Tenders had been received and considered by the Allotments, Playing Fields, Open Spaces and Burial Ground Committee on 10th June, and since that time the successful contractors had met on site with Hendriette Knouwds, the Garden Communities Project Manager from South Oxfordshire District Council and the Chairman and Vice-Chairman of the Parish Council.

b) **Contract agreements between Berinsfield Parish Council and Clark and Kent Contractors Ltd (in respect of the pump track) and Bendcrete Ltd. (in respect of the works to the skateboard park).**

The Garden Communities Project Manager from South Oxfordshire District Council has had contract agreements drawn up with Clark and Kent Contractors Ltd in respect of the pump track in the sum of £82,500 plus VAT, and Bendcrete Ltd in respect of the extension and repairs to the skateboard park in the sum of £67,000 plus VAT. The Parish Council has now been informed that planning permission will be required for the two projects and therefore it was AGREED that the Parish Council should not sign the contract documents until such time as planning permission has been obtained.

The Parish Council considered that the contractors would need confirmation that they would be engaged to carry out the works, subject to planning permission being granted, and it was AGREED that the Garden Communities Project Manager should be asked to ascertain from the South Oxfordshire District Council, Legal Department whether a letter of intent could be issued to each contractor.

c) **Deed of Agreement between South Oxfordshire District Council and Berinsfield Parish Council in respect of UK SPF Funding for the proposed pump track and extension and repairs to the skateboard park.**

The Parish Council reviewed the Deed of Agreement in respect of the £151,460 to be transferred to Berinsfield Parish Council to pay for the pump track and extension and repairs to the skateboard park. The following points were highlighted which the Parish Council would like clarified before agreeing to sign the Deed of Agreement.

3. Grant Recipient's Warranties

3.1.3. The Grant Recipient has obtained all necessary planning permissions required for the delivery of the project.

Planning permission has not yet been obtained in respect of the proposed projects.

8. Repayment of the Grant

8.1.8. The Parish Council would like added to the Deed of Agreement that it should be allowed to retain any surplus grant for 12 months to rectify any defects that may occur from settlement of the skateboard park extension and pump track.

9. Expiry of Grant
 - 9.1.2. The Project has commenced within three (3) months of the date of this Agreement and is completed within the Grant Term.

As planning permission has not yet been obtained it may not be possible for the project to commence within three months of the date of the agreement.

It was AGREED that the Garden Communities Project Manager should be informed that Berinsfield Parish Council would like the above points clarified and the Deed of Agreement amended prior to signing the document.

The Parish Council noted that in the event that the total project cost increased beyond the estimated project cost, the grant would not be increased.

9. **Abbey Woods Spinney, Berinsfield. Creation of a Forest School.** The electronic correspondence from the Garden Communities Project Manager, Leaves of Green and Wild Oxfordshire had been circulated to all members of the Parish Council for information.

Two of the Parish Council representatives who had volunteered to represent the Council with regard to this project, Councillor Mrs. Jones and Councillor Woodington, had not been able to attend the site meeting on the 25th June, but had submitted their written comments to the Garden Communities Project Manager. A short discussion took place about the project. It was felt that the area should also be a community space as well as a forest school and that it should not be over designed to disturb the wildlife and natural habitat that is already there.

It was AGREED that the Garden Communities Project Manager should be asked to arrange a meeting in Abbey Woods Spinney after 5.30 p.m. on a suitable day to allow Councillors to be able to attend. Councillors Bridge, Mrs. Jones and Woodington agreed to represent the Parish Council at the meeting.

10. **Pavilion, Lay Avenue, Berinsfield.** The information contained in the agenda regarding funding included in the budget for 2024-25 to engage an Architect to investigate if internal alterations could be carried out to the pavilion was noted by the Parish Council. It was AGREED that the Clerk should be asked to invite local Architects to visit the pavilion with a view to providing the Parish Council with advice and sketch drawings as to how it might be possible to provide a larger meeting space and possibly some office space.

11. **Berinsfield Neighbourhood Development Plan.** The Parish Council was informed that the Berinsfield Neighbourhood Development Plan has been submitted to South Oxfordshire District Council who are currently reviewing it to ensure that it is valid. Depending if any amendments are recommended to ensure the plan is valid, the submission consultation should take place during the week 22nd – 29th July, 2024.

12. **Correspondence and Items for Information.**

- a) **South Oxfordshire District Council Capital Grant Scheme.** The Parish Council was informed that the capital grant scheme will launch on 8th July, 2024 and grants of between £5,000 and £75,000 will be available, but for no more than 50% of the total cost of a project.

The Parish Council would like to install drainage to prevent surface water draining into the Burial Ground from the fields to the rear and it was AGREED that quotations should be obtained to install a French Drain along the eastern edge of the boundary of the Burial Ground and the Mount Farm land and that an application should then be submitted to South Oxfordshire District Council for funds to carry out the installation.

b) **National Allotment Society.** It was AGREED that Berinsfield Parish Council should join the National Allotment Society at a cost of £55.00 per annum.

c) **Solar Panels on the roof of the pavilion.** The Parish Council noted that the sum of £34,500 has been recommended to be awarded to the Parish Council towards the cost of installing solar panels and carrying out some internal lighting upgrades. The funding is still subject to internal sign off at South Oxfordshire District Council.

d) **Drainage of the Oxfordshire County Council recreation ground.** The Parish Council noted that an application had been submitted to South Oxfordshire District Council for CIL funding towards the cost of installing drainage in the Oxfordshire County Council recreation ground that is leased to Berinsfield Parish Council.

e) **D-Day Beacon and presentation about Wing Commander Warburton.** The Parish Council noted that residents and visitors had written to the Parish Council to thank them for sponsoring the events.

f) **Health and Wellbeing Grant Scheme.** Electronic correspondence regarding the Health and Wellbeing Grant scheme received from South Oxfordshire District Council had been forwarded to all members of the Parish Council. The Parish Council has already agreed to administer the Health and Wellbeing Grant Scheme and South Oxfordshire District Council recommended that the Parish Council should appoint a Grant Panel Chairman. It was noted that the Panel would comprise of two members of Berinsfield Parish Council and three members drawn from the local community, at least one of whom should be a local resident and representative on the Berinsfield Health and Wellbeing Sub-group of the Berinsfield Garden Village Steering Group.

It was AGREED that South Oxfordshire District Council should be informed that Councillor D. Scate should be the Grant Panel Chairman and Councillor Mrs. A. Jones should be the other Parish Council representative.

13. **Statement of Accounts for Payment.** It was AGREED that the statement of accounts for payment in July 2024 in the sum of £13,195.14 should be APPROVED.

14. **Bank Statements.** The bank statements for June were circulated at the meeting. The balances were noted and the reconciliation for the current account signed by the Chairman.

15. **Items of Report to Chairman.**

a) **Meetings with representatives of local parishes regarding the motorcyclists who meet at the H Café.** Councillor Bunyan informed the Parish Council that he had recently attended a meeting with representatives from local parishes regarding the motorcyclists. The representatives have re-named the group “Keep a lid on it” and plan to put articles in Parish Magazines and get banners made to hang on the bridge over the Dorchester by Pass and other locations. They asked if the Parish Council would make a donation towards the cost of the banners.

The Parish Council considered this request and expressed concerns about the legality of putting banners on the highway and also the safety angle of the banners distracting motorists and motorcyclists. It was AGREED that the Parish Council should not make a donation towards the cost of purchasing banners.

b) Meeting of the Appointments Committee. Job advertisement for Clerk of the Council. It was AGREED that the Members of the Appointments Committee should meet at the Pavilion, Lay Avenue, Berinsfield at 7 p.m. on Wednesday 3rd July, 2024 to discuss the draft application pack prepared by the Clerk. The Clerk was invited to listen in to the meeting by telephone.

16. **Date of next meeting – 5th August, 2024**