

**MINUTES OF THE MEETING OF BERINSFIELD PARISH COUNCIL held on Monday 4th November, 2024 at 7.15 p.m. in the Church Hall, Wimblestraw Road, Berinsfield, Oxon.**

**PRESENT** Councillor I. Bunyan In the chair  
Councillor Mrs. L Sweetland  
Councillor Mrs. E. A. Head  
Councillor K. Chrisp  
Councillor T. Eltham  
Councillor A. Woodington  
Councillor Mrs A. Jones

Annette Loveland,  
Alex Marasco, Clerk to the Council  
One Member of the Public

**1. Items raised by Members of the Public.**

**a) Damaged Rugby Posts**

A member of the Youth Council was in attendance and asked if there is any update regarding the damage to the rugby posts. The chair advised that there is no update at present and also # asked the member of the Youth Council if she was aware of any rugby teams that would like to play on the pitch. The member of the Youth Council said that she is aware of rugby teams that would like to use the pitch but it is not until suitable drainage has been installed.

**b) Permanent Football Goal Posts**

The same member of the Youth Council asked if it would be possible for the Parish Council to provide permanent football goalposts on the recreation ground. Councillors considered this may be difficult due to the rugby posts having been installed and the pitch marked out. The Youth Council representative agreed to find out whether one goal would be suitable or whether a pitch would be required. The Clerk was asked to investigate the cost of purchasing permanent goal posts and sockets.

**c) Blue Youth Shelter**

The member of the Youth Council raised a further question regarding *youth shelter* on the recreation ground. She spoke about this being uncomfortable and cold in winter months. Cllr Mrs. Jones informed the meeting that she has photographs of a better version of this structure that is more comfortable, especially in winter months and agreed to send these pictures to the Clerk.

Cllr Eltham informed the Council that he lives close to the youth shelter and he is aware that it is used at night and this causes problems for residents who live close to it. It was also reported that there is litter around the youth shelter in the mornings. The Clerk will look forward to receiving photographs from Cllr Mrs. Jones and explore these examples, before reporting back.

**d) Untaxed Vehicles In Chiltern Close**

Cllr Chrisp reported an issue that had been brought to him by residents regarding untaxed vehicles in Chiltern Close and stated that these issues have been noticed in other streets too. Mrs Loveland explained that these issues have been reported to DVLA previously and clamps were applied to vehicles but were cut off by the owner of the vehicles. The Chairman advised that the only action the Parish Council can take is to ask residents to report such issues to the DVLA.

**e) Short length of footpath near 2 Colwell Road leading to dropped kerb in Fane Drive.**

The Chairman (highlighted an issue that) informed the meeting that a vehicle is being parked over a short length of path leading to a dropped kerb into Fane Drive. The vehicle is blocking access, specifically for disabled residents. The Chairman AGREED to provide photographs in order the problem can be reported on Fix my Street.

**f) Footpath in Fane Drive between Colwell Road and Church View Flats.**

Cllr Mrs Head reported that the footpath between Colwell Road and Church View Flats is very uneven, possibly due to the roots from trees in the highway verge. It was AGREED that the Clerk would report this problem on Fixmystreet.

- g)** It was reported that a fish tank has been fly tipped at the end of the Co-op store and it was AGREED that the Clerk should contact SODC to request it to be removed. Councillors noted that this is potentially dangerous.

2. **Apologies for absence were received from** Councillors Scott-Ely, Bridge, Mrs. Beeby, Crawford and Scate.

3. **Declarations of Interest.**

- a)** Cllr Mrs Jones explained that although she has been given advice that it is not a conflict of interest, she has started working for South Oxfordshire District Council. The Chairman reminded Councillors that should there be any change to circumstances, they should check for guidance.

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

Councillor Chrisp suggested that the Parish Council should contact to ask if he would be prepared to support an application for funding towards the cost of providing one or two permanent goal posts on the recreation ground which could be used on an informal basis by residents.

It was AGREED that the Clerk should contact County Councillor Bennett to explore this possibility.

5. **District Councillor's report.** District Councillor Robin Bennett had prepared a written report which had been circulated to all present at the meeting. The contents of the report were noted.

6. **To receive and approve the Minutes of the Parish Council meeting held on 7<sup>th</sup> October, 2024.**

Comments were made on the following minutes :

- h) Minute No. 1 b) Shops and flats located at the junction of Fane Drive and Chiltern Close.** Mrs Loveland confirmed that the rubbish behind the shops and flats at the junction of Fane Drive and Chiltern Close had been removed and that the rubbish behind the shops in Fane Drive had also been removed.
- i) Minute No. 1 f) Parking problems in Lay Avenue when football matches take place.** Cllr Eltham informed the meeting that cones were put across the driveway to the houses in Lay Avenue that face the recreation ground on Sunday 3<sup>rd</sup> November in preparation for the firework display and these appeared to be effective in preventing vehicles parking outside the houses. He suggested this might be a better method of preventing vehicles parking in the driveway when football matches take place. The Parish Council does have a “No Parking” sign which should be put out when matches take place. It was **AGREED** that the Clerk should ask the Caretaker puts this sign out when home matches are played.
- j) Minute No. 14 g) Cllr Mrs. Head reported that the hedge cutting which has been carried out recently inside the Allotment site is not of the required standard. It was **AGREED** that the Clerk should discuss this with the Contractors and request a revisit.**

Subject to the above actions, It was **AGREED** that the Minutes of the Parish Council meeting held on 7<sup>th</sup> October, 2024 should be **APPROVED**.

7. **To consider planning applications and decisions received to date. (if any)**

No planning applications were received.

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.** The Parish Council was asked to consider an amendment to the payment schedule currently contained in the contract for the construction of the pump track. The contract document has not yet been signed and therefore can be amended.

Current payment schedule:	30% initial deposit	£29,700
	65% substantial completion	£64,350
	5% release of retention/final	
	Inspection (6 months later)	£4,950
Amendment proposed by the contractor	40% initial deposit	£39,000
	40% mobilisation	£39,600
	10% week two of construction	£9,900
	10% completion (after handover)	£9,900

The Parish Council discussed the proposed amendment and considered that the 10% completion (after handover) should be split to reflect 5% on completion and the final 5%

three months after completion, in order to ensure the integrity of the build. It was AGREED that the Clerk should inform Hendriette Knouws of the Parish Council's decision with regard to the need for retention.

9. **Abbey Wood Spinney**

The Chairman asked the Clerk to read out two recent emails of correspondence relating to this agenda item which he duly did. Cllr Mrs Sweetland asked if signage would be an issue relating to the lease of Abbey Wood Spinney, it was agreed that the recent emails clarified that it would not be.

The Parish Council considered the proposals put forward by Hendriette Knouws, Garden Communities Project Manager, SODC and AGREED to inform her that :-

- a) the Parish Council do not wish to plant wildflowers on the open space by the War Memorial at the present time. This decision may be revisited in the future.
- b) the Parish Council do not wish to make any changes to the mowing regime carried out by its ground maintenance contractors at present.
- c) the quotes from A & W Grounds for clearance works and L Harris for tree works, should be accepted.
- d) the Parish Council was unanimous in its decision that the scheme should proceed.

10. **Berinsfield Community Insight Enhancing Health and Wellbeing Grant Scheme.** The Parish Council noted that the grant scheme is open for applications and details can be found at <https://www.southoxon.gov.uk/south-oxfordshire-district-council/business-and-economy/garden-communities/berinsfield-garden-village/berinsfield-health-and-wellbeing-grant/> Applications should be submitted to [Clerk@berinsfield-pc.gov.uk](mailto:Clerk@berinsfield-pc.gov.uk) and [Berinsfieldgv@southandvale.gov.uk](mailto:Berinsfieldgv@southandvale.gov.uk). The closing date for applications is 11<sup>th</sup> November, 2024.

The Chairman reminded councillors that if they knew of any groups that would benefit from applying funding they should advise them to either contact the Clerk or use the above details to obtain an application form.

11. **Correspondence and items for information.**

- a) **Allotment Hedge** (Minute No. 14 (g)) The quotation to cut the outside of the allotment hedge has now been received in the sum of £300.00 plus VAT. The Parish Council AGREED to accept the quotation and will arrange for all vehicles to be removed from the parking area adjacent to the allotment hedge to facilitate this work being carried out.
- b) **Flooding at the junction of Kennet Close/Fane Drive/Wimblestraw Road, Berinsfield.** An application has been made to Oxfordshire County Council for the Parish Council to have some warning signs to be kept at the pavilion for use should there be a recurrence of the flooding at the junction of Kennet Close/Fane Drive/Wimblestraw Road or any other location in the village. Oxfordshire County Council has issued a

protocol for Parish Council's regarding the use of signs. Flood signs can only be erected to warn motorists that a road may be restricted due to flood waters.

If a road becomes impassable, then and only then can a Road Closed sign and cones be put out. If Road Closed signs are put out, the County Council has to be informed as they need to issue a Temporary Traffic Regulation Order. All signs have to be weighed down with sandbags and checked regularly.

The Parish Council discussed this and noted that a resident who lived near to the affected area had previously indicated that he would be prepared to put the signs out if they could be stored somewhere near to the pumping station. Councillor Crisp AGREED to speak to the resident in the first instance about the possibility of him being responsible for putting the signs out when necessary.

Mrs Loveland reiterated that if the road closed signs are used, the Clerk must be informed in order that Oxfordshire County Council can be informed and they can issue the Temporary Traffic Regulation Order.

**k) Schedule of dates for Parish Council meetings for 2025.**

The schedule of dates for Parish Council meetings for 2025 was APPROVED.

**12. Statement of Accounts for payment in November 2024**

It was proposed by Cllr Mrs Sweetland and seconded by Cllr Eltham. That the statement of accounts for November in the sum of £26,720.60 should be APPROVED.

**13. Bank Statements.**

The bank statements were inspected and the balances noted. .

**14. Items for report to Chairman**

a) Installation of Memorials in Berinsfield Burial Ground. The Parish Council has Regulations relating to the installation of memorial in Berinsfield Burial Ground

b) Cllr Jones asked who is responsible for graves in the burial ground sinking. Mrs Loveland advised that this is the responsibility of the families who have a relation in each respective grave. This is likely because of memorials not being sufficiently anchored.

Mrs Loveland also advised the Council that it may be prudent for them to have a survey of existing memorials which was noted.

c) Mrs Loveland mentioned that the Council would need to purchase a book entitled "Local Government Administration" for the new Clerk, Alex Marasco's use. It was AGREED that the book should be purchased.

**15. Date of next meeting – 2<sup>nd</sup> December, 2024.**