

**MINUTES OF THE MEETING OF BERINSFIELD PARISH COUNCIL held on  
Monday 3<sup>rd</sup> November 2025 at 7.15 p.m. in the Pavilion, Lay Avenue, Berinsfield, Oxon.**

**PRESENT**

Councillor S. Scott-Ely (Chairman)  
Councillor P. Bridge (Vice-Chairman)  
Councillor L. Sweetland  
Councillor I. Bunyan  
Councillor A. Woodington  
Councillor K. Chrisp  
Councillor A. Head  
Councillor D. Scate  
Councillor S. Crawford  
Councillor A. Jones

Alex Marasco, Clerk to the Council  
Councillor R. Jones (Oxfordshire County Council)  
Councillor R. Bennett (South Oxfordshire District Council)  
Four members of the public.

**1. Items raised by members of the public.**

- a) Welcome to Berinsfield Signage – A contractor engaged by South Oxfordshire District Council was in attendance to brief the Parish Council on the work she has been commissioned by SODC to complete to a welcome to Berinsfield sign. She gave information about the project and a timeline for its consultation and completion. The Parish Council noted this information and thanked her for attending.
- b) Berifest – Two volunteers from the Youth Centre were in attendance to discuss Berifest and the possibility of them taking it forward. They gave an explanation of their vision for Berifest and asked for permission from the Parish Council to use the Recreation Ground in setting up and running Berifest independent of the Parish Council. The Parish Council AGREED to allow them to do so and the Chairman advised them to contact the Clerk should they need anything.

**2. Apologies for absence.**

Apologies for absence were received from Cllr Eltham.

- 3. Declaration of Interests.** To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Parish Councils (Model Code of Conduct) Order 2001.

No declarations of interest were made.

**4. County Councillor's Report.**

Cllr Jones was in attendance and also provided a written report which he explained. The Parish Council noted its contents and thanked him for his attendance.

**5. District Councillor's Report.**

District Councillor Bennett provided a written report to the Parish Council and was in attendance to explain it. The Parish Council noted the contents and thanked him for the report.

6. **Architect Pavilion Feasibility Presentation.** LAPD Architects that have been commissioned to look at potential plans for extending Berinsfield Sports Pavilion, will be in attendance to present the three feasibility studies that they have produced.

Trevor of LAPD Architects was in attendance and presented the three options LAPD had produced for plans to extend Berinsfield Sports Pavilion. The Parish Council took an indicative vote to show that the majority of the council favoured a ground floor extension to the building. It was AGREED to ask Trevor if he can do some more work on the basis of this option, but showing a first floor build to just the newly extended section of the building.

7. **To receive and approve the Minutes of the Parish Council meeting held on 6th October 2025.**

It was proposed by Cllr Bunyan, seconded by Cllr Scate and AGREED that the minutes of the Parish Council meeting held on 6<sup>th</sup> October 2025 be accepted as a true and accurate record of the meeting.

8. **To receive and approve the Minutes of the Finance Committee meeting held on 15<sup>th</sup> October 2025.**

It was proposed by Cllr Scate, seconded by Cllr Sweetland and AGREED that the minutes of the Finance Committee meeting held on 15<sup>th</sup> October 2025 were a true and accurate record of the meeting and should be approved. It was AGREED that all recommendations regarding the minutes should be accepted and that fees for the Pavilion should be amended as per the recommendations with immediate effect for all new bookings.

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

- a) P25/S3006/HH - 18 Shadwell Road, Berinsfield, OX10 7PN - Demolition of existing lean to structure and erection of side extension and erection of timber storage building.

No comments were made on this planning application as the deadline had already passed.

10. **Abbey Wood Spinney.** To receive an update on the progress of the Abbey Woods Spinney scheme and any information arising between meetings.

- a) Despite going to other companies for quotes, the Clerk is still only able to source one quote for the works to Phase 2 of Abbey Wood Spinney, presented to the Parish Council in September.

The Clerk explained that despite his best efforts to achieve other comparable quotations, no companies had opted to provide quotes other than the one from A&W Grounds. It was therefore AGREED to accept the quotation from A&W Grounds for £6,695.93 to complete works to Phase 2 of Abbey Woods Spinney.

11. **District and County Councillor Grant Schemes.** To further consider any causes for which a grant from District Councillor Bennett or County Councillor Jones, could be applied for.

It was AGREED to apply to the District Councillors grant scheme for grant aid to support the football clubs at Berinsfield Sports Pavilion.

12. **Berifest 2026.** To receive an update on enquiries by the Clerk on interest in Berifest 2026.

The Parish Council felt this was suitably addressed during items raised by members of the public and that no further consideration was necessary.

13. **Remembrance Day 2025.** To note the details of Remembrance Day service being held at 10.45am at the war memorial on 9<sup>th</sup> November 2025 and led by the Church of St Mary and St Berin.

The Parish Council noted this information.

14. **The Pavilion.**

- a) To consider a draft contract between the Parish Council and A&W Grounds for the management of the Pavilion.

It was AGREED to accept the draft contract and that the Clerk should sign it on behalf of the Parish Council.

- b) To consider an offer from Grundon to swap the 660L bin for a 1100L bin at the same price. Alternatively to give 6 months notice to Grundon and move to Biffa.

It was AGREED to accept the offer from Grundon to switch the bins and keep the price the same.

- c) Repairs to two toilets in the changing rooms have been made, one toilet still awaiting repairs.

It was noted that a new plumber will look to quote for works to the toilets that are not working.

- d) Further repairs to the alarm system are needed. The Parish Council is asked to consider a quote for the repairs for £395.10.

It was AGREED to accept the quotation for works to repair the fire alarm system.

- e) To consider the approval of artwork and cost for a sign to be installed on the railings at the Pavilion.'

It was AGREED to accept the artwork and that the Clerk should procure the sign for a cost not more than £250.00. Cllr Bunyan suggested another sign could be produced to ask hirers to be considerate of residents on Lay Avenue with parking, it was AGREED that the Clerk should obtain a quote for this and present it at the next meeting of the Parish Council.

15. **Tree Maintenance at Wimblestraw Road.** To consider the approval of taking up the low hanging trees on Wimblestraw Road near Kennett Close.

The Clerk explained that a quote was still pending. The Parish Council AGREED in principle to conduct the maintenance of these trees, subject to a suitable selection of quotes being in place for approval.

16. **Damage and Vandalism.** To receive details of damage and vandalism along with associated costs across Parish Council assets.

The Clerk gave a breakdown of damage and vandalism that had been sustained to Parish Council property over the previous month. He explained that the hole that were dug on the Recreation Ground cost over £400 to put right and that he had instructed a contractor do so as it was a health and safety hazard.

17. **Open Spaces Committee.** To set a date for the next meeting of the Open Spaces Committee.

It was AGREED to postpone the setting of a date for the next meeting of the Open Spaces Committee until the December meeting of the Parish Council.

18. **Christmas Lights.** To consider approval of options for Christmas Lights for December 2025.

- a) A quotation has been obtained for the installation and maintenance of Christmas Lights that was previously managed by a resident volunteer. A cost of £750.00 is shown on the quote.

It was AGREED to accept this quotation and that the Clerk should advise A&W Grounds of this decision.

19. **Village Map.** To consider approval of final proof of the Village Map.

The Clerk explained that just a few changes were still pending and that they would be presented at the next meeting for approval.

20. **Health and Wellbeing Grants Scheme.** To receive information from SODC Garden Village team regarding the upcoming round of Health and Wellbeing grants.

An officer from SODC was in attendance to explain its position. She explained that SODC had monitored the previous round of funding that was administered in financial year 2024-25 and that the projects had been a success. It was decided by SODC that if the Parish Council agree, further funding of £24,000 would be allocated to be administered directly to these organisations by the Parish Council with funding given to it from SODC. She explained that a legal agreement had been given to the Clerk on 3<sup>rd</sup> November and that funding would be sent this week, but would need to be sent to the organisations that week. The Parish Council AGREED to accept this funding and to allocate and send the money within the timeframe specified to the organisations named by SODC.

21. **Correspondence and items for information.**

- a) H Café – The Clerk has made contact with Dorchester Parish Council and collaboration on the noise from H Café is now underway.
- b) Village Map – The Clerk has been informed that the first proof of the Village Map will be ready in three weeks.

22. **Vacancy on Berinsfield Parish Council.** To receive an update from the Clerk on the outcome of the notice period for a casual vacancy.

The Clerk explained that the notice period during which electors could call for a byelection had passed and that the Parish Council were now free to co-opt new members. He explained that there had been one applicant so far but that the application came too late to be included on the agenda of this meeting and that it would be included on the agenda for December.

23. **Dates of 2026 Meetings.** To set the dates for the meetings of the Parish Council in the calendar year of 2026.

The following dates were AGREED to be accepted as the dates for Parish Council meetings in 2026.

5th January Parish Council  
2nd February Parish Council  
2nd March Parish Council  
13th April Parish Council  
27th April Annual Open Council Meeting  
11th May Parish Council - Annual Meeting

1st June Parish Council  
6th July Parish Council  
3rd August Parish Council  
7th September Parish Council  
5th October Parish Council  
2nd November Parish Council  
7th December Parish Council

24. **Correspondence and items for information.**

No items were presented.

25. **Statement of Accounts for payment in October.** To be circulated at the meeting.

It was proposed by Cllr Chrisp, seconded by Cllr Jones and AGREED that the statement of accounts for payment in October be accepted.

26. **Bank Statements.** To inspect the balances on the bank statements for the Parish Council's three accounts and to sign the reconciliation.

The bank statements and reconciliations for all accounts were inspected and signed by Cllr Sweetland.

27. **Items for report to Chair.**

a) CCTV Damage – Cllr Jones asked for an update on the Community Resolution Order issued by Thames Valley Police in relation to the damage sustained to CCTV cameras in Berinsfield Burial Ground. The Clerk explained that the individual that the order was given to has said they were under the impression that a contribution and not full payment was what was necessary. It was AGREED by the full Parish Council that the Clerk should refer this back to Thames Valley Police for a way forward.

b) Memorial Bench – Cllr Bridge asked if the Clerk could contact the donor of the latest memorial bench in the burial ground to ask them to fix the bench to the ground, as it had not been done yet. The Clerk said he would.

c) Pitch Perfect – The Chairman asked the Clerk if he had received an email from Pitch Perfect regarding grant funding for renovation of the football pitches, which he confirmed he had. The Clerk said that he would follow this up and report back.

d) Building Work – Cllr Chrisp reported that building work had been ongoing at a property opposite the Burial Ground and that he did not recall seeing planning permission granted. It was AGREED that the Clerk would look into this and report back.

e) Planters – Cllr Chrisp reported that he had planted pansies in all of the Parish Council owned planters around the village with his time being voluntary. It was AGREED by the Parish Council that receipts for the plants used totaling £51.85 should be repaid to Cllr Chrisp as expenses.

28. **Date of next ordinary meeting – 1<sup>st</sup> December 2025.**