

**MINUTES OF THE MEETING OF BERINSFIELD PARISH COUNCIL held on
Monday 13th April 2026 at 7.15 p.m. in the Pavilion, Lay Avenue, Berinsfield, Oxon.**

PRESENT

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

Alex Marasco, Clerk to the Council
Councillor R. Jones (Oxfordshire County Council)
Two members of the public

1. Items raised by members of the public.

- a) Parking at Russell Jackson Close – A member of the public spoke about parking on Russell Jackson Close, to the left of the junction by a vehicle repeatedly making it unsafe for those on mobility scooters to leave the street. She informed the Parish Council that it was a hazard and that residents did not feel safe leaving their own street. It was AGREED that the vehicle would be identified and a letter left on the windscreen asking for the parking to be more considerate in the future.
- b) Flooding at Kennet Close – A member of the public asked about the newly installed drainage ditch at Kennet Close and if there were any plans to apply further finishing to the fence. He mentioned that it would be good if as in other locations, chicken wire mesh was applied to the fence to prevent entry. It was AGREED that the Clerk would feed this back to OCC.

2. Apologies for absence.

Apologies for absence were received from Cllr Bridge, Cllr Crawford and 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.

Cllr Bunyan made a declaration of interest in item 14 of the agenda and Cllr Scott-Ely made a declaration of interest in item 17 of the agenda.

4. County Councillor's Report.

County Cllr Jones was in attendance and provided a written report on updates from OCC. The Parish Council acknowledged its contents and thanked him for his attendance.

5. District Councillor's Report.

District Cllr Bennett provided a written report on updates from SODC. The Parish Council acknowledged its contents.

6. To receive and approve the Minutes of the Parish Council meeting held on 2nd March 2026.

It was proposed by Cllr Bunyan, seconded by Cllr Sweetland and AGREED that the minutes of the Parish Council meeting held on 2nd March 2026 should be accepted as a true and accurate record of the meeting.

7. **To receive and approve the Minutes of the Parish Council meeting held on 27th March 2026.**

It was proposed by Cllr Scate, seconded by Cllr Woodington and AGREED that the minutes of the Parish Council meeting held on 27th March be accepted as a true and accurate record of the meeting.

8. **To receive and approve the Minutes of the Open Spaces Committee meeting held on 19th March 2026.**

It was proposed by Cllr Scott-Ely, seconded by Cllr A. Jones and AGREED that the minutes of the Open Spaces meeting held on 19th March 2026 be accepted as a true and accurate record of the meeting. All recommendations within the minutes were AGREED as accepted.

9. **To receive and approve the Minutes of the Finance Committee meeting held on 31st March 2026.**

It was proposed by Cllr Scott-Ely, seconded by Cllr Sweetland and AGREED that the minutes of the Finance Committee held on 31st March 2026 be accepted as a true and accurate record of the meeting. All recommendations within the minutes were AGREED as accepted.

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

- a) R3.0025/26 (Oxfordshire County Council) - HIF1 scheme S73 planning application for the variation of wording in condition 23 of consent R3.0138/21.

It was AGREED that the Parish Council has no objections, subject to a bio diversity net gain being in place.

11. **Future Stewardship.** To further discuss the different proposals for future stewardship of community assets in Berinsfield and receive a draft report/plan for Parish Council stewardship written by the Clerk. To consider next steps.

The Clerk presented the draft paper on Parish Council led stewardship which had been worked on with multiple councillors. It was AGREED that the Parish Council adopts this paper to demonstrate its position on stewardship.

It was AGREED that the Clerk should meet with other organisations within Berinsfield to present and discuss this proposal, obtaining feedback, prior to submitting it to the Garden Village Steering Group.

12. **Delegation of Authority on Amenities.** To consider delegating authority to the Clerk to approve content of information boards, wood carvings and other items relating to the amenities budget and upgrade program being completed by South Oxfordshire District Council.

It was AGREED that delegation of authority to the Clerk be given to take decisions on advice to SODC on all matters relating to their amenities and wayfinding budgets.

13. **Toilet at Berinsfield Burial Ground.**

- a) To consider approval of a quotation for ongoing maintenance of the toilet at Berinsfield Burial Ground from A&W Grounds.

Consideration was given to this matter and it was AGREED that the toilet should not be subject to general cleaning maintenance and instead contractors should be asked to leave the facility in good order.

b) To consider a request from multiple residents to open the toilet for use by members of the public.

Consideration was given to this matter and it was AGREED that the toilet should not be open to members of the public due to operational considerations.

14. **Grant Funding Agreement.** To receive an update on grant reporting for a grant supplied to Berinsfield Community Association for funding to a new cooker. The Parish Council is asked to consider the following points.

a) To consider the missed deadline of grant reporting and the discretionary grace period applied. Reporting is now in place.

It was AGREED to accept the late reporting of the grant and consider it sufficient. It was AGREED that the Clerk should write to Berinsfield Community Association making sure that it is aware late reporting will not be accepted in the future and warning of the repercussions of not submitting reports on time.

b) To consider the request of return of the difference in grant funding and actual spend on a new cooker. The grant amount for the purchase of a new cooker at £1,500.00 and the total cost of purchase of a new cooker at £1,247.93.

It was AGREED that the Clerk should write to Berinsfield Community Association asking for the return of the funds amounting to £252.07 as unspent on the purchase of a new cooker.

c) To consider the grant being supplied to Berinsfield Community Association and the invoices used as grant reporting evidence being in the name of Berinsfield Social Club.

It was AGREED to accept this evidence as the two organisations are linked. However, it was AGREED that the Clerk should write to Berinsfield Community Association telling it that the grant should be used and receipts in the name of the organisation the grant was provided to.

15. **Playground Inspections.** To consider the approval of an annual playground inspection from Wicksteed for the price of £114.00 per site.

It was AGREED that the Clerk should investigate if the qualification held by the grounds maintenance contractor are sufficient to carry out this annual inspection. It was AGREED that the Clerk should report back to the Parish Council at its next meeting.

16. **Emails.** To receive an update from the Clerk on the process of changing email host.

The Clerk advised that the process was still ongoing and by the time of the next meeting of the Parish Council the switch would at least be imminent.

17. **Parish Council IT.** To consider the purchase of IT to enable council business to be processed digitally. Quotations supplied on the basis of 1 high powered laptop for the Clerk/RFO, 2 mid-range laptops for the Chair and Vice Chair and entry level laptops for all other councillors.

The Parish Council considered this matter and AGREED that the procurement of laptops was not necessary expenditure for it to incur but that tablets suitable for document reading should be looked into and the Clerk should report pricing for this at a subsequent meeting. It was AGREED that the

purchase of a high powered laptop for the Clerk to carry out council business was necessary and a specific option should be presented to the Parish Council at a subsequent meeting.

18. **Audit 2025-26.** The Parish Council is asked to consider the following items relating to the Internal and External Audit of 2025-26 financial year.

a) Internal Audit – To receive an update on the progress of the Internal Audit by appointed auditor Theresa Goss.

The Clerk updated that the internal audit was currently ongoing and documents having been submitted to the internal auditor.

b) Annual Governance Statement – To respond appropriately to the questions on the Annual Governance Statement.

The Parish Council went through the Annual Governance Statement and answered the questions appropriately.

c) Accounting Statement – To consider and agree the accounting statement figures.

The Parish Council went through the accounting statement and AGREED the figures.

c) Electors Rights – to decide the dates of the Exercise of Public Rights as to

The Parish Council considered this matter and set the dates for the Exercise of Public Rights from 3rd June 2026 to 14th July 2026, to include a 30 day working period and the first 10 working days of July.

19. **Takeaway Pitch at Berinsfield Sports Pavilion.** To receive an update on the takeaway pitch at Berinsfield Sports Pavilion.

The Clerk updated that the business with whom he was discussing the pitch had pullet out, not wishing to procure a Street Trading License.

20. **Cricket Pitch.** To consider a proposal for a roll out, temporary cricket pitch from Flicx for £3,290.00 + VAT. A demonstration has taken place with the Clerk and Vice Chair attending.

It was AGREED that this was a suitable expenditure for the Parish Council to incur from general reserves and that it would add to the leisure offering to residents. It was AGREED that the pitch should be purchased and that the Clerk should make contact with individuals who have expressed an interest in running cricket in Berinsfield.

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

22. **Statement of Accounts for payment in March.** To be circulated at the meeting.

It was AGREED that payments totaling £12,285.71 and receipts totaling £4,919.95 be accepted.

23. **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 were inspected and signed by Cllr Sweetland.

24. **Items for report to Chair.**

- a) Car Boot Sale Signage – Cllr Bunyan raised an issue on behalf of a resident relating to the signage for a Car Boot Sale on the Parish Boundary. It was AGREED that the Clerk would write to the landowner asking that the signs are taken in from the road.

25. Date of next ordinary Parish Council Meeting – 11th May 2026