

**MINUTES OF THE MEETING OF BERINSFIELD PARISH COUNCIL held on
Monday 6th July 2026 at 7.15 p.m. in the Pavilion, Lay Avenue, Berinsfield, Oxon.**

PRESENT

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

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

1. Public Participation in accordance with Standing Orders.

- a) Drainage at Kennet Close – A member of the public raised the drainage ditch on Kennet Close and advised that he had retrieved broken glass from the ditch which he believed posed a hazard. The Chairman thanked him for retrieving it.
- b) Overgrown Hedges – A member of the public raised that there are many overgrown hedges around Berinsfield and that they believe them to be a hazard for those using mobility scooters or pushing prams. It was AGREED that the Clerk would attend the path near the school with the Parish Council's Grounds Maintenance Contractor and establish if the hedges in that area could be cut back.
- c) Motorbikes at H Café – A member of the public mentioned that there are still ongoing nuisance noise levels coming from potentially speeding bikes on the A4074 near H Café. The Chairman advised that the owner had been making efforts to reduce the antisocial behaviour that had been experienced in the past.

2. Apologies for Absence.

Apologies for absence were received from Councillor L. Jones and T. Eltham.

3. Declarations of Interest and Dispensations.

Councillor Bunyan declared an interest in item 16 of the agenda as one of the organisers of Donny's Classic Car Show.

4. County Councillor's Report.

Councillor Jones provided a written report on updates from OCC and was in attendance to go through it. The Parish Council acknowledged its contents and thanked him for his attendance.

5. District Councillor's Report.

District Councillor Bennett sent his apologies for the meeting but provided a written report. The Parish Council acknowledged its contents.

6. **To receive and approve the Minutes of the Parish Council meeting held on 11th May 2026.**

It was proposed by Cllr Sweetland, seconded by Cllr Scate and AGREED that the minutes of the Parish Council meeting held on 1st June 2026 be accepted as a true and accurate record of the meeting.

7. **To receive and approve the Minutes of the Finance Committee meeting held on 10th June 2026.**

It was proposed by Cllr Scate, seconded by Cllr Scott-Ely and AGREED that the minutes of the Finance Committee meeting on 10th June 2026 be approved as a true and accurate record of the meeting.

8. **To receive and approve the Minutes of the Staffing Committee meeting held on 24th June 2026.**

It was proposed by Councillor Sweetland, seconded by Cllr Scott-Ely and AGREED that the minutes of the Staffing Committee meeting on 24th June 2026 be accepted as a true and accurate record of the meeting.

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

a) Certificate of Lawfulness Application. To note receipt of application P26/S2004/LDP, 18 Wey Road, Berinsfield, for a proposed rear extension. This application seeks confirmation that the proposal constitutes permitted development and no consultation response is required from the Parish Council.

The Parish Council noted this application.

b) P26/S2002/FUL – Berinsfield Business Park, The Real Mini Co Ltd, Tower Road, Berinsfield,] Wallingford, OX10 7LN – Erection of detached workshop building and alterations to existing building (comprising provision of new opening to west elevation and erection of porch to south elevation) (retrospective).

It was AGREED that the Clerk should submit comments stating that whilst the Parish Council has no objections to this application, it does have strong concerns around the parking of the business on the road outside the industrial estate. The Parish Council believes that the parking on the bend of Fane Drive to be dangerous and has concerns that development of the site may lead to further vehicles parked in the same manner.

10. **Future Stewardship.** To further consider the question of stewardship in Berinsfield and receive an updated draft of the Stewardship Proposal from the Clerk.

The Clerk presented an amended draft of the Stewardship Proposal based on feedback from meetings with community organisations and representatives. A crib sheet of feedback edits were also provided. It was RESOLVED that the Parish Council approved the adoption of this latest draft of the Stewardship Proposal and that it should be used in stewardship discussions moving forward.

11. **To consider the recruitment of a new member of staff.**

- a) To consider the recommendation from the staffing committee that the position is a full time 37 hours a week role.
- b) To consider the recommendation from the staffing committee that the salary on offer should be SCP 12-17 with a provisional starting point of SCP 12.
- c) To consider the recommendation from the staffing committee that the hours of work should be 9am – 5pm with flexibility for the correct candidate.

- d) To consider delegating authority to the Clerk to draft a job description, person specification, advertise the role and commence interviews on behalf of the Parish Council and working with the Chairman of the Parish Council and Chair of the Staffing Committee.
- e) To consider delegating authority to the Staffing Committee to make a formal decision to appoint a candidate, from a recommendation from the Clerk.

It was RESOLVED that the Parish Council recruits an Administrative Assistant to assist the Clerk and report to the Clerk. It was RESOLVED that the salary on offer would be SCP 12 – 17. It was RESOLVED that the hours of work should be 9am – 5pm with the possibility of some flexibility for the correct candidate. It was RESOLVED that authority to draft a job description, person specification and advertise the position be delegated to the Clerk. It was RESOLVED that authority to conduct interviews be delegated to the Clerk, Chairman of the Parish Council and Chair of the Staffing Committee. It was RESOLVED that authority to make a formal appointment be delegated to the Staffing Committee.

12. **Village Voice.** To consider an issue date for the next copy of the Village Voice.

It was RESOLVED that the next issue of the Village Voice be produced in August, at a date that the Clerk deems to fit with the schedule of Parish Council business.

13. **Takeaway Pitch.** To receive an update from the Clerk on the potential use of a takeaway pitch at Berinsfield Sports Pavilion.

It was RESOLVED that the Parish Council approves of a one month trial and that the Clerk should invite the business to set a date with enough prior notice to commence.

14. **Vandalism and Flytipping.** To consider the cost of flytipping and vandalism to the Parish Council and what actions should be taken, if any.

It was RESOLVED that the Clerk should post every instance of flytipping or vandalism to social media, along with the cost incurred to rectify the issue.

15. **Land Registry.** To receive an update from the Clerk on the Parish Council's Land Registry account.

It was RESOLVED that the Clerk should set up a Land Registry account on behalf of the Parish Council and that title plans be paid for on an as needed basis.

16. **Donny's Classic Car Show.**

- a) To consider a request from the organisers of Donny's Classic Car Show to hold the annual event on 22nd May 2027.
- b) To consider the costs associated with line painting for Donny's Classic Car Show. Costs for line painting the event in 2026 amounted to £480.00.

It was RESOLVED to approve the request from Donny's Classic Car Show for the event to be scheduled for 22nd May 2027.

It was RESOLVED that the Clerk should advise the organisers of Donny's Classic Car show that if line painting is required in the future, they should consider a request for Grant Aid as other organisations in the Parish do.

17. **Exclusion of Press and Public.**

To consider resolving, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that the press and public be excluded from the meeting during consideration of the following item due to the confidential nature of the business to be transacted.

It was RESOLVED to exclude members of the press and public from the meeting pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, during consideration of the following item due to the confidential nature of the business to be transacted.

18. **Confidential Staffing Matter – Clerk Appraisal and Salary Review.** To consider the recommendation of the Staffing Committee concerning the salary and salary scale placement of the Clerk and Responsible Financial Officer and to agree any resulting action.

It was RESOLVED that the salary point paid to the Clerk to the Parish Council be placed at 25, increased from 23, in line with the recommendations of the Staffing Committee. It was RESOLVED that this pay rise be backdated until 1st April 2026.

19. **Members Allowance Scheme 2026/27.** To consider the recommendations of the South Oxfordshire Parish Remuneration Panel and determine whether to introduce and pay members' allowances for the 2026/27 financial year.

Members are requested to:

- a) determine whether a Parish Basic Allowance shall be payable to each eligible elected member of Berinsfield Parish Council;
- b) determine the annual gross amount of the Parish Basic Allowance payable to each eligible elected member;
- c) determine whether the councillor serving as Chair shall receive an enhanced Parish Basic Allowance in recognition of the additional responsibilities of the office and determine the annual gross amount payable to the Chair;
- d) consider and adopt the draft Members' Allowances Scheme 2026/27;
- e) determine the date from which the Scheme and allowances shall take effect;
- f) approve payment quarterly in arrears, subject to the eligibility, apportionment and pro-rata provisions contained within the Scheme; and
- g) authorise the Clerk and Responsible Financial Officer to implement and administer the Scheme, including processing payments through payroll, maintaining the required records and completing the required publication arrangements.

It was RESOLVED that a Parish Basic Allowance shall be payable to each eligible elected member of Berinsfield Parish Council. It was RESOLVED that the annual gross amount of the Parish Basic Allowance be set at £420.00 in line with the recommendations from South Oxfordshire District Council. It was RESOLVED that the serving Chair shall receive a Chair's allowance, payable in addition to the Parish Basic Allowance for the additional responsibilities of the office. It was RESOLVED that the amount of the Chairs allowance be set at £1,239.00 in line with the recommendations from South Oxfordshire District Council. It was RESOLVED that the Members' Allowance Scheme drafted by the Clerk be approved and adopted for use. It was RESOLVED that the date from which the scheme and allowances shall take effect is 1st April 2026. It was RESOLVED that the payment of allowances be made quarterly, in arrears. It was RESOLVED that

the Clerk and Responsible Finance Officer should implement and administer the scheme including processing payments through payroll, maintaining the required records and completing the required publication arrangements.

20. **Correspondence and Items For Information.**

- a) New Flags – In line with Parish Council resolution, the Clerk has purchased two new flags to be flown at the flagpole near the war memorial.
- b) Youth Shelter – A new youth shelter has been installed working in collaboration with SODC.
- c) Interpretation Panel – The new interpretation panel has been delivered and installed at Abbey Woods Spinney.

These items were noted by the Parish Council.

21. **To approve the schedule of payments for June 2026.**

It was RESOLVED that payments for June totaling £19,755.45 and receipts totaling £6,758.79 be approved.

22. **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 Councilor Sweetland.

23. **Items for Report to Chair.**

No matters were raised.

24. **Date of Next Meeting** – 3rd August 2026.