

# BERINSFIELD PARISH COUNCIL

Clerk to the Council: Alex Marasco

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**You are summoned to attend the meeting of  
Berinsfield Parish Council which will take place on  
Monday 5<sup>th</sup> October 2026 at 7.15pm in  
Berinsfield Sports Pavilion, Lay Avenue, Berinsfield.**

30<sup>th</sup> September 2026

Alex Marasco  
Clerk to the Council

## AGENDA

1. **Public Participation in accordance with Standing Orders.**
2. **Berinsfield Scout Group.** To receive an update from the Scout District regarding the re-establishment of the Berinsfield Scout Group and the proposed rebuilding of the Scout Hut, and to consider how the Parish Council may assist in identifying a suitable project manager for the project.
3. **Apologies for Absence.**  
  
Apologies received from Cllr Bridge.
4. **Declarations of Interest and Dispensations.**
5. **County Councillor's Report.**
6. **District Councillor's Report.**
7. **Minutes of Full Council.** To approve as a correct record the Minutes of the Parish Council meeting held on 7<sup>th</sup> September 2026.
8. **Staffing Committee Minutes.** To receive the Minutes of the Staffing Committee meeting held on 9<sup>th</sup> September 2026.
9. **Finance Committee Minutes.**
  - a) To receive the minutes of the Finance Committee Meeting held on 23<sup>rd</sup> September 2026.
  - b) To consider increasing all Berinsfield Burial Ground charges by 4% for the financial year 2027/28.
  - c) To consider setting the annual allotment fee for 2027/28 at £100 per full plot, with a discounted fee of £85 for tenants who renew digitally.
  - d) To consider implementing a £100 deposit for new tenants at Berinsfield Allotments.
  - e) To consider freezing Berinsfield Sports Pavilion hire charges for the financial year 2027/28.

10. **Scheme of Delegated Authority.** To consider establishing a formal Scheme of Delegation to the Clerk/RFO, including the scope of administrative, operational, financial and other functions which may appropriately be delegated and to agree the principles and next steps for the preparation and adoption of a Scheme.
11. **Committee Terms of Reference and Delegated Authority.** To review the Terms of Reference, functions and delegated authority of the Council's committees and to consider and agree any amendments required. A terms of reference, functions and delegated authority officer recommendation is supplied with this agenda.
12. **Community Speed Watch.** To receive an update from the Clerk on progress in setting up a Berinsfield group under Thames Valley Police's Community Speed Watch scheme.
13. **School Transport.** To consider correspondence received from a resident regarding school transport arrangements and to agree any action to be taken by the Parish Council.
14. **Internal Audit.** To consider the letter of engagement received for the provision of internal audit services and to agree the appointment of the Council's Internal Auditor.
15. **Grounds Maintenance Contract.** To consider the proposed Grounds Maintenance Contract with A&W Grounds for the years 2027-2030 and to determine whether to enter into the contract.
16. **Budget Monitoring.** To review the Parish Council's financial position against the approved budget for the 2026/27 financial year, including actual income and expenditure against budget and to consider any material variances and actions required.
17. **Stewardship.** To receive an update on the progress of Berinsfield Parish Council's stewardship proposal and associated project updates.
18. **South Oxfordshire District Council Collaboration.** To receive an update on the various projects that Berinsfield Parish Council is collaborating with South Oxfordshire District Council on.
19. **Line Marking.** To receive communications from line painting contractors explaining the line markers are no longer suitable for use and to agree any actions to be taken.
20. **Correspondence and Items For Information.**
21. **To approve the schedule of payments for October 2026.**
22. **Bank Statements.** To inspect the balances on the bank statements for the Parish Council's three accounts and to sign the reconciliation.
23. **Items for Report to Chair.**
24. **Date of Next Meeting – 2<sup>nd</sup> November 2026.**