

**Minutes of Berryfields Parish Council Meeting VIA VIDEO CONFERENCING**  
**Wednesday 21st April 2021**

**Present:** Councillors James Inch, Louise Rees, Laurilee Green, Gareth Lane, Naser Habib, Sue Severn (Parish Clerk), Anthea Cass (Deputy Clerk) and Agnes Alborzpour (Assistant Clerk), Cllr Ashley Waite (Buckinghamshire Council)

1. **Apologies for absence**  
Cllrs Monique Foster, Ashley Waite (Buckinghamshire council), Paul Irwin (Buckinghamshire Council).
2. **Declarations of Interest** in items on the agenda.  
None
3. **Open forum for parishioners**  
Eight members of the public joined the meeting including newly elected councillors who will join the Council at its May meeting.  
Introductions were made.
4. **Police report and Neighbourhood Policing**  
No report received.
5. **Planning**  
**Proposed erection of a coffee shop with drive through facility along with associated access, parking and signage | Land Off Sir Henry Lee Crescent Berryfields Bucks**  
**21/00921/APP**  
The Parish Council objects to this application and requests that determination is referred to planning committee for the following reasons:  
Highways: A drive-through facility will increase traffic at the lights considerably. This junction is always busy during morning peak resulting in it taking up to half an hour to leave Exemplar Park to join the A41. The main road is frequently congested and there have been serious accidents in the area.  
Residential amenity: While always zoned for employment the land is close to a residential area and a drive-through facility with long opening hours will cause noise, smells, increased traffic as well as light pollution from prominent, lit signage, as well as litter. It is adjacent to two residential bungalows on the A41 just behind the proposed site, and will cause considerable nuisance to the occupiers of these homes, who will lose quiet enjoyment.  
  
We ask that this be called in to committee for determination. It is considered that the development is unsuitable for this location, and could, potentially, cause inconvenience to existing residents.  
**Proposed by:** Cllr Naser Habib  
**Seconded by:** Cllr Laurilee Green  
Councillors voted to object by a majority.

**Proposed Part garage conversion and enlargement of ground floor rear window | 21 Noble Crescent**  
Aylesbury Buckinghamshire HP18 0WX

**21/01044/APP**

The Parish Council is neutral in respect of this application and has no comment to make.

**Proposed by:** Cllr Naser Habib

**Seconded by:** Cllr Laurilee Green

Agreed unanimously

**Proposal for two storey rear infill extension, loft conversion with front and rear dormer windows,**  
single storey extension to existing detached outbuilding **39 Siddington Drive Aylesbury**

**Buckinghamshire HP18 0UE**

**21/01095/APP**

The Parish Council is neutral in respect of this application.

**Proposed by:** Cllr Laurilee Green

**Seconded by:** Cllr Louise Rees

Agreed unanimously

**Variation of condition 2 relating to application 19/02210/APP**

Full details at:

The Parish Council is neutral in respect of this application.

**Proposed by:** Cllr Gareth Lane

**Seconded by:** Cllr Louise Rees

Agreed unanimously

**6. Minutes**

The minutes of the Parish Council meeting held on Wednesday 17<sup>th</sup> March 2021 were agreed. The Clerk was asked to sign the Minutes on behalf of the Council.

**Proposed by:** Cllr Louise Rees

**Seconded by:** Cllr Gareth Lane

Agreed unanimously

**7. Land & facilities**

**Marston Brook Open Space**

Councillors confirmed that they are happy for the land to be transferred to the new owner including the derelict farm buildings and the remainder will be transferred to the Parish Council.

**Road signs**

We have had request for additional road signs from a resident of Ruby Crescent. The Clerk will speak to Highways, to see if they can assist.

**Roman Park Construction**

The Clerk reported that Focuss Construction Ltd has been appointed, subject to contract, following successful completion of due diligence, as main contractor for the Roman Park Hall build in accordance with the council's resolution. A contract has been prepared by OJN Solicitors and it is expected that this

will be signed shortly with a commencement date of 5<sup>th</sup> May 2021. The build period is estimated at 42 weeks resulting in a completion date in March 2022.

All sub-contractors appointed to date are noted and Paul Swart of Blackwood Architects is preparing HSE notification.

### **Planning conditions**

The Clerk reported that the SUDS Planning Condition remains undischarged, but she is now in direct contact with Highways Development Management. They advise that, in principle, they see no reason why run off from the site cannot be discharged into the highways drain at Sir Henry Lee Crescent. It is hoped that written confirmation will be received within weeks.

### **Landscape**

Versailles boxes design approved. The Consortium is obtaining quotes to set them into the ground along cycleway and should confirm the contract shortly to enable construction to begin. They will have gravel and await soil & trees for which it is hoped to get a grant in due course.

### **Access**

It has now been agreed that the haul road for the hall can be beside the nursery, and if it encroaches on Consortium land it will be made good at the end of the build.

### **Site Traffic Management Plan**

Focuss is aware of the restrictions / requirements and will have wheel washing facilities on site in their compound, sited where the hall courtyard will be located. Hardcore from the compound will form the courtyard base.

### **Financing the build**

The Clerk had reported to Councillors in detail the cashflow, and likely need for additional funding to complete construction, pending receipt of further commuted sums from transfers and possible funds. To ensure that the Council has sufficient funds to complete the project it was decided that it would be prudent, in the short-term, to obtain borrowing approval from PWLB for a loan to be repaid as soon as possible.

**Berryfields Parish Council resolved to apply to Public Works Loan Board for borrowing approval for a loan of £440,000** to facilitate completion of its Roman Park Hall (community building) during late 2021/22. All repayments to be met from income from the new Hall, with no recourse to Parish Precept. Six-monthly repayment of principal and interest over 25 years would be £11,277.77 (interest rate at meeting date 2.06%), funded from Roman Park Hall income and/or nursery rent.

**Proposed by:** Cllr Gareth Lane

**Seconded by:** Cllr Louise Rees

Agreed unanimously

### **Temporary Hall**

Possible date for a limited opening of the temporary hall is 17th May 2021, subject to Covid-19 Regulations. The rule of six would still apply and full opening is not permitted until after 21<sup>st</sup> June, subject to Regulation. The Clerk will prepare the proposal for hire charges.

### **Allotments**

All rent invoices were sent out in April. A few allotments were given back but they have already been re-let. The wells are still not working properly. The Deputy Clerk contacted with Free Aqua to discuss this and a meeting is scheduled for May.

The Deputy Clerk reported that she has received a few complaints about access to the bottom allotments. The contractor confirms that the best way will be to create a few parking spaces at the bottom of the cycleway just inside the existing gate to allow allotmenters to park off-road. A new padlock has been put on the nursery gate that allotmenters can use to enable them to park closer to their plots.

### Playground inspections

All parks are in good condition, the inspections are happening on a regular basis (fortnightly at this moment) and any repairs are done as required.

## 8. Finance

8.1 The payment run was agreed as circulated and budgeted payments made outside the Parish Council meeting were ratified.

BERRYFIELDS PARISH COUNCIL				
Payment run 21st April 2021				
Payee	Detail	Net	VAT	Total £
Staff salaries & expenses		£ 4,364.40		£ 4,364.40
Vanessa Treasure Design	Operation Bridges councillor items	£ 36.80	£ 5.23	£ 42.03
Bright Pay	Payroll software annual licence fee	£ 49.00	£ 9.80	£ 58.80
Top Service	3 month subscription credit referencing service (Quarterly)	£ 117.00	£ 23.40	£ 140.40
E-on	Electricity Roman Park 19th March to 12th April DD	£ 652.32	£ 130.46	£ 782.78
Net Nerd	Invoice 299804: Unlimited hosting BPC Apr/May 2021	£ 0.99	£ 1.00	£ 5.99
Quality Garden Supplies	Invoice No. QGS-181147: Soil for park/surface repairs	£ 160.00	£ 35.98	£ 215.88
Agnes Alborzpour Consulting	Invoice No. PC001829: Consultancy & project work	£ 1,005.00		£ 1,005.00
Playground Supplies Ltd	Invoice No. 5977: Basket swing repairs	£ 195.00	£ 39.00	£ 234.00
JH Parish Council Services	Erect flag pole	£ 100.00		£ 100.00
Attitude Autos	Invoice AA00669: Supply & fit external tap, parts, labour & materials	£ 123.69		£ 123.69
Nolan Support Services	Invoice No. 011: Litter pick & remove waste Roman Park, dismantle broken heras fencing &	£ 160.00	£ 32.00	£ 192.00
Nolan Support Services	Invoice No. 003: Pipe removal & disposal, litter picking & remove waste	£ 120.00	£ 24.00	£ 144.00
Blackwood Architects	INV/BVH29/ps discharge of conditions, amended drawings, site meeting Network Rail, chasing contractors*	£ 2,000.00	£ 400.00	£ 2,400.00
Schwab & Co. Lex	Invoice 000231: Site meeting, preparation and follow up meeting ref Network Rail	£ 240.00		£ 240.00
IWNL	Water charges: Roman Park	£ 41.90		£ 41.90
Event Bright	Training: Planning & Power - Clerk & Deputy Clerk	£ 64.88	£ 12.98	£ 77.86
Pickerings	Invoice No 766550: Secure store hire	£ 110.40	£ 22.08	£ 132.48
Bucks Council	Invoice 512055: General & re-cycling waste emptying March, rental of bins DD	£ 42.30		£ 42.30
Stem Group	Phone service DD	£ 30.00	£ 6.00	£ 36.00
Barnard & Westwood	Operation Bridges: Printing	£ 319.95	£ 63.99	£ 383.94
Community Impact Bucks	Invoice 5271 Community buildings subscription	£ 50.00	£ 10.00	£ 60.00
E-on	March electricity bill DD	£ 740.19	£ 148.04	£ 888.23
PWLB	Loan repayment	£ 3,534.28		£ 3,534.28
Baughan Pest Control	Invoice 4026: Bi-monthly vermin service Lawson Road	£ 80.00	£ 16.00	£ 96.00

**Proposed by:** Cllr Louise Rees

**Seconded by:** Cllr Laurillee green

Agreed unanimously

8.2 Accounts to end of March (year end 31<sup>st</sup> March 2021) were agreed as circulated.

Mr Gus Orchard was appointed as Internal Auditor for Berryfields Parish Council.

**Proposed by:** Cllr Gareth Lane

**Seconded by:** Cllr Louise Rees

Agreed unanimously

8.3 The Governance and Accounting Statements for Berryfields Parish Council for the financial year ended 31<sup>st</sup> March 2021 were approved.

**Proposed by:** Cllr Laurillee Green

**Seconded by:** Cllr Gareth Lane

Agreed unanimously

8.4 Councillors approved the dates for the Exercise of Public Rights would be set by the office. (Since confirmed as Monday 14<sup>th</sup> June to Friday 23<sup>rd</sup> July 2021).

**Proposed by:** Cllr Louise Rees

**Seconded by:** Cllr Laurillee Green

Agreed unanimously.

8.5 The Council's Financial Regulations, Asset Valuation Policy, Risk Assessment and Management Policy and Financial Risk Assessment were reviewed, as circulated, and approved for review in May 2022.

**Proposed by:** Cllr Gareth Lane

**Seconded by:** Cllr Louise Rees

Agreed unanimously

9. **Events**

Nothing to report at this moment. Church on Berryfields may run an event in September, but a decision will be made in June.

10. **Coronavirus Act & Covid-19 situation report**

All Regulations being reviewed and monitored to ensure the council is compliant.

11. **Berryfields News & Communication.**

Councillors decided to move the format of Berryfields News to a glossy A4 magazine, allowing larger adverts and more editorial. The Clerk will obtain quotes for the Autumn edition together with revised print costs bearing in mind that Sure2Door are the printers who also will reliably deliver.

The next Berryfields News is expected to be published at the end of May in its current A5 format. The issue will consist of 20 or 24 pages to be able to offer space for advertising. Agnieszka will prepare the May issue as before.

**Welcome pack**

Cllr Green updated on the welcome pack progress.

The draft of Welcome pack is completed and working group is happy with the content and it will be done in the PDF format for ease of printing.

12. **Highways & transport**

No report was received.

Cllr Inch updated on Speedwatch, which can now re-start. MVAS still requires replacement battery and more volunteers will be needed.

13. **Parish Council Elections, Co-options, and Annual Parish Council Meeting and Annual Parish Meeting**

The new Council's Annual PC Meeting will be on Wednesday 19<sup>th</sup> May. The first item of business will be to elect a chairman and vice chairman. Immediately prior to the APCM will be the Annual Parish Meeting at which Cllr Inch will present the annual report of the Council.

**General Power of Competence**

The PC will adopt the GPC at its May meeting, which will make a positive difference to the activities and projects it can undertake.

14. **Meetings & matters of report**

Nothing to report.

15. **Date of next Parish Council Meeting**

The next PC meeting is at 7.30pm on Wednesday 19<sup>th</sup> May 2021.

There being no further business the Chairman closed the meeting at 9.15pm.