

**Minutes of Berryfields Parish Council Meeting  
held at Roman park, Sir Henry Lee Crescent, Aylesbury, HP19 0YT  
on Wednesday 16th June 2021**

**Present:** Councillors Louise Rees, Laurilee Green, Gareth Lane, Naser Habib, Bindu Gundapudi, Paul Redshaw, Lucy Harmes, Arun Sekhar, Vernon Hills, John Yandrapati, Sue Severn (Parish Clerk), Anthea Cass (Deputy Clerk) and Agnes Alborzpour (Assistant Clerk), Cllr Ashley Waite (Buckinghamshire Council)

1. **Apologies for absence**

None

2. **Declarations of Interest in items on the agenda**

None

3. **Open forum for parishioners**

No members of public attended the meeting. Cllr Waite introduced himself as local councillor and explained about the Community Board.

4. **Police report and Neighbourhood Policing**

No report received at meeting PCSO was unable to open the Zoom link. (Email subsequently received with Police report was distributed to Councillors).

5. **Planning**

Proposed Single storey rear extension | 1 Clemens Road Aylesbury Buckinghamshire HP18 1AR  
Ref: 21/01987/APP

**Full details:** <https://publicaccess.aylesburyvaledc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QSWEVYCLJ8100&prevPage=inTray>

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

**Proposed by:** Cllr Naser Habib

**Seconded by:** Cllr

Agreed unanimously

Proposed erection of porch | 4 Bramley Road Aylesbury Buckinghamshire HP18 0XF Ref: 1/02095/APP

**Full details:** <https://publicaccess.aylesburyvaledc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QTARJ5CL0RH00&prevPage=inTray>

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

**Proposed by:** Cllr

**Seconded by:** Cllr

Agreed unanimously

Proposed single storey rear/side infill and first floor side extensions. Roof replacement to rear extension. Dormer to loft level to the front slope and Velux windows to the rear slope. Additional

windows to elevation. Enlarge front hardstanding area | 3 Freyberg Drive Aylesbury Buckinghamshire  
HP18 0HR Ref: 21/02061/APP

**Full details:** <https://publicaccess.aylesburyvaledc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QT57VTCLIEA00&prevPage=inTray>

**Proposed by:** Cllr  
**Seconded by:** Cllr Vernon Hills  
Agreed unanimously

New side roof dormers and new window in rear elevation | 20A Pershore Way Aylesbury  
Buckinghamshire HP18 0WP  
Ref: 21/01783/APP

**Full details:** <https://publicaccess.aylesburyvaledc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QS7T45CLIPQ00&prevPage=inTray>

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

**Proposed by:** Cllr  
**Seconded by:** Cllr  
Agreed unanimously

## 6. Minutes

The draft Minutes circulated were approved and signed as a true record by the Chairman.

## 7. Land & facilities

- **Land at Ruby Crescent**

Councillors agreed to receive transfer of land at Ruby Crescent in return for a commuted sum to be agreed (minimum as discussed). Councillors agreed to delegate authority to the Parish Clerk to complete negotiations on behalf of the Parish Council and move forward with the Transfer.

**Proposed by:** Cllr Arun Sekhar  
**Seconded by:** Cllr Gareth Lane  
Agreed unanimously

- **Roman Park & Village Hall**

The archaeologist finished on site and cleared the foundations to be dug. The foundations have now been dug. The Building Inspector has approved the foundations and they are being filled during week commencing 7<sup>th</sup> June.

The SUDS planning Condition is still not discharged but we have now had a call from the head of Highways confirming he sees no problem in allowing us to discharge into the drain at the top of Sir Henry Lee Crescent.

- **Temporary hall**

Based on current restrictions the hall cannot be let until government lockdown restrictions have been lifted.

Councillors received and considered three quotations for a burglar alarm, security monitoring and call out for the temporary hall from STEM Telecom, UK Security and Matrix Security. Councillors agreed to appoint UK Security to supply, install and monitor the alarm system at Roman Park Hall.

**Proposed by:** Cllr Nasar Habib

**Seconded by:** Cllr Arun Sekhar

Agreed unanimously.

- **Allotments**

The Deputy Clerk has received a lot of requests for more water for the top allotments, and agreed to let them fill the bowser from the PC's hose at cost. The charge will be approximately £1.60 + VAT each time they fill it, and they will be charged at the end of the summer to a single representative who must collect the money from others. Likely cost will be £60 plus VAT for the summer.

- **Park inspections/repairs**

In general, all parks are in a good order, but unfortunately from time-to-time there are acts of vandalism; the most recent being the scrambling net at Barley Fields play area was unscrewed presumably as attempted theft.

CCTV at Gateway Park: Quotations were considered for installation of CCTV in the park was considered, but based on the current circumstances, councillors decided to monitor during the summer and defer the decision until September.

**Proposed by:** Cllr Nasar Habib

**Seconded by:** Cllr Paul Redshaw

Agreed unanimously

## 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 16th June 2021				
Payee	Detail	Net	VAT	Total £
Staff salaries & expenses				£ 4,514.73
Play Inspection Company	Renewal of play inspection APP software 12 months	£ 1,950.00	£ 390.00	£ 2,340.00
Orchard Consulting	Internal audit 2020-21	£ 350.00		£ 350.00
NetNerd	Spam filtering email	£ 1.99	£ 0.40	£ 2.39
IWNL	Water charges, Roman Park	£ 32.51		£ 32.51
Attitude Autos	Invoice No AA00673 fabricate and fit door stop village hall	£ 50.00		£ 50.00
Sutcliffe Play	Inv OP/1117552 chain set assembly for sling shot + carriage & pecking	£ 152.32	£ 30.46	£ 182.78
John Hiller Parish Council Services	Invoice No PCS/288/2020 : Various park repairs, groundwork preparation, emergency call out swing	£ 275.00		£ 275.00
Socotec	Invoice No 0000164363: Building Inspector report village hall foundations second visit	£ 1,136.00	£ 227.20	£ 1,363.20
Sign Wizard	Invoice No. 34708: 20 signs Construction Site keep out	£ 82.62	£ 16.52	£ 99.14
Office Furniture Warehouse	Invoice No 193/104071: Office furniture & stationery	£ 396.55	£ 79.31	£ 475.86
Office Furniture Warehouse	Invoice 193/104250: Stationery	£ 6.98	£ 1.39	£ 8.37
Portable Offices Luton	Invoice 83744: building rental temporary hall May	£ 1,495.00	£ 299.00	£ 1,794.00
RTM Landscapes	Invoice No. 2835: Grass cutting parks & allotments	£ 1,690.00	£ 338.00	£ 2,028.00
Bucks Council	Invoice No 315627: Commercial waste service Roman Park	£ 24.80		£ 24.80
Blackwood Architects	Inv/VH31/ps: Site meetings, archeologist meeting, foundation & steel drawings amend & site queries	£ 2,000.00	£ 400.00	£ 2,400.00
Stem Telecom	Invoice No 1112: Telephone & wifi service Roman Park	£ 30.00	£ 6.00	£ 36.00
Baughan Pest Control	Invoice No 4146: Bi-Monthly vermin service Lawson Road	£ 80.00	£ 16.00	£ 96.00
Nolan Support Services Ltd	Invoice 027: Bi monthly litter picks parks	£ 23.00	£ 46.80	£ 280.80
Came & Company	Invoice No. 507302804: Additional premium adding Roman Park playground equipment & office contents	£ 327.07		£ 327.07
Pickering's	Container hire: invoice outstanding			
		£ 10,103.84	£ 1,851.08	£ 16,678.65

**Proposed by:** Cllr John Yandrapati  
**Seconded by:** Cllr Bindu Gundapudi  
Agreed unanimously

8.2 The reported that our internal auditor had signed off the Internal Audit and Notice of Public Rights had been posted on our noticeboards and website. The accounts would now be sent to PKF Littlejohn once documents were returned.

8.3 The accounts to end of April 2021 were agreed as circulated.

**Proposed by:** Cllr Bindu Gundapudi  
**Seconded by:** Cllr Paul Redshaw  
Agreed unanimously

9. **Cyber security**

The documents have been completed, together with Policies as circulated. BALC has been asked to confirm requirements to now receive our Certification.

10. **BMX pump track**

Councillors agreed to make an application for a non-material change to planning permission to move the location of the track to the area of the skatepark. (The skatepark has not yet been transferred to the PC but this is expected and the permission will be in place which will allow the PC to request the Consortium to order construction). The Clerk confirmed to Councillors that the Consortium would build the pump track on six months' notice of the request from the Parish Council in accordance with the Variation to the S106 Agreement in respect of Roman Park.

**Proposed by:** Cllr Naser Habib  
**Seconded by:** Cllr Lucy Harnes  
Agreed unanimously

11. **Events**

The Deputy Clerk will confirm the revised date for Berryfields Buddies event.

Christmas events: Councillors agreed the date week commencing 06/12/2021 for the Father Christmas float.

It was resolved that the Christmas tea for seniors would become a Berryfields Buddies event Wednesday 15/12/2021, subject to caterer being available.

**12. Berryfields News & Communication**

Councillors agreed to appoint Sure2Door to print and distribute Berryfields News from September in a 24 page A4 format. Agnieszka Alborzpour will be asked to create 6 sample pages in InDesign for councillors to see what it will look like, based on the current Berryfields News issue. A decision on graphic design will be made at the July meeting.

**Proposed by:** Cllr Paul Redshaw

**Seconded by:** Cllr John Yandrapati

Agreed unanimously

**13. Parish Council Working Group**

Cllr Green updated on the Welcome pack, it is now ready just and we are waiting for the map to put in. The website is still in the planning stage.

Councillors agreed to formalise the Working Group which will, in future, provide a report/recommendation to the Council as an agenda item to enable it to recommend and work on projects in the Parish.

**Proposed by:** Cllr Louise Rees

**Seconded by:** Cllr Paul Redshaw

Agreed unanimously

Councillor Habib provided an update on the Neighbourhood Watch. He stated that Co-Ordinators are required in each road with responsibility for a limited number of homes. They will provide updates in their own areas, from a central email feed and sign up households.

**14. Highways & transport**

MVAS can now be put back in operation and Cllrs Hills and Sekhar will move the sign and will be trained to use Sentinel by the Clerk.

**15. Meetings and matters to report**

None.

**16. Date of next Parish Council meeting**

Wednesday 21st July 2021

It was confirmed that the Council will not meet in August, unless required.

There being no further business the Chairman closed the meeting at 9.20pm.