

**Minutes of Berryfields Parish Council Meeting
held at Roman Park, Sir Henry Lee Crescent, Aylesbury, HP18 0YT
on Wednesday 15th October 2025.**

Present: Councillors Arun Sekhar (Chair), Alagappan Muthu, Deepak Jose, Karen Ward, Kishore Dammala, Laurilee Green, Suresh Rayapalli, Vinay Victor, Anthea Cass (Clerk), Sarah Tomlin (Deputy Clerk and Minute Taker), Chirag Chotai (Buckinghamshire Councillor)

25.1 Apologies for Absence

Cllrs Gareth Lane, Lucy Harmes

25.2 Declarations of Interest

None

25.3 Open Forum (Adjournment)

- Residents raised concerns about parking problems on Mayberry Place and the poor condition of road surfaces on Crispin Street. The Chair explained that the Parish Council is unable to take direct action as these roads are not adopted by the Council and remain the responsibility of either the developers or Buckinghamshire Council. The Council noted the comments and Cllr Chotai agreed to continue engaging with residents and to monitor the situation.
 - A member of the public attended to express objections to the planning application for a care home referenced in Agenda Item 25.5.
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25.4 Police Report

No report received.

25.5 Planning

The following application was considered:

- PL/25/3061/FA – 59 Redcurrant Avenue, HP18 0ZH**
Change of use from dwelling (Use Class C3) to C2 (children's care home) including re-purpose of garage into activity and store room, and erection of bicycle store.

For clarity ahead of councillors making any decisions, Cllr Chotai advised that planning applications are approved or refused by Buckinghamshire Council based on material considerations only.

Resolved: To object to the application on the grounds that the property is not detached; concerns regarding the age of the children proposed to be accommodated; the potential

impact on local infrastructure and the community; parking issues; and a lack of sufficient information and detail within the application.

One councillor remained neutral.

Proposed Cllr Victor, Seconded Cllr Dammala

25.6 Minutes

The minutes of the Parish Council meeting held on 17th September 2025 were approved.

Proposed Cllr Green, Seconded Cllr Ward

25.7 Land & Facilities

- **Roman Park & Village Hall:** No report
- **Allotments:** No report
- **Park Inspections & Repairs:** The new play equipment has been installed at Marston Green. The installation has not yet been signed off, as the grass mats were found to be not fit for purpose. The contractor is scheduled to return on Friday to make good the works, after which the Play Inspection Company will complete the final sign-off.
- **Kiosk:** A business plan had been circulated proposing that the kiosk be used as a pop-up shop. The Chair requested further clarification on eligibility criteria for micro-businesses and on how peak and non-peak trading days would be defined.

As a side note, Cllr Rayapalli asked whether there is any available space within the heart of Berryfields to develop a facility similar to the kiosk at Roman Park. Other councillors commented on the advantages of the current location at Roman Park, noting its accessibility and reduced potential for noise disturbance. It was also observed that a similar facility located within a residential area could generate complaints from nearby residents.

Proposed Cllr Victor, Seconded Cllr Jose

- **Dog Poo Bin at AVP Station:** The Council revisited discussions held earlier in the year and considered a resolution to purchase a dog poo bin to be installed just inside the area by the bridge at AVP Station, including ongoing maintenance costs.

Resolved: To approve the purchase and installation of the bin.

Proposed Cllr Ward, Seconded Cllr Green

25.8 Finance & Administration

- 25.8.1** To approve the payment run as circulated and to ratify budgeted payments made outside the Parish Council meeting.

Proposed Cllr Jose, Seconded Cllr Green

- 25.8.2** To approve accounts to end September 2025.

Proposed Cllr Ward, Seconded Cllr Dammala

25.9 Policies

To review and approve the following policies as circulated:

- **Disciplinary Policy:** Councillors recommended clarifying references to the 'Staffing Committee' within the Disciplinary and Grievance Policies. With this exception, they were happy to approve.
Proposed Cllr Victor, Seconded Cllr Green
 - **Grievance Policy:**
Proposed Cllr Jose, Seconded Cllr Ward
 - **Training and Development Policy:** Cllr Ward recommended a minor amendment to the text in the Guidance and Support section. The amendment was made during the meeting, and the document was approved as amended.
Proposed Cllr Ward, Seconded Cllr Victor
 - **Finance Committee – Terms of Reference:**
Proposed Cllr Victor, Seconded Cllr Ward
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25.10 Community Grant Application

- Councillors to consider grant application from Church on Berryfields

Resolved: Unanimously to award a grant of £500

Proposed Cllr Jose, Seconded Cllr Victor

- Councillors to consider grant application for resident of Berryfields attending Cheerleading Competition.

Resolved: Unanimously to reject the application on the grounds that it is for an individual rather than community benefit.

Proposed Cllr Green, Seconded Cllr Rayapalli

25.11 Ongoing & New Projects

- **MVAS:** Ordered and awaiting delivery
 - **Book Swap Store:** Still a work in progress
 - **Halloween:** Advertising has begun, with some tickets already sold. The Chair thanked Cllrs Ward and Harmes for their work on the event.
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25.12 Events

- **Christmas:** Cllr Ashley Waite confirmed his availability for Santa's Sleigh on 4th and 10th December, with 17th December as a back-up date.

The Christmas Afternoon Tea has been moved from 4th to 5th December, with The Coffee Tree once again providing the food. The school choir will also be in attendance.

A Santa has been found for the grotto on 14th December. Cllr Green has successfully recruited stallholders, but additional volunteers and entertainment are still needed for the day.

A DJ has been booked for the children's Christmas Party on Monday, 22nd December. It will be a ticketed event with two sessions running between 1.30 pm and 5 pm.

The New Year's Eve Party is confirmed.

- **Staff Christmas Party:** The Chair proposed using part of the Chairman's Allowance to host a Christmas get-together (in January) for staff and councillors.

Proposed Cllr Dammala, Seconded Cllr Jose

25.13 Our Berryfields

The first edition with our new printer has been a success so far, with noticeable improvements in print quality and excellent customer service throughout the process. Deliveries are scheduled to be completed by Friday 24th October, after which the Council will be able to confirm whether the entire print and distribution process has been fully successful.

25.14 Meetings & Matters of Report

- The Clerk advised of changes to the car park entrance for the lower allotments, which were confirmed after the agenda was published. Cllr Ward asked if it would be gated. The Clerk confirmed that it would and that planning approval would be required.
Proposed Cllr Dammala, Seconded Cllr Jose
 - Cllr Green mentioned the Green Ridge Fireworks Night on 8th November, noting that tickets are now on sale and requesting councillors' support to attend.
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25.15 Date of Next Meeting

Wednesday 19th November 2025 at 7:30pm

Meeting closed at 21:13

Approved and Signed by:

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BERRYFIELDS PARISH COUNCIL Payment run 15th October 25

	BERRYFIELDS PARISH COUNCIL Payment run 15th October 25	Net	VAT	Total £
BARCLAYS				
		£ -	£ -	£ -
LLOYDS				
		£ -		
DCK Payroll	Office Staff	£ 6,585.41	£ -	£ 6,585.41
DCK Payroll	Hall Manager and Casual staff	£ 3,847.24	£ -	£ 3,847.24
DCK Payroll	LGPS	£ 2,287.09	£ -	£ 2,287.09
Wize Guy	Inv 0400 Design of Our Berryfields	£ 510.00	£ -	£ 510.00
Brook Farm Aggregates	Inv MON 6274 soil for parks	£ 60.00	£ 12.00	£ 72.00
RTM	Inv 0276	£ 250.00	£ 50.00	£ 300.00
Aston Commercial Cleaning	Inv 3839	£ 926.84	£ 185.37	£ 1,112.21
Attitude Autos	Inv AA00888 park inspections 17th Sept and 1 Oct	£ 400.00	£ -	£ 400.00
Alan Gibbons	Inv 13/10/2025 Install 2 junior swings	£ 70.00	£ -	£ 70.00
Alan Gibbons	Inv 13/10/2025 Lay soil around manhole and unblock drains	£ 275.00	£ -	£ 275.00
Alan Gibbons	Inv 13/10/2025 park repairs	£ 280.00	£ -	£ 280.00
Alan Gibbons	Inv 13/10/2025 two contractors to erect heras fencing at Marston Green	£ 335.00	£ -	£ 335.00
Lock and Key	Inv 32476 new keys and engineer attendance to repair door	£ 223.00	£ 44.60	£ 267.60
See It Clean	Inv 12299 22 Aug	£ 80.00	£ 16.00	£ 96.00
See It Clean	Inv 13052 Sept	£ 80.00	£ 16.00	£ 96.00
See It Clean	Inv 26766 Oct	£ 80.00	£ 16.00	£ 96.00
Dave Lucas	Inv BPC/18/09/2025 park inspections and graffiti removal - recharge	£ 275.00	£ -	£ 275.00
Culligan	Inv 244107146 water machine clean	£ 18.98	£ -	£ 18.98
RTM	Inv 0354 Monthly contract work	£ 2,808.75	£ 561.75	£ 3,370.50
RTM	Inv 0361	£ 250.00	£ 50.00	£ 300.00
Goedhuis Waddesdon	Inv 417398 Waddesdon Wine for hirer's event	£ 139.35	£ 27.87	£ 167.22
Proludic	Inv SIN11477 slide panel for Ridgeline - recharge	£ 311.26	£ 62.26	£ 373.52
Pickering	Inv 1325819	£ 176.00	£ 35.20	£ 211.20
Pickering	Inv 1325818	£ 105.60	£ 21.12	£ 126.72
Sign Wizzard	Inv 39466 wheelie bin stickers	£ 32.03	£ 6.41	£ 38.44
BMKALC	Inv 6354 Chairing skills course	£ 50.00	£ -	£ 50.00
SUTCLIFFES PLAY	Inv BER005 replacement cradle swings and bolts	£ 623.68	£ 124.73	£ 748.42
		£ 21,080.23	£ 1,229.31	£ 22,309.55
	TOTAL	£ 21,080.23	£ 1,229.31	£ 22,309.55

Account Transactions - income and expenditure outside the payment run

Berryfields Parish Council	
For the period 17 SEPTEMBER 2025 to 14 OCTOBER 2025	
Date	Debit
Adobe fees DD	£19.97
Allotment rent	£150.00
Bank Commission	£8.50
Bank Service Charge	£32.28
Bank Transfer from BPC - BB Inst Online to BPC - Treasurers Account	13,962.00
BMKALK	£50.00
Bucks Recycling	£807.00
Community Events (Amazon)	£188.58
Data Protection Fee	£47.00
Dayla	£1,292.93
DCK	£152.22
Deposit refunds	£750.00
Dukes Valley	£79.02
EPOS NOW	£219.02
Essential Food Hygiene training course for foodbank requirements	£26.38
General hall expenses (- bin bags/toilet roll/ chair covers etc)	£162.23
HMRC DD	£4,033.37
HMRC VAT Returns	£5,924.27
Holiday Tracker DD	£2.10
Interest	£0.62
INWL	£197.66
Kindred	£7,500.00
Parish Council Expenses (Amazon)	£84.87
Precept	£116,750.00
RBL Silent Soldier	£200.00
Stall holder fees	£80.00
STEM - phones/ alarm DD	£64.80
Tablecloths (Amazon)	£205.95
Tennis	£245.76
Triveni Community Grant	£500.00
Village Hall income	£10,592.54
Youth Club	£81.82
Zoom Annual Subs	£155.88
	£155,629.54
	£9,350.86

