

ANNUAL PARISH COUNCIL MEETING

You are hereby summoned to attend the Annual Parish Council meeting,
at Roman Park Hall, Roman Park, HP18 0YT,
on Wednesday 14th May 2025 following the Annual Parish Meeting for the purpose of transacting the
following business

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Anthea Cass - Clerk to the Council 7 May 2025

AGENDA

PLEASE NOTE: The meeting will commence immediately after the Annual Report of the Council has been delivered to the meeting.

- 25.1 Election of Chairman & Acceptance of Office**
To elect a Chair for the coming year of the Parish Council and receive the Chair's Declaration of Acceptance of Office. If a Chair of Council cannot be elected a Chair for this meeting will be elected.
- 25.2 Election of Vice Chairman & Acceptance of Office**
To elect a Vice Chair for the coming year of the Parish Council and receive the Chair's Declaration of Acceptance of Office.
- 25.3 Apologies for absence**
- 25.4 Declaration of Interest** - In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Berryfields Parish Council Code of Conduct Councillors with declare their interest in relation to this meeting.
- 25.5 Open forum** (under adjournment):
Members of the public are invited to speak to the Council to raise issues or concerns, ask questions or make comments concerning Berryfields. *(This session will last for a maximum of 20 minutes. Members of the public may indicate that they wish to speak during a debate by raising their hand. The Chairman will recognise them, but it is requested that comments are brief, relevant, and not repetitive). Subject to Standing Order 3(e) a member of the public shall not speak for more than 5 minutes*
- 25.6 To agree on minutes of the Parish Council Meeting held 17 April 2025.**

25.7 Planning Matters

25/00988/APP | Householder application for construction of part single storey front extension, change of use of garage to form habitable room and single storey rear extension to garage. | 35 Kentish Street Aylesbury Buckinghamshire HP18 1AA

Full details : [25/00988/APP | Householder application for construction of part single storey front extension, change of use of garage to form habitable room and single storey rear extension to garage. | 35 Kentish Street Aylesbury Buckinghamshire HP18 1AA](#)

25.8 Clerk's Report previously circulated.

And any ratifications required.

To discuss and agree new park equipment for Marston Green. Details in Clerk's report.

25.9 Finance & Administration

1. To agree the payment run for May 2025
2. To agree the accounts to the end of April 2025
3. To review the report of the Internal Auditor
4. To approve the 2024-25 Annual Governance Statement
5. To approve the 2024-25 Accounting Statements
6. To approve the dates for the Exercise of Public Rights
7. To approve the asset register (carried forward from April meeting)
8. To approve the change to the salary pay day to 25th of each month from July 2025.
9. To approve the PRS Licence for the Roman Park Hall. Details on Clerk Report
10. To approve the asset register (carried forward from April meeting)

25.10 General Governance

1. To review and consider the Standing Orders – circulated
2. To review and consider the Financial Regulations – circulated
3. To review the Council communications and Engagement policy - circulated
4. To review the freedom of information and data protection policies -
5. To note the General Power of Competence
6. To review and consider the revised Code of Conduct - circulated
7. To note the time and place of ordinary meetings of Council for 25/26

25.11 Our Berryfields and Communications

Update on Our Berryfields

25.12 Highways and Transport

MVAS & Sentinel

25.13 Meetings & Matters of Report

25.14 Date of next meeting

Wednesday 18th June 2025.