

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 20 May 2026 following the Annual Parish Meeting for the purpose of transacting the
following business

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Anthea Cass - Clerk to the Council 13 May 2026

AGENDA

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

26.1 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.

26.2 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.

26.3 Apologies for absence

26.4 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.

26.5 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*

26.6 To agree on minutes of the Parish Council Meeting held 15 April 2026.

26.7 Land and Facilities

See Clerk's report as circulated.

KIOSK

Councillors to discuss and consider the business proposal as circulated for a new tenant.

Land Transfers

To approve the project manager for the land transfer tender process (full details in clerk report).

Tin Can Appeal

Councillors to consider supporting the Wombles with their tin can appeal. Two drop off Points within Berryfields.

26.8 Planning Matters

PL/26/00704/FA | Single storey rear extension | 30 Ox Ground Aylesbury Buckinghamshire HP18 0FF

Full details: [PL/26/00704/FA | Single storey rear extension | 30 Ox Ground Aylesbury Buckinghamshire HP18 0FF](#)

Update on the recent proposed residential development – land east of Crispin Street.

26.9 Finance & Administration

1. To agree the payment run for May 2026
2. To agree the accounts to the end of April 2026
3. To review the report of the Internal Auditor
4. To approve the 2025-26 Annual Governance Statement
5. To approve the 2025-26 Accounting Statements
6. To approve the dates for the Exercise of Public Rights
7. To approve the asset register (carried forward from April meeting)
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)
11. To approve Clear Council insurance for the coming year (retrospective as circulated)
12. To approve the purchase of new blinds for Roman Park Hall

26.10 General Governance

1. To review and consider the Standing Orders – circulated
2. To review the freedom of information and data protection policy - circulated
3. To review and consider the Code of Conduct – circulated
4. To review and consider the Communications and Engagement policy
5. To note the General Power of Competence
- 6.. To note the time and place of ordinary meetings of Council for 26/27

26.11 Our Berryfields and Communications

Update on Our Berryfields

26.12 Update on events

26.13 Meetings & Matters of Report

26.14 Date of next meeting

Wednesday 17th June 2026

