Berryfields
Parish Council

Minutes of Berryfields Parish Council Meeting
held at Roman Park, Sir Henry Lee Crescent, Aylesbury, HP18 0YT
on Wednesday 15th July 2026.

Present: Councillors Arun Sekhar (Chair), Alagappan Muthu, Deepak Jose, Karen Ward, Kishore Dammala, Lucy Harmes; Suresh Rayapalli, Vinay Victor, Anthea Cass (Clerk), Sarah Tomlin (Deputy Clerk and Minute Taker)

26.1 Apologies for Absence

Cllrs Laurilee Green and Gareth Lane

26.2 Declarations of Interest

None declared.

26.3 Open Forum

The Thames Valley Police Community Speedwatch Organiser gave an overview of the scheme, including volunteer training, approved equipment and the support available to establish a local group. Councillors expressed interest in progressing a Berryfields group, with the office to liaise with the Organiser regarding the next steps.

Cllr Ward raised concerns on behalf of a resident regarding a number of allotment plots appearing overgrown or unattended. The Clerk and Deputy Clerk advised that the office was aware of the situation and that a fuller update would be provided under the allotments item later in the meeting.

26.4 Police Report

No report received.

26.5 Planning

Councillors considered application PL/26/04382/FA for a proposed loft conversion with front and rear Velux window at 7 Merton Close.

Resolved: To remain neutral
Proposed: Cllr Jose, Seconded: Cllr Harmes

Councillors considered application PL/26/04899/FA for a single storey, flat roof side extension at 10 Greensleeves Drive.

Resolved: To remain neutral
Proposed: Cllr Harmes, Seconded: Cllr Jose

26.6 Minutes

Resolved: That the minutes of the Parish Council meeting held on 17th June 2026 be approved.
Proposed: Cllr Jose, Seconded: Cllr Ward

26.7 Land & Facilities

- **Roman Park & Village Hall:** Councillors noted the Clerks' report.
- Councillors considered the request to install a Textile Recycling Bin in Berryfields. Concerns were raised regarding the potential for overflowing materials, the level of monitoring required and the limited financial return.

  Resolved: to decline the request to install a textile recycling bin.
  Proposed: Cllr Dammala, Seconded: Cllr Victor

- Councillors considered concerns raised by a resident regarding the location of the MUGA at Roman Park Hall, following an incident in which a football entered the adjacent play area. It was noted that enquiries had confirmed that the existing layout and fencing met the required standards.

  Resolved: that no further safety measures were required at this time and that the resident would be advised of the Council's consideration and findings.
  Proposed: Cllr Harmes, Seconded: Cllr Rayapalli

- Councillors considered a proposal to install a public drinking water tap at Roman Park. The potential benefits were acknowledged, alongside concerns regarding installation and ongoing costs, maintenance, accessibility, vandalism and likely levels of use.

  Resolved: not to progress the proposal during the current financial year, but to retain it for reconsideration as part of the next budget-setting process.
  Proposed: Cllr Dammala, Seconded: Cllr Jose

- **Allotments:** Further to the concern raised by Cllr Ward on behalf of a resident, the Deputy Clerk advised that the Council was actively addressing overgrown and uncultivated allotment plots. Vacant plots were being re-let and formal action was being taken against tenants who were not cultivating their plots, while appropriate allowances were being made for tenants experiencing genuine health difficulties**.**

26.8 Finance

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

Councillors considered the payment run and the budgeted payments made outside the payment run. Queries were raised regarding the availability of supporting invoices, software subscriptions, a duplicate payment received from Big Top Nursery and the seasonal landscaping contract. The Clerk/RFO provided clarification and confirmed that supporting invoices were available for councillors to inspect.

Resolved: to approve the payment run and ratify the payments made outside the payment run.
Proposed: Cllr Harmes, Seconded: Cllr Jose

Action - Clerk: to cancel ChatGPT Subscription.
Action - Office: to use Microsoft 365 Copilot

26.8.2 To agree the accounts to end June 2026 as circulated.

Councillors considered the accounts to the end of June 2026. A query was raised regarding the apparent variances between the salary and pension budget headings. The Clerk/RFO explained that the costs were currently grouped together under salaries and agreed that the pension costs would be shown separately in future reports.

Resolved: to approve the accounts to the end of June 2026.
Proposed: Cllr Harmes, Seconded: Cllr Jose

Action – Clerk: that the pension costs would be shown separately in future reports

26.8.3 To approve the spend of the repairs to the blinds in Roman Park Hall and new blinds in the Village Hall.

Resolved: to accept the lower quotation submitted by Tidy Blinds.
Proposed: Cllr Dammala, Seconded: Cllr Ward

26.8.4 To approve replacement equipment in respect of park repairs for Marston Green and Gateway Park.

Resolved: to approve the expenditure of £1,232 for the replacement equipment.
Proposed: Cllr Harmes, Seconded: Cllr Jose

26.8.5 To consider and adopt revised Terms of Reference for the Finance Committee as circulated.

Councillors considered the revised Terms of Reference for the Finance Committee. Discussion included the proposed scope of the Committee, access to supporting invoices and financial records, and consistency with the Council's Financial Regulations.

Cllr Rayapalli was asked to submit his proposed amendments in writing to the Clerk/RFO, who would refer them to the Council's accountant.

Resolved: to defer adoption of the revised Terms of Reference pending further review.
Proposed: Cllr Jose, Seconded: Cllr Rayapalli

26.8.6 To appoint members to the Finance Committee in accordance with the adopted Terms of Reference.

It was noted that the Finance Committee was not currently quorate. As adoption of the revised Terms of Reference had been deferred under the previous item, councillors agreed that appointments should not be made until the Terms of Reference had been finalised.

Resolved: to defer the appointment of members to the Finance Committee pending adoption of the revised Terms of Reference.
Proposed: Cllr Dammala, Seconded: Cllr Jose

26.8.7 To consider a request from Cllr Rayapalli to inspect Council financial records relating to the previous two financial years, to consider the purpose and scope of the request having regard to the Council's Financial Regulations, the common law "need to know" principle, confidentiality and data protection obligations, and to determine whether access should be granted and, if so, the appropriate arrangements**.**

Cllr Rayapalli confirmed that he no longer wished to pursue his request to inspect the records.

Resolved: that the request be withdrawn and no further action taken at this time.
Proposed: Cllr Dammala, Seconded: Cllr Jose.

26.9 Policies for Review

Hall Access – as circulated

Councillors considered the Hall Access Policy as circulated. Cllr Rayapalli raised concerns regarding the clarity of the policy and its application across the Council's halls and to different categories of hall users and hirers.

It was agreed that an editable version of the policy would be circulated to enable Cllr Rayapalli to submit his proposed amendments using tracked changes or comments. Other councillors would also have the opportunity to submit comments before the policy was brought back to Council for further consideration.

Resolved: to defer adoption of the Hall Access Policy pending receipt and review of the proposed amendments.
Proposed: Cllr Jose, Seconded: Cllr Harmes

26.10 Ongoing Projects – Summer and Christmas Events

The Clerk provided an update on the forthcoming Council events.

The Children's Summer Fun Days were confirmed for 5th and 19th August 2026.

The Over 55s Afternoon Tea was confirmed for 4th December 2026 and Santa's Grotto for 13th December 2026. Arrangements for the Santa Sleigh remained to be confirmed.

Councillors were reminded that Santa's Grotto was a councillor-led event and that volunteers would be required to assist with setting up, running the event and clearing away afterwards. Councillors were also asked to advise the office by email of their availability to assist with the Summer Fun Days.

Cllr Dammala volunteered his help for the Santa's Grotto event.

26.11 Our Berryfields

Council were advised that distribution of the current issue was underway and due for completion by Friday.

26.12 Meetings & Matters of Report

- The Chair reported that he and other councillors had attended a recent AIC (Aylesbury Indians Community) event to which the Council had been invited. He noted that a number of children had participated and that there had been several performances.

- The Clerk raised a matter concerning a formal complaint received that day regarding a temporary interruption to access to the Council's SharePoint system. The Clerk advised that the system was managed by the Council's IT provider and that access had been restored after the provider was contacted.

  The Clerk left the meeting at 21:01. The Deputy Clerk continued to provide administrative support to the meeting.

Following discussion, the Chair confirmed that the matter was not included on the agenda and would be addressed separately in writing. No decision was taken, and the meeting proceeded to the next agenda item.

26.13 Date of Next Meeting

No meeting in August 2026

Next meeting Wednesday 16th September 2026

Meeting closed at 21.03

BERRYFIELDS PARISH COUNCIL Payment run 15 July 2026				
	BERRYFIELDS PARISH COUNCIL Payment run 15 July 2026	**Net**	**VAT**	**Total £**
BARCLAYS				
		£ -	**£ -**	**£ -**
LLOYDS				
			£ -	
DCK Payroll	JULY PAYROLL	£ 13,721.96	£ -	£ 13,721.96
Aston Commercial Cleaning	INV 4462	£ 2,857.54	£ 571.99	£ 3,429.53
John Bitmead	INV AA00972 repair door	£ 80.00	£ -	£ 80.00
John Bitmead	INV AA00968 park inspection and wet pour repair to Pippin Road park	£ 320.00		£ 320.00
John Bitmead	INV AA00976 park inspections	£ 200.00		£ 200.00
The Eight Group	INV59195	£ 1,550.00		£ 1,550.00
Pickerings	INV 1397688	£ 176.00	£ 35.20	£ 211.20
Pickerings	INV 1397687	£ 105.60	£ 21.12	£ 126.72
Shield Maintenance	INV 10471	£ 1,105.00	£ 221.00	£ 1,326.00
DAYLA	INV 1734155	£ 934.50	£ 186.90	£ 1,121.40
DAYLA	INV1736496	£ 642.51	£ 128.50	£ 771.01
Dave Lucas	INV BPC 9/6/2026	£ 180.00	£ -	£ 180.00
Blackwoods Architect	INV BVH1/inv/hv	£ 600.00	£ 120.00	£ 720.00
DCK	Payrpoll services INV27264	£ 150.10	£ 30.02	£ 180.12
CIA Fire & Security	INV 303632 annual maintenance contract for tennis court gate	£ 567.84	£ 113.56	£ 681.40
Aylesbury Fire Systems	INV 49758 call out fee for smoke detector fault	£ 205.56	£ 41.11	£ 246.67
RTM	INV 0836 water planters	£ 250.00	£ 50.00	£ 300.00
RTM	INV 0833 monthly contractual ground worrk	£ 2,808.75	£ 561.75	£ 3,370.50
RTM	INV0772 water planters	£ 250.00	£ 50.00	£ 300.00
RTM	INV0864 water planters	£ 250.00	£ 50.00	£ 300.00
RTM	INV 0868 strim paths between allotments and strim 2 plots	£ 375.00	£ 75.00	£ 450.00
RTM	INV 0872 water planters	£ 250.00	£ 50.00	£ 300.00
RTM	INV 0755 dig up laurels	£ 160.00	£ 32.00	£ 192.00
Independent Water Networks	INV 41370727 water for July	£ 363.15	£ -	£ 363.15
SHARD TEC	INV 7541 replacement microphone	£ 332.00	£ 66.40	£ 398.40
SHARD TEC	INV 7492 monthly Office 365 and support retainer	£ 656.30	£ 131.26	£ 787.56
Play it by Ear	DJ For Fast Cars Event Inv 256	£ 350.00	£ -	£ 350.00
Play Inspection Company	Annual subs for Play Inspection App	£ 2,250.00	£ 450.00	£ 2,700.00
		£ 31,691.81	£ 2,985.81	£ 34,677.62
	TOTAL	**£ 31,691.81**	**£ 2,985.81**	**£ 34,677.62**

PAYMENTS AND RECEIPTS MADE IN THE MONTH OUTSIDE THE PAYMENT RUN 19th June to 14th July 2026

Account Transactions

Berryfields Parish Council

For the period 19th June to 14 July 2026

Date	Source	Debit	Credit
BPC - Treasurers Account			
19 Jun 2026	EPOS NOW	0.00	99.60
19 Jun 2026	Service Charge	0.00	4.25
19 Jun 2026	ALAN GIBBONS	0.00	200.00
19 Jun 2026	Stripe Tennis	23.52	0.00
19 Jun 2026	hall hire deposit	50.00	0.00
22 Jun 2026	CHAT GPT	0.00	36.00
22 Jun 2026	Roman Park Tennis	52.64	0.00
22 Jun 2026	Adobe	0.00	19.97
22 Jun 2026	ramroop	4.50	0.00
22 Jun 2026	Nirmal	20.00	0.00
22 Jun 2026	hall hire deposit	200.00	0.00
23 Jun 2026	EPOS NOW - bar takings	62.34	0.00
23 Jun 2026	Payment: Big Top Nursery	7,500.00	0.00
23 Jun 2026	Fast cars	2.25	0.00
23 Jun 2026	Fast Cars stallholder	40.00	0.00
24 Jun 2026	tennis court booking	26.71	0.00
24 Jun 2026	EPOS NOW - bar takings	520.55	0.00
24 Jun 2026	Eight Group	0.00	1,899.00
24 Jun 2026	Fast Cars stallholder	20.00	0.00
24 Jun 2026	deposit refund	0.00	200.00
24 Jun 2026	deposit refund	0.00	350.00
24 Jun 2026	deposit refund	0.00	100.00
24 Jun 2026	deposit refund	0.00	200.00
24 Jun 2026	hall hire	250.00	0.00
24 Jun 2026	deposit refund	0.00	50.00
24 Jun 2026	deposit refund	0.00	100.00
25 Jun 2026	HMRC PAYE/NIC CUMB	0.00	4,195.05
25 Jun 2026	tennis court booking	68.98	0.00
25 Jun 2026	INDEPENDENT SERVIC	0.00	91.20
25 Jun 2026	INDEPENDENT SERVIC	0.00	45.60
25 Jun 2026	Fast Cars	2.25	0.00
25 Jun 2026	Fast Cars	2.20	0.00
25 Jun 2026	deposit refund	0.00	200.00
25 Jun 2026	Calders	1,190.00	0.00
26 Jun 2026	Waterlogic	0.00	20.78
26 Jun 2026	Roman Park Tennis	4.60	0.00
26 Jun 2026	DCK	0.00	13,843.20
26 Jun 2026	Fast Cars stallholder	70.00	0.00
26 Jun 2026	Fast Cars	2.25	0.00
26 Jun 2026	hall hire	1,300.00	0.00
29 Jun 2026	EPOS NOW- bar takings	362.76	0.00
29 Jun 2026	EPOS NOW- bar takings	1,577.32	0.00
29 Jun 2026	Fast Cars	9.00	0.00
29 Jun 2026	Fast Cars	2.25	0.00
29 Jun 2026	Fast Cars stallholder	30.00	0.00
29 Jun 2026	Fast Cars	2.25	0.00
29 Jun 2026	Fast Cars	2.25	0.00
29 Jun 2026	Fast Cars	2.25	0.00
29 Jun 2026	Dayla	122.73	0.00
29 Jun 2026	hall hire deposit	100.00	0.00
29 Jun 2026	Gateley	0.00	20.00
29 Jun 2026	Ticket Tailor	0.00	18.00
29 Jun 2026	hall hire deposit	200.00	0.00
29 Jun 2026	hall hire	815.00	0.00
30 Jun 2026	Roman Park Tennis	48.04	0.00
30 Jun 2026	asda	0.00	4.50
30 Jun 2026	hall hire	705.00	0.00
30 Jun 2026	hall hire deposit	300.00	0.00
30 Jun 2026	hall hire	88.00	0.00
01 Jul 2026	Roman Park Tennis	32.46	0.00
01 Jul 2026	APPAS	0.00	300.00
01 Jul 2026	VISWA	0.00	9.00
02 Jul 2026	hall hire	268.75	0.00
02 Jul 2026	Bucks Council Recycling	0.00	185.10
02 Jul 2026	tennis court booking	32.20	0.00
02 Jul 2026	EPOS NOW - bar takings	1,134.37	0.00
02 Jul 2026	hall hire	495.00	0.00
02 Jul 2026	hall hire	330.00	0.00
02 Jul 2026	hall hire deposit	100.00	0.00
02 Jul 2026	hall hire	30.00	0.00
02 Jul 2026	asda	0.00	98.45
02 Jul 2026	hall hire	468.00	0.00
02 Jul 2026	hall hire	380.00	0.00
03 Jul 2026	NEST	0.00	185.85
03 Jul 2026	tennis court booking	43.44	0.00
03 Jul 2026	hall hire	350.00	0.00
03 Jul 2026	hall hire deposit	100.00	0.00
03 Jul 2026	hall hire deposit	100.00	0.00
06 Jul 2026	Roman Park Tennis	70.99	0.00
06 Jul 2026	hall hire	440.00	0.00
06 Jul 2026	hall hire	250.00	0.00
06 Jul 2026	hall hire deposit	350.00	0.00
06 Jul 2026	hall hire	176.00	0.00
06 Jul 2026	hall hire	30.00	0.00
07 Jul 2026	Payment: allotment rent	91.25	0.00
07 Jul 2026	Roman Park Tennis	13.80	0.00
07 Jul 2026	Country Seats	0.00	269.00
08 Jul 2026	tennis court booking	18.12	0.00
08 Jul 2026	allotment rent	91.25	0.00
08 Jul 2026	hall hire	210.00	0.00
09 Jul 2026	tennis court booking	107.84	0.00
09 Jul 2026	bar takings	640.00	0.00
10 Jul 2026	tennis court booking	48.04	0.00
10 Jul 2026	Waddesdon Hall first aid course payment	374.52	0.00
13 Jul 2026	bar takings	289.26	0.00
13 Jul 2026	bar takings	224.39	0.00
13 Jul 2026	tennis court booking	18.40	0.00
13 Jul 2026	Hall hire	30.00	0.00
13 Jul 2026	Hall hire	606.00	0.00
13 Jul 2026	Hall hire	180.00	0.00
14 Jul 2026	Stem	0.00	64.80
14 Jul 2026	bank fees	0.00	16.00
		23,903.72	**22,825.35**