

**Minutes of Berryfields Annual Parish Council Meeting  
held at Roman Park, Sir Henry Lee Crescent, Aylesbury, HP18 0YT  
on Wednesday 15 May 2024.**

**Present:** Councillors Laurilee Green (Chairman), Arun Sekhar, Louise Rees, John Yandrapati, Bindu Gundapudi, Gareth Lane, Rick Smith, Lucy Harmes, Anthea Cass (Clerk), Sarah Tomlin (Deputy Clerk and minute taker) Ashley Waite (Buckinghamshire Councillor)

**24.1 Election of Chairman & Acceptance of Office**

Cllr Green opened the meeting, requesting nominations for the position of Chairman. Cllr Green was Proposed by: Gareth Lane; and seconded by: Lucy Harmes. Votes for Cllr Green were unanimous across all Councillors. Cllr Green accepted the position of Chairman and signed the Declaration of Acceptance of Office.

**24.2 Election of Vice Chairman & Acceptance of Office**

Cllr Green asked for nominations for the position of Vice Chairman. Cllr Smith was Proposed by: Cllr Green; and seconded by: Cllr Rees. Votes for Cllr Smith were unanimous across all Councillors. Cllr Smith accepted the position of Vice Chairman and signed the Declaration of Acceptance of Office.

**24.3 Apologies for absence**

Councillor Redshaw and Councillor Pike

**24.4 Declarations of interests in items on the agenda**

No declarations of interest.

**24.5 Open forum (under adjournment):**

A member of the public commented that the agenda seemed to follow the same format of usual Parish Council meetings, but he was expecting a different agenda to include an annual report. Cllr Green explained that it had been decided at the previous years' Annual Parish Meeting to separate out the meetings for this year, The Clerk offered to email the PowerPoint slides from the previous weeks' report to him and invited him to stay for the remainder of the meeting.

Cllr Waite attended the meeting and gave an update including difficulties surrounding the regeneration of the town centre; recent news regarding the impending closure of the Aylesbury and Wycombe Arriva bus depots; funding agreed for a new SEN school in Buckinghamshire; the launch of a new foster carers package. Specific to Berryfields, Cllr Waite updated on works to be carried out on the A41 between Lucas and the crossroad with overnight road closures 27-28 May, 18-19 June, 29-30 August

**24.6 General Power of Competence.**

To confirm that Berryfields Parish Council remains eligible for the General Power of Competence having met the criteria. Two-thirds of councillors are elected and the Parish Clerk is qualified (CiLCA)

Councillors agreed that Berryfields Parish Council will retain the General Power of Competence having met the criteria.  
Agreed unanimously.

**24.7 To agree on minutes of the Parish Council Meeting held 17 April 2024.**

Proposed by: Cllr Rees  
Seconded by: Cllr Smith

**24.8 Planning Matters**

[21/00485/AOP | Application for Outline planning permission for the redevelopment to provide up to 52 residential dwellings along with car parking and landscaping | Parcel EMP 03 Nimrod Street Berryfields Mda Bucks HP18 0WS \(aylesburyvaledc.gov.uk\)](#)

Voted neutral by Cllr Rees and Cllr Harmes  
Majority vote opposed on the opinion that there was not enough access in and out of the cul de sac, as per previous comments on this application.

**Resolved to be opposed.**

Proposed by: Cllr Sekhar  
Seconded by: Cllr Bindu

[24/01451/APP | Householder application for loft conversion with dormers | 57 Comet Way Aylesbury Buckinghamshire HP18 1AJ \(aylesburyvaledc.gov.uk\)](#)

**Resolved to be neutral.**

Proposed by: Cllr Sekhar  
Seconded by: Cllr Rees

**24.9 Land and Facilities / Clerk's Report (circulated)**

**Roman Park & Village Hall**

**CCTV**

The Clerk discussed the need for additional CCTV cameras to cover the MUGA, viewing mound and the hoarding, and advised that 3 separate quotations were not required on this occasion as this is a continuation of existing works. Lock & Key costings to supply and fit unanimously agreed.

**Resolved for Lock and Key to carry out required work**

Proposed by: Cllr Yandrapati

Seconded by: Cllr Rees

**Door Installation**

Following the front door installation, the Clerk discussed issues with disabled access, security, and the loud clunking noise with the opening and closing of the door. Quotation provided by Lock & Key for the necessary amendments to the existing system unanimously agreed.

**Resolved for Lock and Key to make amendments**

Proposed by: Cllr Smith

Seconded by: Cllr Lane

**Scouts**

The Clerk reported on a meeting with the Scouts to request the use of some of the outside space at Roman Park, possibly the rough grass area by the allotments, to complete their badgework including building camps and learning how to make fires.

Councillors agreed in principle on the basis it would be a temporary measure, with fires not permitted, and a contract with terms and conditions to be agreed.

**Resolved to be in favour.**

Proposed by: Cllr Smith

Seconded by: Cllr Sekhar

**Defib**

As previously agreed by councillors, the necessity for an external defibrillator to be installed at the hall was discussed. The Clerk proposed options to purchase and rent, with purchasing agreed as the most cost-effective option. Three quotations were obtained with the British Heart Foundation quote to be most favourable, and unanimous agreement to purchase and install.

**Resolved to purchase Defib from British Heart Foundation**

Proposed by: Cllr Gundapudi

Seconded by: Cllr Sekhar

**Summer Entertainment**

The Clerk proposed a new format for this years' children's summer entertainment activity programme to be held over 4 separate days in August with a few activities on each day. Activities to include XYZ Academy Djembe music workshop, DJ Dan talent competition, Simon Says magic show, donkey rides, bouncy castles, arts and crafts, with the timetable to be confirmed. The Clerk suggested a nominal fee of £3 per child per day which would allow children full access/use to all the activities on offer that day, with the possible exception of 1st August which could be a free event, and that we can liaise with the local schools to arrange wristbands to be given to low-income families before schools break up for the summer. The Clerk also advised we can seek funding from the Communities Board.

Cllr Gundapudi suggested a reptile handling experience as one of the summer activities.

Cllr Green advised that while this was a good idea, the costs for interactive reptile experiences had risen significantly and would likely increase overall costs, but it is worth revisiting for future events.

The Deputy Clerk advised the correct total cost of £1710 for activities as outlined in the Clerk's Report.

The programme, costs and recommended pricing structure for families were agreed unanimously.

**Resolved to be in favour.**

Proposed by: Cllr Smith

Seconded by: Cllr Harmes

### **MUGA**

The Clerk confirmed we are still waiting for the ground to dry to finish the tarmacking.

### **ALLOTMENTS**

A few invoices remain unpaid, contracts for these will be terminated. 7 vacant allotments which will be offered to those next on the waiting list.

### **PARK INSPECTIONS**

The Clerk advised that one of the climbing frames had algae and that See It Clean would jet wash it for us. Awaiting quote for replacement basket swing and swings.

## **24.10 Finance & Administration**

1. To agree the payment run for May 2024 (see attachments below)  
Councillors approved unanimously.  
Proposed by: Cllr Yandrapati  
Seconded by: Cllr Harmes
2. To agree the accounts to the end of April 2024  
Councillors approved unanimously.  
Proposed by: Cllr Harmes  
Seconded by: Cllr Yandrapati
3. To review the report of the Internal Auditor  
Councillors approved unanimously.  
Proposed by: Cllr Sekhar  
Seconded by: Cllr Smith
4. To approve the assets register as at 31st March 2024 (including asset additions and disposals for the 2023-24 Financial Year)  
Councillors approved unanimously.  
Proposed by: Cllr Harmes  
Seconded by: Cllr Sekhar
5. To approve the 2023-24 Annual Governance Statement  
Councillors approved unanimously.  
Proposed by: Cllr Rees  
Seconded by: Cllr Harmes

6. To approve the 2023-24 Accounting Statements  
Councillors approved unanimously.  
Proposed by: Cllr Yandrapati  
Seconded by: Cllr Harmes

7. To approve the dates for the Exercise of Public Rights

Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return – Accounts for the year ended 31<sup>st</sup> March 2024  
Date of Announcement 31<sup>st</sup> May 2024  
Commencing Monday 3<sup>rd</sup> June 2024  
Ending on Friday 12<sup>th</sup> July 2024

Proposed by: Cllr Sekhar  
Seconded by: Cllr Smith

8. To agree on the revised following Parish Council Policies (already circulated)  
Standing Orders, Financial & Procurement Regulations.

NALC model financial regulations 2024 differ greatly to our current Financial & Procurement Regulations. This along with the current Standing Orders will be amended accordingly and circulated at a later date for approval.  
Unanimously agreed by councillors to wait for revised documents.

9. To agree on insurance renewal

Councillors approved renewal of the insurance policy, however, have resolved to review the policy ahead of the next renewal period with a view to re-tendering if deemed necessary.  
Cllr Smith offered to read the policy ahead of this to gain understanding of the terms of the current terms and conditions.

Proposed by: Cllr Harmes  
Seconded by: Cllr Smith

10. To agree on payment of invoice to Proludic for the build of the MUGA, minus 5% Retention as agreed. (circulated).

On the basis that works on the MUGA are incomplete, and we are yet to have a safety inspection, Councillors agreed to hold payment of the invoice and move this item to next months' agenda.

11. To appoint Mr Gus Orchard as Internal Auditor for Berryfields Parish Council

We have been advised to appoint a new internal auditor. BALC are happy to make recommendations. Councillors agreed for this to be moved to the next agenda to allow time for this process.

24.11 **Our Berryfields & Communications**

Cllr Geen commented on positive feedback from this month's publication.  
The Deputy Clerk commented the resolution needs to be better for some adverts and will speak with the editor for guidance.  
Cllr Gundapudi made recommendations to advertise our achievements in future publications.

24.12 **Highways and Transport**  
MVAS & Sentinel – no update

24.13 **Meetings & Matters of Report**

**Youth Club**

Cllr Green commented on positive feedback from parents and children with a few tweaks required for future sessions to include:

- sign-in sheets need to be hidden/more discrete to prevent children who have not signed up from gaining entry;
- we may need to oversubscribe to accommodate children who don't turn up on the night;
- we need to investigate alternative payment options;
- recommended we have a photo consent form signed by parents.

24.14 **Date of next meeting**  
Wednesday 19<sup>th</sup> June 2024.

**BERRYFIELDS PARISH COUNCIL Payment run 15 May 2024**

	BERRYFIELDS PARISH COUNCIL Payment run 15 May 2024	Net	VAT	Total £
<b>BARCLAYS</b>				
Gallagher	Hiscox Insurance renewal 7/5/24-6/5/25 inv 532794941	£ 10,967.15	£ 0.00	£ 10,967.15
Gallagher	Cyber security insurance inv 532938037	£ 367.36	£ -	£ 367.36
KC Hogan	XERO Subscription	£ 72.00	£ 14.40	£ 86.40
Proludic	Inv SIN009091 Pathway between MUGA and tennis courts - in addition to total project costs	£ 6,644.00	£ 1,328.80	£ 7,972.80
RTM	Monthly Contract work to various areas	£ 2,752.86	£ 550.57	£ 3,303.43
Pickerings	Container hire inv 1189150	£ 105.60	£ 21.12	£ 126.72
Pickerings	Container hire inv 1189151	£ 176.00	£ 35.20	£ 211.20
Shard	Office 365	£ 112.10	£ 22.42	£ 134.52
Sure2Door	Design production and delivery of Our Berryfields	£ 3,352.77	£ 155.12	£ 3,507.89
The Coffee Tree	Catering for Annual Parish Meeting inv 56	£ 130.00	£ -	£ 130.00
David Lucas	Grass Cutting and park inspections inv BPC14/05/2024	£ 300.00	£ -	£ 300.00
Baughan Pest Control	Bi Monthly Vermin Control - Roman Park Inv 6746	£ 100.00	£ 20.00	£ 120.00
Agneiszka Alborz	Park inspections final invoice PC001868	£ 180.00	£ -	£ 180.00
		£ 25,259.84	£ 2,147.63	£ 27,407.47
<b>LLOYDS</b>				
			£ -	
Consultancy - hall	Hall Duty Manager inv 13/05/24	£ 2,070.00	£ -	£ 2,070.00
DAYLA	Inv 460317	£ 642.96	£ 128.59	£ 771.55
Culligan	Drinking water machine 243219430	£ 17.26	£ -	£ 17.26
Aston Cleaning	Monthly cleaning for hall and hygiene bins INV 2640	£ 844.03	£ 168.81	£ 1,012.84
Lock and Key	Key cut inv 18630	£ 20.00	£ 4.00	£ 24.00
See it Clean	Window cleaning INV 8915	£ 80.00	£ 16.00	£ 96.00
		£ 3,674.25	£ 317.40	£ 3,991.65
	<b>TOTAL</b>	£ 28,934.09	£ 2,465.03	£ 31,399.12
<b>Receipts Barclays</b>	HMRC VAT	£ 1,271.12	£ 0.00	£ 1,271.12
	Allotment Rent	£ 245.83	£ 0.00	£ 245.83
		£ 1,516.95	£ -	£ 1,516.95
<b>Receipts Lloyds</b>	Hall hire	£ 11,127.08	£ 2,225.41	£ 13,352.50
	Bar	£ 2,531.05	£ 506.21	£ 3,037.27
	Tennis	£ 83.98	£ 16.80	£ 100.78
		£ 13,742.11	£ 2,748.42	£ 7,968.30

**BERRYFIELDS PARISH COUNCIL Payment run 15 MAY 2024 BUDGETED PAYMENTS MADE**

	BERRYFIELDS PARISH COUNCIL Payment run 15 MAY 2024 BUDGETED PAYMENTS MADE	Net	VAT	Total £
<b>BARCLAYS</b>				
<b>Budgeted payments made from 19.4.24- 15.5.24</b>				
IAC Audit	Accountancy fees for Kevin Rose	£ 395.00	£79.00	£ 474.00
Bucks Association of Local Council	Subscription to BALC and NALC	£ 1,225.14	£ -	£ 1,225.14
Blackwood Architects		£ 1,350.00	£ 270.00	£ 1,620.00
Adobe	dd monthly fee	£ 16.65	£ 3.30	£ 19.97
Action for Youth	Subscription	£ 110.00	£ -	£ 110.00
HMRC paye		£ 2,000.00	£ -	£ 2,000.00
EposNow		£ 10.00	£ 2.00	£ 12.00
Brightpay		£ 2.20	£ 0.44	£ 2.65
Bank charges		£ 8.50	£ -	£ 8.50
IWNL		£ 6.00	£ 1.20	£ 7.20
BC Receipts	Buckinghamshire Council Waste collection DD	£ 129.92	£ 25.98	£ 155.90
Laurilee Green	expenses for youth club tuck shop	£ 114.76	£ -	£ 114.76
Amazon	items for youth club	£ 172.74	£ 34.55	£ 215.93
DCK Payroll	Salaries Clerk, Deuputy Clerk, hall staff	£ 8,003.27	£ -	£ 8,003.27
Laurilee Green	Expenses for youth club - WII	£ 150.00	£ -	£ 150.00
STEM	Phones	£ 54.00	£ 10.80	£ 64.80
		£ 13,748.18	£ 427.27	£ 14,184.12
<b>LLOYDS</b>				
<b>Budgeted payments made from 19.4.24- 15.5.24</b>				
Alan Gibbons	Expenses for bar stock	£ 165.18	£ 33.04	£ 198.22
Amazon	General hall stock items toilet roll etc	£ 483.07	£ 96.61	£ 579.68
Anthea Cass	Expenses for bar stock	£ 155.52	£ 31.10	£ 186.83
Cardnet charges	dd monthly fee	£ 13.40	£ 2.68	£ 16.09
Coffee Tree recharge	conference food	£ 87.50	£ 17.50	£ 105.00
Dayla	Bar stock	£ 242.75	£ 48.55	£ 291.30
Go Cardless	Epos dd monthly charge	£ 73.00	£ 14.60	£ 87.60
Go Cardless	Lemon Booking	£ 40.00	£ 8.00	£ 48.00
Hall Hire deposit refunds		£ 1,047.50	£ -	£ 1,047.50
Nisbets	Glass washer	£ 1,480.80	£ 296.16	£ 1,774.96
Sainsbury	Bar stock	£ 95.83	£ 19.16	£ 115.00
Ticket Tailor	subscription dd		£	£ 22.20
		£ 3,884.55	£ 567.40	£ 4,472.38
	<b>TOTAL</b>	£ 17,632.73	£ 994.67	£ 18,656.50