

---

**Minutes of Berryfields Annual Parish Council meeting held on  
Wednesday 17<sup>th</sup> May 2018, in the Community Rooms, C of E Primary School,  
Berryfields, HP18 0PS**

**DRAFT MINUTES**

**Present :** Councillors Duncan Satterly (Chairman), James Inch, Wendy Phillimore, David Williamson (Vice Chairman), Gareth Lane, James Wilks, Simon Carter, Louise Rees  
Parish Clerk Sue Severn, Anthea Cass (Assistant Clerk)

Nine members of the public, PCSO D Fahy, Marcus Young, Marcus Young Landscapes

**The Meeting was quorate**

**1 Election of Chairman**

Cllr Williamson opened the meeting and thanked Cllr Satterley for the work he has done over the past twelve months. Cllr Williamson asked for nominations for the position of Chairman. Cllr Satterley was proposed by Cllr Rees and seconded by Cllr Wilks.

Councillors voted unanimously and Cllr Satterly was re-elected as Chairman.

Cllr Satterley accepted the position of Chairman and signed Declaration of Acceptance of Office.

**2 Election of Vice Chairman:**

Cllr Satterley asked for nominations for the position of Vice Chairman.

Cllr Carter was proposed by Cllr Rees, seconded by Cllr Lane, agreed unanimously. Cllr Carter accepted the position of Vice Chairman and signed Declaration of Acceptance of Office.

Cllr Satterly advised the meeting that Cllr Williamson is stepping down from his role since he will be moving from Berryfields in the near future. He will continue to serve as a Parish Councillor until he moves. Cllr Satterly thanked him for his service and Cllr Williamson expressed his enjoyment of his role over the last two years.

**3 Apologies for absence**

Cllrs Paul Irwin (BCC), Chris Adams, Ashley Waite (AVDC)

**4 Declarations of Interest**

None

**5 Minutes of the previous meeting 18<sup>th</sup> April 2018**

The minutes of the meeting of 18<sup>th</sup> April were agreed and signed as a true record by Cllr Satterly.

**6 Parish Council Policies (review and approval):**

Cllr Satterley asked Councillors present to agree to defer all non-essential items to the next meeting due to the late start following the Annual Parish Meeting which had been well attended by over 10 members of the public. This was agreed by Councillors.

Finance regulations : Accepted as circulated.

Standing Orders : Accepted as circulated

Asset Register : Accepted as circulated with proviso that reasonable budget provision be made for repairs and maintenance of all capital items requested by Cllrs Williamson and Carter. The Clerk confirmed that the asset value of the shed has been deducted from the list.

**7. Appointment of Internal Auditor 2018/19**

The Clerk requested that Mr Gus Orchard is re-appointed as Internal Auditor for the year 2018/19. Cllr Carter proposed and Cllr Rees seconded, agreed unanimously. Mr Gus Orchard will be re-appointed as auditor for the financial year 2018/19.

**8 Police Report and Neighbouring Policing.**

Police Officer Danny attended the meeting and gave an update during the Annual Parish Meeting. He reported that crime was low in Berryfields. The Neighbourhood Policing team are patrolling the parish regularly and they will now include Roman Park in patrols. They are trying to find out the best time to hold Have Your Say meetings to engage more members of the public, but there has not been much interest to date. Households around Berryfields Green were leafleted in an attempt to encourage a Neighbourhood Watch in that area but no response has been received.

**9 Public Participation (under adjournment):**

No further matters raised.

**10 Planning Applications:**

**17/026893/APP Land off Sir Henry Lee Crescent**

**Erection on new furniture showroom with associated access and parking.**

Cllrs voted in favour of the above application. There were no objections raised.

**18/01197/APP 3 Merton Close, Aylesbury, HP18 0ZN**

**Variation of condition 10 (parking) of planning permission 14/0091/ADP**

Berryfields Parish Council objects to retrospective planning applications generally and in particular to those that amend existing approved planning conditions. Please take this objection into account when determining this application.

Lost parking space due to the garage conversion. There is no potential for street parking as the road narrows. Parish Council raised the question as to whether planning permission had been granted for parking for three cars. It appears that work has been completed without consent in place. Cllr Phillimore raises her objections to the parking and agrees with the comments from Highways report. Cllr Satterly proposes objection and Cllr Wilks Seconds. All councillors support this objection.

**18/01195/APP 3 Merton Close, Aylesbury, HP18 0ZN Retrospective erection of outbuilding in rear garden.**

The outbuilding is out of scale to the property and did not match the vernacular of the surrounding houses. It was believed that clarification of use was needed. Neighbours' objections were noted and supported. Councillors resolved to object to this application; proposed by Cllr Phillimore, seconded by Cllr Rees, agreed unanimously.

Lost parking space due to the garage conversion. There is no potential for street parking as the road narrows. Parish Council raised the question as to whether planning permission had been granted for parking for three cars. It appears that work has been completed without consent in place. Cllr Phillimore raises her objections to the parking and agrees with the comments from Highways report. Cllr Satterly proposes objection and Cllr Wilks Seconds. All councillors support this objection.

**18/01315/APP 56 Moorcroft Lane, Aylesbury, HP18 0UR  
Single Storey rear extension and garage conversion**

The Parish Council objects to this application and are concerned that any conversion of garages into living accommodation within Berryfields MDA resulting in loss of off road parking, and objects to this application unless provision is made for two off road parking spaces.

The roads in Berryfields are generally too narrow for on-street parking, cars park on footpaths and cause pedestrian hazard.

Cllr Williamson proposed the objection and Cllr Phillimore seconded. All councillors were in favour of the objection.

**18/01386/ALB**

**Demolition of farmhouse and associated barn.**

The councillors are not qualified to comment on this application and accept the comments of specialist consultees.

**18/01624/ADM Berryfields MDA Bicester Road, Quarrendon. As above the council made no comment.**

**18/01356/APP 3 Thornley Close, Aylesbury. HP18 0UY**

BPC is Neutral in respect of this application.

**Application to extend building hours at Green Ridge Academy School**

Bucks CC have requested additional construction hours be permitted at the site to include Sundays working from 8am to 4pm. Cllr Carter reported that he had visited neighbouring properties and asked householders' opinions. 71 percent of those consulted are in favour of the work being carried out on a Sunday.

Councillors agreed that a 10 am start time was more acceptable and Parish Clerk will advise Bucks CC accordingly. A member of the Greenridge PTA commented that from the parents' perspective they would welcome this.

## 11 Land and facilities

Play area inspections are in place, with RoSPA inspections taking place shortly. The Berryfields Green & Marston Brook Land Transfers have now been completed by HM Land Registry.

The Clerk is attending meeting with AVDC Leisure to inspect Marston Brook prior to it being handed over to the Parish Council next week and will report to Councillors.

## 12 Finance

The Payment run was agreed as circulated, with the addition of one payment to L A Orchard Consulting of £70 in respect of the internal audit for year ended 31<sup>st</sup> March 2018:

Payee	Detail	Payment	Net	VAT	Total £
Mrs S J Severn	Net salary £1,520.47; office provision £50, Software, telephone share of wifi costs £45, mileage & parking charges £42.80	BACS	£ 1,658.27		£ 1,658.27
Mrs A Cass	Net salary	BACS	£ 472.40		£ 472.40
Smart Pensions	Employer's pension contribution £48.85, Employee pension contribution £25	DD	£ 73.85		£ 73.85
Came & Co	Additional premium fences/gates Roman Park	BACS	£ 58.27		£ 58.27
Marcus Young Landscapes	Grass cutting April 2 cuts Berryfields Green £80; Grass cutting April 2 cuts Marston Brook @ £80;	BACS	£ 400.00	£ 80.00	£ 480.00
Mrs Janet Russell	Litter bin emptying 5 bins @ £4 per bin per weekly empty	BACS	£ 90.00		£ 90.00
HMRC	Book keeping April and preparation year end and audit	SO	£ 520.08		£ 520.08
			<b>£ 3,272.87</b>	<b>£ 80.00</b>	<b>£ 3,352.87</b>
<b>Payments made between meetings within budget or authorised</b>					
HMRC	PAYE/NI	SO	£ 520.80	-	£ 520.80
Scribe software	Annual licence commencing 1st May 2018	CARD	£ 462.00	£ 92.40	£ 554.40
Gray Russ	Printing & distribution Berryfields News	CARD	£ 1,221.04		£ 1,221.04
Computer Trade Centre	2 x re-conditioned laptops with software and anti-virus	CARD	£ 450.00	-	£ 450.00
k & Z Sheds	Allotment sheds and bases including fitting	BACS	£ 7,800.00	£ 1,560.00	£ 9,360.00
RTM Landscapes	Allotment fencing, gates and preparation Phase II plus Ascot railing and gate Valor Drive	BACS	£ 19,441.00	£ 3,888.20	£ 23,329.20
			<b>£ 29,894.84</b>	<b>£ 5,540.60</b>	<b>£ 35,435.44</b>
<b>Receipts</b>					

The year end accounts have been audited and signed off by the internal auditor.

**12.2 The Annual Governance Statement** was agreed and signed by the Chairman.

**12.3 The Accounting Statements for the year ended 31<sup>st</sup> March 2018** were approved and signed by the Chairman and RFO.

## 13 Berryfields News and Communication

Cllr Satterly requested articles for the next edition of the Berryfields News which is due for release on 31<sup>st</sup> July. Greenridge are holding their first summer fete and the PTA will write an editorial for the News.

The fitness instructor will be holding circuit training sessions on Berryfields Green from June. The cost is £2 per person per session and he can take up to 15 people each session.

**14 Meetings**

Cllr Carter and Parish Clerk attended the Procurement workshop at Green Park. Certificates were provided.

**15 Parish Council meeting dates 2018**

**Next Meeting Wednesday 20th June 2018**

18th July

AUGUST No meeting

19<sup>th</sup> September

17<sup>th</sup> October

21<sup>st</sup> November

DECEMBER No meeting

**2019**

16<sup>th</sup> January

20<sup>th</sup> February

20<sup>th</sup> March

There being no further business the Chairman closed the meeting.