

**Minutes of Berryfields Parish Council Meeting VIA VIDEO CONFERENCING**  
**Wednesday 20th January 2021**

**Present:** Councillors James Inch, Louise Rees, Monique Foster, Laurilee Green, Naser Habib, Gareth Lane Sue Severn (Parish Clerk), Anthea Cass (Deputy Clerk) and Agnes Alborzpour (Assistant Clerk). Cllr Ashley Waite (Buckinghamshire Council) part.

**1 Apologies for absence**

None.

**2 Election of Chairman**

Cllr James Inch confirmed his willingness to stand for election. No other nominations were received.

**Proposed by:** Cllr Louise Rees

**Seconded by:** Cllr Laurilee Green

Agreed unanimously

The Chairman's Declaration of Acceptance of Office will be sent by email for signature.

**3 Election of Vice chairman**

Cllr Monique confirmed her willingness to stand for election, No other nominations were received.

**Proposed by:** Cllr Gareth Lane

**Seconded by:** Cllr Louise Rees

Agreed unanimously

The Vice Chairman's Declaration of Acceptance of Office will be sent by email.

**4 Declarations of Interest** in items on the agenda.

None.

**5 Open forum for parishioners.**

No parishioners were present.

**6 Police report and Neighbourhood Policing**

No report received.

**7 Planning**

**20/04353/APP** | Conversion of existing carport to form new living room. | 4 Kirkes Way Aylesbury Buckinghamshire HP18 0YD

Full details at <https://publicaccess.aylesburyvaledc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QLN063CLLJH00&prevPage=inTray>

The PC is neutral in respect of this application but mirrors the concern of Highways about the lack of a second parking space which must be confirmed.

**21/00003/APP** | Single storey rear extension and alterations to increase size of existing garage and landscaping | 24 Sierra Drive Aylesbury Buckinghamshire HP18 0YQ  
Full details at <https://publicaccess.aylesburyvaledc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QMARLWCLLXJ00&prevPage=inTray>

The PC is neutral in respect of this application.

**21/00062/APP** | Conversion of existing garage (retrospective) | 19 Sierra Drive Aylesbury Buckinghamshire HP18 0YQ  
Full details at <https://publicaccess.aylesburyvaledc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QMLVNICLM4I00&prevPage=inTray>

The PC objects to this application. The current configuration of the drive with a large box in front of the already-converted garage room makes the parking space short. The second space shown in the plan is currently turfed with a path and is not a parking space. We would request that the Planning Officer attends site. The council's own site visit indicates that the plan could be inaccurate as submitted and there is no off-road parking allocated to this property in a very busy and relatively narrow road with parking on street.

**Proposed by:** Cllr Naser Habib  
**Seconded by:** Cllr Laurilee Green  
Agreed unanimously

**20/04321/APP** | Single storey rear extension | 19 Sierra Drive Aylesbury Buckinghamshire HP18 0YQ  
Full details at <https://publicaccess.aylesburyvaledc.gov.uk/online-applications/simpleSearchResults.do?action=firstPage>

The PC is neutral in respect of this application. However, it is noted that this is a large extension with consequent water run-off from a large roof. The flood risk assessment submitted with the application is for a different property and the PC asks that the planning officer consults the appropriate experts reference water run-off.

**Proposed by:** Cllr Louise Rees  
**Seconded by:** Cllr Naser Habib  
Agreed unanimously

**21/00067/APP** | First floor rear extension | 23 Newton Avenue Aylesbury Buckinghamshire HP18 0BN  
Full details at <https://publicaccess.aylesburyvaledc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QMM6V4CLM5000&prevPage=inTray>

The PC is neutral in respect of this application.

## 8 Minutes

The minutes of the Parish Council meeting held on Wednesday 18<sup>th</sup> November 2020 were agreed, with one amendment: Cllr Green was absent and this was noted under Apologies.

**Proposed by:** Cllr Monique Foster

**Seconded by:** Cllr Louise Rees

Agreed unanimously, the Clerk was asked to sign the Minutes on behalf of the Council.

## 9 Land & facilities

### Roman Park

The new container is arriving on Thursday to replace the old one that had holes at the bottom and wasn't sealed properly. The groundwork will cost £2,300 and will form part of the foundation works for the car park for the Village Hall.

### Village Hall

Revised plans for the Village Hall had already been reviewed by Councillors and two alternative layout drawings were presented to the meeting:

#### Option 1

Main entrance of the hall faces the car park and access to the kitchen is at the back with no vehicle access. Cllr Inch suggested that an access way be added around the building wide enough for caterers' vans to use if necessary.

Cllr Green suggested a flap with stable door be added to the kitchenette to allow direct access to the small hall.

#### Option 2

This option showed an entrance to the building the opposite side to the car park. The kitchen would then have direct vehicular access. However, it was decided, after discussion, that this plan was impractical from the point of view of guests at the hall who would have to walk around the building to find the entrance.

Councillors agreed to choose Option 1 with the amendments showed on the plan.

**Proposed by:** Cllr Gareth Lane

**Seconded by:** Cllr Louise Rees

Agreed unanimously

It was further decided that the Parish Clerk should obtain firm tender figures from the chosen contractors for the hall to be agreed at the February meeting.

### Discharge of planning conditions

SUDS planning condition is not yet discharged. Permission from the landowner to connect to their drains is awaited.

Landscape Condition is not yet discharged. Versailles boxes and some other details outstanding.

## Allotments

No report.

Cllr Inch suggested asking a plot holder to check the water level in the water tank. If full they should be partially emptied to check that the pumps are working, let some water out if full and to take out the pumps to prevent damage.

## Playground inspections

All parks are in good condition, however there is an issue with litter and dog poo.

## 10 Finance

10.1 The payment run was agreed as circulated and budgeted payments made outside the Parish Council meeting were ratified.

Pickerings Hire Ltd	Invoice No 740660 container hire	£ 59.80	£ 11.96	£ 71.16
	Invoice No 740661 Key charge returned container	£ 25.00	£ 5.00	£ 30.00
Portable Offices Luton	Invoice No 77419: Temp village hall hire	£ 1,495.00	£ 299.00	£ 1,794.00
Office Furniture online	Office chairs invoice no. SN706501	£ 262.00	£ 52.40	£ 314.40
Net staff salaries	Net salaries, expenses & office costs	£ 4,274.04		£ 4,274.04
Agnes Alborz Consulting	Invoice No PC001826: 40 hours social media, 27.5 hours project management	£ 1,012.50		£ 1,012.50
Brightpay	Invoice No 333572 Bright Pay software cloud storage monthly cost	£ 0.90	£ 0.18	£ 1.08
Netnerd	Website/email	£ 4.99	£ 1.00	£ 5.99
Buckinghamshire Council	Invoice No 504327: Litter bins emptying 2020_21	£ 947.80	£ 189.57	£ 1,137.41
Stem Telecom	Monthly payment phones	£ 30.00	£ 6.00	£ 36.00
Burgess Office Supplies	Invoice No 136/12557 Berry	£ 211.50	£ 42.30	£ 253.80

**Proposed by:** Cllr Monique Foster

**Seconded by:** Cllr Louise Rees

Agreed unanimously

10.2 The Clerk reported that the accounts to end December will follow during January since the bank statements had only just been received.

10.3 The budget for 2021-22 was discussed and agreed by Councillors.

10.4 The Precept for Berryfields Parish for the financial year 2021-22 was agreed by Councillors in the sum of £170,000 (equivalent to £66.45 per annum for an average Band D property). The Clerk was asked to prepare an infographic showing details of the classes of budgeted income and expenditure and the relevant percentages of the whole for the Parish.

Proposed by Cllr Green

Seconded by Cllr Foster

Agreed unanimously

## 11 Litter and voluntary work

The McIntyre Trust cannot work during lockdown and the moment they are able to start once again they will notify the Parish Council who will order toilets for them to use. The McIntyre Trust do not require a meeting room anymore.

A local student is participating in The Duke of Edinburgh Award and he is volunteering by picking up litter from our play park.

## 12 2020 Events

Christmas stockings and pyjamas were very well received.

We are still waiting for the final sales figure from the Christmas trees sale

Bernie the bus visited Berryfields on 7<sup>th</sup> and 10<sup>th</sup> December with Father Christmas raising funds and collecting food.

**13 Coronavirus Act & situation report**

All Regulations are monitored daily, and all necessary actions taken as required..

**14 Grant Funding & BPC Community Larder project:**

The Deputy Clerk is applying for an HS2 grant of £75,000 towards the tennis courts project. If the Parish Council is successful, a further application can be made to other funders to cover any balance needed.

Mrs Cass confirmed that she has also applied for several other grants for the Community larder, trees and fruit trees, hedging and other discrete parts of the Roman Park project. As authorised by Council she is applying for grants as and when they become known or available.

**15 Berryfields News & Communication**

Berryfields News is expected to be published at the end of February. The final deadline for submissions is 18<sup>th</sup> February.

**16 Highways & Transport**

MVAS is on hold and nothing has changed since the last meeting; it needs a new battery and it is very difficult to find one. The MET police will work with AVA as the Thames Vale police recognised that there is a speeding problem in the Berryfields area.

**17 Meetings & matters of report.**

The Clerk, Deputy Clerk together with Cllr Foster attended an initial meeting with the Gardenway project team to understand the planned route, funding, etc., Cllr Foster urged the team to use learning from The Netherlands in respect of cycling provision but it is a little early in the project to input too much detail. The route and funding source are yet to be determined.

**18 Date of next meeting**

Wednesday 17<sup>th</sup> February 2021 at 7.30pm. The Council will meet via Zoom.

There being no further business the Chairman closed the meeting at 9.15pm.