
DRAFT

Minutes of Berryfields Parish Council meeting held on Wednesday 21st June 2017, in the Community Rooms, C of E Primary School, Berryfields, HP18 0PS

Present:

Councillors: Duncan Satterley (Chairman), James Inch, Wendy Phillimore, David Williamson (Vice Chair) James Wilks, Jen Moore. **Parish Clerk:** Sue Severn **In attendance:** Sarah Edwards (minutes)

1 member of the public was present.

The Meeting was quorate

1. Apologies for absence:

Gareth Lane, Mike Barns, Sam North, Kevin Rogers, Andy Huxley (BCC)

2. Open Forum (under adjournment):

A member of the public asked why the agenda did not appear on the website. The Clerk apologised for the oversight – agendas were provided for members of the public who attended the meeting and on noticeboard.

A member of the public asked where to report damage to the surface of the roads? The Clerk replied that this should be reported to the developer.

3. Police report and Neighbourhood Policing, Road safety

The Police report was not available and the crime map has still not been updated. This is due to a delay with the national team inputting the data. The Clerk agreed to contact the neighbourhood team to ask if we could get the figures directly from them. Hate crime incidents have risen nationally and locally (across Aylesbury) and the police say this is being dealt with and taken very seriously.

Sentinel MVAS speed watch will be returning to the area shortly. The Chairman and Clerk will attend LAF meeting on Wednesday and expect Sentinel Speedwatch equipment to be delivered shortly, funded by LAF. There are a few people trained to use the equipment, training available. Volunteers must work in pairs when using the equipment. The Clerk said she already had 12 volunteers but more people were always needed and they are asked to contact clerk@berryfieldsparishcouncil.co.uk if they are interested in volunteering.

4. Declarations of Interest:

There were no declarations of interest.

5. Minutes of the previous meeting (17th May 2017):

The minutes were agreed and signed by the Chairman as a true record.



6. Planning:

No applications had been received for consultation by the date of publication of the agenda, nor since.

7. Land and Facilities:

Clerk's Report circulated to Councillors:

- Roman Park/Village Hall project – receive report from Charity Fundraising Limited.

Network Rail have deferred their work to the embankment until 2019. The Clerk advised that she had spoken to the Consortium to push for the early transfer of the land to the parish council to enable the allotment areas to be marked out. To-date there have been c. 30 expressions of interest for an allotment.

Planning application for the Village Hall is being prepared ready for submission to AVDC by August/September. Councillors were asked to confirm they were in agreement for the planning permission to be submitted to AVDC with an additional allowance of £2,500 for any further professional fees required for specialist civil engineering advice. This was agreed unanimously. The cost of the planning application fee is under negotiation and the Clerk will report back on this matter at the next meeting.

- Update on 50/50 draw licence and detailed management plan, recruitment of members and helpers.

The Clerk advised that research into forming a Charitable trust to enable the parish council to become a sole trustee, with all councillors being individual trustees has been undertaken and recommended that the Village Hall committee meet to make recommendations for taking the various strands of work forwards. Each area of work will require a different lead councillor/volunteers from the community and this needs to be agreed as soon as possible.

The Clerk explained how a 50/50 draw would work and the cost of tickets/prize money etc. Councillors were asked to approve the proposal that the Berryfields Parish Council obtains a licence under Small Lottery Gambling Act 2005 – Schedule 11, Part 4 to run a 50/50 draw at a cost of £40 and to start selling tickets as soon as possible. In addition councillors were asked to agree to purchase a random number generator and commence a marketing campaign. Cllr Satterley recommended a separate page on the website to promote the prize draw. Cllr Inch asked who would check the incoming payments to ensure the winner selected had paid for their monthly ticket? The Clerk replied this would be done by the Parish bookkeeper. Tickets would be available via paypal or standing order with cheque accepted in exceptional circumstances. **Action: Cllr Williamson agreed to write up the terms of reference/rules for the draw.**



The recommendation to purchase a gaming licence at £40 was proposed by Cllr Inch and seconded by Cllr Phillimore – all Councillors present voted in favour of the proposal. The recommendation to purchase a random number generator and commence the marketing campaign will be discussed at the next Council meeting once the terms of reference are finalised.

- Play area & land inspections to report: Any issues and action taken/required.

HM Land Registry searches are currently being undertaken by Schwab & Co, however they are seeking clarification on some of the wording in the documents and as soon as this is received and they are satisfied with the response the land will be transferred to the parish.

The Clerk reported she has ordered new signage advising the “Dogs must be kept on leads” and “Please use the dog bins provided” around the play area at Berryfields Green. Within the play area there will be a “No Dogs allowed” sign. Marston Brooks will also have a “No dogs allowed” sign

- Lighting proposal for Berryfields Green.

A letter was hand delivered to residents living around Berryfields Green to gauge their views on the lighting proposal. The Clerk reported that two responses had been received to-date, one in favour and one against and Councillors were asked to reach agreement on the matter. The Clerk reminded Councillors of the proposal: BPC installs LED light to Aylesbury Mains specification on MUGA at Berryfields Green for a total cost of £1642.00 + VAT. Following discussion, it was agreed by all Councillors present to keep the issue under review for a further month to allow more time for responses to the survey.

- Berryfields Scouts

Berryfields Scouts have been provided with land for outdoor activities by Watermead Parish Council (WPC) who have also provided a storage container at a cost of £11 per week and a contribution from Berryfields Parish Council towards this cost was suggested.

Councillors were asked to agree the proposal that Berryfields Parish Council (BPC) assist by funding a contribution of half of the rental costs for the storage container at £286 per annum or to provide a one-off grant of £286 for this year only to the Berryfields Scouts towards the cost of the storage container. The land provided by WPC is on a trial basis.

The option to make a one-off donation of £286 was proposed by Cllr Inch and seconded by Cllr Phillimore – all Councillors present voted in favour.



Action: The Clerk was asked to add a Funding Request form to the website for any group to make a bid for funds from the parish council.

- *Document Storage*

The Clerk explained that the parish council had been able to make use of document storage within Watermead for the last 2 years to store BPC archived papers. There is now a need to purchase a fire proof cabinet which will eventually be moved to the Village Hall at Berryfields. The cost of fire proof cabinet will be approximately £200.

Councillors were asked to agree to the proposal to purchase a fire proof cabinet.

The purchase of a fire proof cabinet at was proposed by Cllr Williamson and seconded by Cllr Moore – all Councillors present voted in favour.

- *Employee Pension Scheme*

The Clerk outlined the proposal to set up a pension scheme for all BPC employees who must be enrolled (although employees they have the option to opt out if they wish to do so). The set up cost has been provided previously and the Clerk advised she would contact Aviva to obtain a new quote and convene a meeting of the HR Committee to discuss this further.

8. Finance:

- *To approve the payment run as circulated and ratify any payments made outside of the Parish Council meeting (if any).* The payment run was approved and signed by the Chairman and the Vice Chairman and included one additional payment of £25 for Community Impact Bucks subscription.

Payee	Detail	Payment	Net	VAT	Total £
Mrs S J Severn	Net salary £863.20, Office £50, Exps £67.8, Post, software, tel share of costs	BACS	£ 981.00		£ 981.00
D Lucas	Securing shed & repairing base	BACS	£ 25.00	-	£ 25.00
AVDC	Play Around the Parishes	BACS	£ 780.00	-	£ 780.00
Shared Creative	Social media management June	BACS	£ 155.00	£ 31.00	£ 186.00
Janet Russell	Book keeping	BACS	£ 15.00	-	£ 15.00
Charity Fundraising Ltd	Feasibility study fundraising Roman Park: May on Account	BACS	£ 280.00	£ 56.00	£ 336.00
Touching Cloth Loo Hire	Loo hire : Church party in the park	BACS	£ 100.00	-	£ 100.00
Community Impact Bucks	Annual membership	BACS	£ 25.00	-	£ 25.00

- *To approve the Accounts to end May 2017.*

The accounts to the end of May were approved and signed by the Chairman.

The Clerk reported that the annual accounts have been signed off by the Auditors.

Councillors will be asked to review the budget at the August meeting and reallocate some items.



9. Berryfields News & Communication:

The next edition is due by 23rd June. The Clerk asked for any contributions to be sent in asap. Volunteers will be sought to help with the Christmas Tea for the over 50s. The Clerk reported that a range of volunteering opportunities will be available and advertised through Berryfields News.

- Social Media update

30 people have joined the mailing list this month, some have become volunteers and some have enquired about allotment space.

10. Summer events:

Play around the Parishes will take place on 26th July. The Clerk suggested a Parish Council pergola is up on the day for people to meet Councillors and get information about the Berryfields area.

- Cllr Inch provided an update on progress with the summer event due to take place on 2nd September. Confirmation has been received from IFNL and IWNL that they will contribute £250 each towards the event.
- A number of volunteers have been found
- A DJ has been lined up who will also act as a compare for the event.
- Berryfields Scouts will be setting up a number of activities.
- Eight pitches have been agreed to date.
- Thai, Indian and other food stalls will be there along with a Pimms cream tea area.
- Volunteers will be required to man the bar and the Pimms tea area. Councillor Williams advised he may be able to get a few volunteers for these areas. The layout of the event has still to be finalised to enable road closures to be agreed. Police crime prevention team may be in attendance.

Cllr Inch asked all Councillors to confirm whether they were able to attend the event and if they have any ideas for activities or attractions, stalls to let him know.

11. Meetings & matters of report:

The Clerk confirmed she has now successfully completed First Aid Training and had attended the Party in the Park event as first aider.

12. Date of next Parish Council Meeting:

19th July 2017 – Cllr Williamson provided apologies in advance for this meeting.

Dates of Future meetings:

20th September
18th October
15th November

There being no further business the Chairman closed the meeting at 8.43pm.