

**Minutes of Berryfields Parish Council Meeting VIA VIDEO CONFERENCING**  
**Wednesday 21st October 2020**

**Present: Councillors** Simon Carter, James Inch, Louise Rees, Monique Foster, Laurilee Green, Naser Habib  
Sue Severn (Parish Clerk), Anthea Cass (Deputy Clerk) and Agnes Alborzpour (Assistant Clerk).

**1. Apologies for absence**

Cllr Ashley Waite

**2. Declaration of Interests**

No declaration of interest

**3. Open Forum**

One member of the public joined the meeting.

**4. Police report and Neighbourhood Policing**

No report was received.

**5. Planning**

20/03455/APP | Single storey front extension | 23 Newton Avenue Aylesbury  
Buckinghamshire HP18 0BN

Full details at <https://publicaccess.aylesburyvaledc.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=QHXY7CCLJ0H00&prevPage=inTray>

The Parish Council has no objection to this application and is Neutral.

**Proposed by:** Cllr Louise Rees

**Seconded by:** Cllr Laurilee Green

Agreed unanimously

**6. Minutes**

The minutes of the Parish Council meeting held on Wednesday 16<sup>th</sup> September 2020 were agreed, and Councillors asked the Clerk to sign them on their behalf.

**Proposed by:** Cllr Louise Rees

**Seconded by:** Cllr Gareth Lane

Agreed unanimously

## 7. Land & facilities

### Roman Park

**Nursery** The building is almost ready for occupation. The tenant will inspect the building before signing the Lease and Deposit Deed. Following completion vacant possession will be given.

**Cost monitor** The Parish Clerk confirmed nursery costs to date, as circulated. Councillors approved all estimates provided for the following work:

- Original estimate for interior as specified to meet all Building and other Regulations for occupation as a children's nursery.
- Replacement floor and covering.
- Concrete paths to two sides and creation of 3 accessible ramp access points to fire doors including handrails.
- Groundworks and provision of fence to nursery garden.
- Supply and fit two sinks required by tenant.
- Supply and install artificial grass as laid out on drawing supplied to include all sundries fixings and edgings etc (cost of Astroturf and fixing to be re-charged to tenant).
- Install timber underskirt to perimeter of building using kickboard timber and allowing posts set at 1.8m intervals to include 2 access doors.
- Electrical work including new fuse board and replacement wiring, lights and non-working items, connection to building including fibre.
- Fire system installation and commissioning (to be confirmed).
- Water and waste connections to nursery building.

### Costs attributable to Roman Park project

- 4 street lights (Kingfisher) as temporary lighting to be moved to final position as development progresses - £2,200 plus VAT and fitting.

**Proposed by:** Cllr Louise Rees

**Seconded by:** Cllr Gareth Lane

Agreed unanimously

**Cycleway** The Consortium is currently working on the cycleway at Roman Park due for completion later this year.

### Village Hall & Temporary Hall

The Parish Clerk reported that the Temporary Hall is now on site, which will offer a very good and usable space for the local community.

Councillors discussed whether or not it was possible to open the hall for letting given the Covid-19 situation. It was decided to approach with caution and prepare for a gradual Covid-secure opening during January 2021 if possible. All lettings will be carefully managed and meet the relevant Risk Assessments and Regulations from time to time in force. The office team require time to set it up. A proposal will be put to councillors about the opening at the next Parish Council meeting.

A QR code for track and trace is in place, and the premises are Covid secure for current limited office use.

## Village Hall

Tenders for construction of the village hall are due to be returned on Friday 23<sup>rd</sup> October 2020.

**Community rooms** The Parish Clerk had sent an update to Councillors prior to the meeting. Cllr Green said groups had requested to hire and had been refused. The Parish Clerk will communicate with the school and update the Councillors.

## Allotments

The Deputy Clerk advised that the allotments entered the 'dead season' with not much happening, but allotmenters were happy.

Cllr Inch updated on his meeting with allotmenters. There is now a WhatsApp group to communicate with plot holders, and currently all is well. However, the main concern that they all share is the future of water access and provision. The Parish Council provides them the water as it is now, and if they need further bowsers then it was suggested that the allotmenters create a fundraiser and request a grant from the Parish Council to top-up their fundraiser.

Another suggestion of rainwater harvesting was brought up; no issues were raised with this, but it is important to ensure that the solution proposed is safe. Most of the plots are in good order and RTM is strimming when necessary. The Deputy Clerk will check the standard cost for the weed strimming and will send an email to encourage the allotmenters to police and manage the tidiness of plots, and if they notice that a plot is overgrown, they will put peer pressure for it to be tidied

## Playground inspections

The Deputy Clerk updated on the condition and re-opening of play areas following the lockdown period, and on the Annual Park Inspection; additional groundwork was completed and the parks look very good at this moment. We will carry on with park inspections fortnightly until the next review.

Three more parks from the consortium are almost ready. 'Leap 8' is a fully accessible play area and will be open shortly; a student from AVA will open this playground which will be publicised.

## 8. Finance

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

Payee	Detail	Net	VAT	Total £
Net staff salaries	Net salaries, expenses & office costs			£ 4,579.29
Agnes Alborz Consulting	Invoice No PC001822: 20 hours social media, 20 hours project management		£ -	£ 937.50
Baughan Pest Control	Invoice 3464: Bi-monthly vermin service Lawson Road	£ 80.00	£ 16.00	£ 96.00
Pickerings Hire Ltd	Invoice 713450: Site hut and container hire	£ 189.94	£ 37.99	£ 227.93
RTM Landscapes Ltd	Invoice No 2481: Grass cutting all parks £1690, Bin emptying £99, Strim vacant allotment plots £120 to be re-charged.	£ 1,909.00	£ 381.80	£ 2,290.80
JH Parish Council Services	Invoice No PCS/285/2020: Play area repairs following annual inspection report including labour			£ 940.00
24 Seven Contracts (UK) Ltd	Invoice No. 8 2nd interim invoice Berryfields Nursery,	£ 35,000.00	£ 7,000.00	£ 42,000.00
24 Seven Contracts (UK) Ltd	Invoice No 9 balance invoice Berryfields Nursery (for payment once final inspection completed).	£ 21,240.34	£ 4,248.07	£ 25,448.41
Brightpay	Invoice No 301896 Bright Pay software cloud storage monthly cost	£ 0.90	£ 0.18	£ 1.08
Watts & Ohms Electrical Ltd (K Hanks)	including all materials: 60M 5 core SWA, 80am Hagar mcbb, 32mm SWA gland pack, Fire rated cleats, Fixing & lugs, labour			£ 1,610.19
Portable Offices (Luton) Ltd	Invoice awaited: £998 + VAT monthly rental temporary village hall	£ 998.00	£ 119.60	£ 1,117.60
Blackwood Architects	Invoice inv/BVH24/ps: Issuing drainage layouts, meeting contractors x 4, site meeting Consortium, site visit nursery building	£ 750.00	£ 150.00	£ 900.00

**Proposed by:** Cllr Laurilee Green

**Seconded by:** Cllr Louise Rees

Agreed unanimously

Draft accounts to end of September 2020 were agreed as circulated: Finalised accounts for the period will be circulated after the meeting.

**Proposed by:** Cllr Louise Rees

**Seconded by:** Cllr Naser Habib

Agreed unanimously

Costs to date for direct expenditure on Covid-19 were confirmed.

**Proposed by:** Cllr Louise Rees

**Seconded by:** Cllr Laurilee Green

Agreed unanimously

## 9. 2020 Events

The Deputy Clerk updated on the Christmas project: 100 toys have been secured from the Town Council appeal, but extras to fill stockings are still required. Items such as pyjamas, chocolates, toiletries etc., are very welcome. A list of 100 children who will benefit from the project has been made from information provided by both schools AVA and Green Ridge, as well as the families that we are helping already.

### **Christmas dinner**

The proposal is to give to our families the ingredients for their Christmas dinner. This will include turkey, and all the trimmings plus vegetables, Christmas pudding and so on. Cllr Carter had visited Tesco and Iceland and thought that a voucher may be received from them. Local schools are now working with us to collect food donations and to assist with Roman Park Trust.

### **Bernie the bus**

Bernie the bus will be visiting Berryfields with festive music and Santa in the chimney. The Councillors/volunteers will be walking with Bernie and collecting donations for the Roman Park Trust, food for Community Larder and any Christmas gifts. The cash will be collected by Cllr Habib and he will be responsible for it. We have set up a contactless payments option and a Gofundme page.

Councillors decided not to give away presents as this can potentially spread the virus. All volunteers will use visors and masks. The route will commence at 17:00 to 18:30, and the PC will prepare the route with stops. The date still needs to be confirmed.

### **Christmas tree sale**

Christmas trees will be on sale at Roman park and a substantial donation from each sale will go to Roman Park Trust. On 12<sup>th</sup> December the AVA Primary Phase school choirs will be singing on site and it is hoped a brass band will attend, if possible with safe distancing.

### **Over sixties' tea**

There will be no over afternoon tea this year because of the COVID-19 situation. Councillors will look at an alternative.

## 10. Coronavirus Act & situation report

All Regulations are being monitored daily by the office team and all necessary actions have been taken.

## 11. Grant Funding & BPC Community Larder project:

Banks are not opening new accounts at present. The Parish Clerk had been to Lloyds Bank to open an account and they advised that we should open a BB Deposit Account in the name of Berryfields PC with

RPCT noted as the designated funds recipient.  
Councillors approved using the account for the Roman Park trust.

**Proposed by:** Cllr Monique Foster  
**Seconded by:** Cllr Naser Habib  
Agreed unanimously

Trust Charity Commission registration is in progress under the name: Roman Park Community Trust

**12. Berryfields News & Communication**

The Berryfields News will be 20 to 24 pages and the aim is to cover the printing and distribution cost from advertising. Deadline for the final draft is 10<sup>th</sup> November 2020, with distribution week commencing 23/11/2020.

The Christmas short story competition:

For up to 30 submissions, chocolate money gifts will be given and the winner will receive a £25 WH Smith voucher, with their story to be published in the Berryfields News. ***(It should be noted that post-meeting WH Smith donated the voucher to the Parish Council for which we are grateful).***

**13. Highways & transport**

No report was received. Parishioners were generally concerned about speeding in Berryfields.

**14. Meetings & matters of report**

Community boards

The Deputy Clerk attended the meeting and reported on 'street associations', this is a scheme that is already running in a few areas in UK. She will research these schemes and available funding to see whether it is viable for Berryfields and will report to Councillors in due course.

**15. Date of next Parish Council Meetings (online)**

Wednesday 18th November 2020 at 7:30