

**Minutes of Berryfields Parish Council Meeting VIA VIDEO CONFERENCING
Wednesday 16th September 2020**

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

1. Apologies for absence

Cllr Gareth Lane

2. Declaration of Interests

Cllr Inch declared an interest in planning item **20/02790/APP**.

3. Open Forum

Three members of the public joined the meeting:

The Applicants for 20/02790/APP under Planning were present and made representation to the Council.

4. Police report and Neighbourhood Policing

No report was received. Berryfields Parish is now served by Waddesdon Police Station. Two PCSOs came to Roman park to introduce themselves and advised that they understand the policing needs in Berryfields.

5. Planning

20/02790/APP Erection of conservatory (retrospective) **107 Avalon Street Aylesbury
Buckinghamshire HP18 0WH**

Full Details at : <https://publicaccess.aylesburyvaledc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QFCX9DCLH6Z00&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 19th August 2020 were agreed, and Councillors asked the Clerk to sign them on their behalf.

Cllr Carter thanked Cllr Inch for chairing the September meeting.

Proposed by: Cllr Laurilee Green

Seconded by: Cllr Monique Foster

Agreed unanimously

7. Land & facilities

- **Roman Park**

Nursery

The nursery building is due for completion 25th of September, hopefully without delay. The Clerk is monitoring the situation very closely and working with the solicitors to complete the Lease. The Clerk will invite Councillors for a site viewing as soon as the work is complete.

Village Hall & Temporary Hall

The Clerk confirmed the contractors answering the expression of interest in tendering have the tender documents due for return in mid-October. Tender documents will be reviewed by our architect all relevant due diligence and credit checks carried out and recommendation made to Councillors in order for them to agree and appoint a Contractor. The Clerk planned to visit a newly built hall in Cambridgeshire to see the work of one tendering firm.

Construction of the village hall is scheduled to start in March.

The temporary hall will be delivered to site and connected to mains services during late September/early October. Mains connections and costs are on budget and at the previously approved cost. Cllr Carter suggested, and it was agreed, that the Clerk should obtain prices to purchase a container since this will be required. He had obtained a quote of c£3,000. The site office will not then be required and can be returned to Pickerings. The Clerk will seek to purchase a second-hand container, which will be put on hard standing next to the temporary building and used for storage.

The Clerk confirmed that Portable Offices Luton will examine the temporary road to ensure it can be used for the crane saving £2,000 for metal road hire. Councillors accepted the cost associated all associated costs had been sent to Councillors prior to the meeting.

Proposed by: Cllr James Inch
Seconded by: Cllr Naser Habib
Agreed unanimously

- **Allotments**

The Deputy Clerk updated the Councillors as follows:

All allotments are rented and are being cultivated. Two of the allotment holders have set up a WhatsApp group for plot holders to air their views and the Clerk and Deputy Clerk will meet them to see how the Council can help and support them. They want to look for an alternative solution to providing water to the plots the next year and are keen for the Council to help. There is no interest at this stage to create a more formal committee.

No response has been received from Free Aqua Limited to our request to attend site and complete the work and get the top well working. The Council will, reluctantly, seek alternative solutions. It was felt that the Council had reached the end of the road with this company.

- **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:

All parks need ground maintenance where pegs have been dislodged from the mats. Our contractors have checked the Annual Inspection findings and confirmed an estimate of c£1,000 for necessary remedial work. The Inspection did not identify any high-risk hazards requiring immediate work.

The Office team is working with the contractor to schedule all required work. Gateway Park and Berryfields Green were vandalised during week commencing 1st September. Cllr Carter proposed that the next CCTV installation be at Gateway Park. The Clerk will obtain a quotation for Councillors' consideration.

8. Finance

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

Payment run 16th September 2020				
Payee	Detail	Net	VAT	Total £
Net staff salaries	Net salaries, expenses & office costs			£ 4,083.25
Agnes Alborz Consulting	Invoice No PC001822: 20 hours social media, 9 hours project management		£ -	£ 435.00
John Moore Heritage Services	Invoice No 21-30 Provision of archaeologist 9/10/11 March			
Blackwood Architects	Invoice BVH/1.0/ps Fees incurred in preparing and sending out Tender documents, liaison with QS, amending drawings, travel expenses to Huntingdon	£ 2,562.00	£ 512.40	£ 3,074.40
Pickerings Hire Ltd	Invoice SI704385 Site hut and container hire	£ 181.31	£ 36.26	£ 217.57
Watts & Ohms Electrical Ltd	Invoice No 1044 installation of electricity supply to nursery building, test and issue certificate materials and labour	£ 1,450.93	£ 290.19	£ 1,741.12
Play Inspection Company	Invoice No. BER08019 Annual safety inspections for all parks: Consortium parks to be re-charged E600	£ 1,000.00	£ 200.00	£ 1,200.00
Total payment run		£ 4,194.24	£ 1,038.85	£ 10,751.34

Proposed by: Cllr Louise Rees

Seconded by: Cllr Laurilee Green

Agreed unanimously

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

Proposed by: Cllr Laurilee Green

Seconded by: Cllr Louise Rees

Agreed unanimously

9. 2020 Events

Councillors would like to organise a 'virtual' Christmas event as part of the council's loneliness initiative. They agreed to support the families who may struggle at Christmas. The PC will engage with schools and other organisations to identify those needing help with the idea to provide a gift for each child and food hampers for their families.

A number of ideas were discussed and/or agreed:

- Christmas gift collection via local agencies (agreed)
- Amazon wish list (considered possible)
- Sponsorship of shoe boxes (not adopted)
- Christmas Stocking Appeal (like the shoe box appeal - agreed)
- Appeal to Community for the presents

All plans will be put in place and presented to Councillors during the month with advertising and liaison with donors and other organisations as soon as possible to ensure maximum coverage and donations.

10. Coronavirus Act & situation report

Latest Legislation puts into law the maximum gathering of 6 people. All Regulations are being monitored daily by the office team and all necessary action taken.

Signage has been ordered for all play areas concerning their use during the pandemic and all other measures will be in place in the new hall.

11. Grant Funding & BPC Community Larder project:

The Clerk and **Deputy Clerk** provided an update on the work of the community larder and Berryfields Neighbourhood and Watermead Volunteer Armies. **Two residents have volunteered their help and many more people are bringing food donations. The Deputy Clerk has organised weekly donations from Greggs and Fare Share. Tesco are offering bi-weekly donations. At present we have enough food for the 40 families that we are helping.**

For the future, we would like around 40 street volunteers that will be responsible for collecting the food from their street.

A charitable trust is being formed and will be registered under the name of Roman Park Community Fund. This will allow us to apply for grants towards food for the community larder and importantly enable the Trust to apply for grants for other community projects such as the loneliness project and Roman Park facilities etc., working as an umbrella for many projects that we may run.

12. Berryfields News & Communication

Berryfields News & Social Media.

The Assistant Clerk reported that the social media report had been sent prior to the meeting. No questions were raised.

Berryfields News has been distributed and the link for the online copies was published on social media. Advertisers were happy with the magazine and would like to place an advert in the next issue. Positive responses were received from six companies that would like to advertise in future issues.

Cllr Habib suggested that all businesses operating in Berryfields be invited to provide their contact details in a simple list of businesses (e.g. Plumber: Name: Phone Number). It was agreed that this would be a good idea to provide support free of charge. Cllr Carter suggested that any business placing an advert could also include a discount voucher, which would attract more people to read the newsletter.

Councillors decided provisional timing for the next Berryfields News at the end of November. The Assistant Clerk will investigate how many adverts we need to place to cover the cost of this publication.

A competition will be run on social media for children under the age of 12 to write a short Christmas story. The best one will be published in the Newsletter.

13. Highways & transport

No report was received.

14. Meetings & matters of report

Cllr Rees will attend meeting for HS2.

15. Date of next Parish Council Meetings (online)

Wednesday 21st October 2020.

DRAFT