
**Draft Minutes of Berryfields Annual Parish Council meeting held on
Wednesday 17th May 2017, in the Community Rooms, C of E Primary School,
Berryfields, HP18 0PS**

Present:

Councillors Duncan Satterly (Chairman), James Inch, Wendy Phillimore, David Williamson (Vice Chair), Gareth Lane, James Wilks, Mike Barns, Sam North, Jen Moore

Parish Clerk Sue Severn

In attendance: Sarah Edwards (minutes)

9 members of the public were present.

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 12 months. Cllr Williamson asked for nominations for the position of Chairman. Cllr Satterley was proposed by Cllr Barns and seconded by Cllr Lane. Councillors present voted in favour of Cllr Satterley being re-elected as Chairman. Cllr Satterley accepted the position of Chairman and signed Declaration of Acceptance of Office.

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 30 members of the public. The suggestion to defer all non-essential items to the June meeting was agreed to by Councillors present.

2. Election of Vice Chairman:

Cllr Satterley asked for nominations for the position of Vice Chairman. Cllr Williamson was proposed by Cllr Barns and seconded by Cllr Satterley. Councillors present voted in favour of Cllr Williamson being re-elected as Vice Chairman. Cllr Williamson accepted the position of Vice Chairman and signed Declaration of Acceptance of Office.

3. Apologies for absence:

Cllr. Kevin Rogers

4. Declarations of Interest:

There were no declarations of interest.

5. Minutes of the previous meeting (19th April 2017):

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



6. Parish Council Policies (review and approval):

Finance regulations - approved
Standing Orders – approved
Risk Assessment Policy - approved

The Publication Scheme & Asset Register were deferred to the June meeting.

7. Appointment of Internal Auditor 2017/18:

The Clerk proposed that Mr Gus Orchard is re-appointed as Internal Auditor for the year 17/18. Cllrs accepted this proposal and Mr Gus Orchard will be re-appointed as auditor for the financial year 2017/18.

8. Review of Council's insurance policy:

The Clerk confirmed that the insurance policy has been renewed on existing terms and conditions.

9. Police Report and Neighbouring Policing

There was no police or crime report available for the meeting. This item will be reviewed at the June meeting.

10. Public Participation (under adjournment):

A member of the public asked when the Pegasus crossing on the Bicester Road will be activated as this is being used at the moment by people to cross the road against moving traffic and this is risk to public safety. The Clerk agreed to raise this with the Bucks County Council Highways to ascertain if the crossing could be activated sooner rather than later.

Cllr Barns asked a question on behalf of a parishioner who wanted to enquire if the Parish Council would be able to speak to mobile phone providers about improving the mobile signal across Berryfields? The Clerk agreed to raise this with Ofcom.

A member of the public asked how long the development was in contract with See the Light? Cllr Inch replied that other telephone companies had carried out surveys but had decided that Berryfields was “not commercially viable “ at present to offer alternative telephone and broadband services.

A member of the public asked how long it took for Fairford Leys to be adopted? The Clerk replied this took many years and it is anticipated that Berryfields adoption is still some way off.

Cllr Barns advised that Independent Fibre Networks Ltd (IFNL) want to advertise in the Berryfields newsletter. The Clerk agreed to follow this up.

A member of the public asked how do you go about reporting street lighting that was not working? The Clerk advised non-working street lights should be reported to her to raise with the relevant developer.



A member of the public asked about litter collection and grass cutting on Exemplar Park as this development is not covered by the company that collects litter and cuts communal grass areas across Berryfields. The Clerk agreed to raise this with Linden Homes.

11. Planning Applications:

17/10457/APP 17 Mendip Street, Aylesbury, HP18 0ZL

Single story extension and conversion of part of existing garage:

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

12. Land and facilities:

Roman Park/Village Hall project

The Clerk reported that the Charity Fundraising report will be ready for the next council meeting.

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

The above items were deferred to the June meeting.

13. Lighting proposal for Berryfields Green

The Clerk reported that options for lighting in this area had been extensively researched. The following options were available:

Option A. Aylesbury Mains had carried out a survey and recommended an “always on” at night street light connected to the nearest lighting column. The quote for this is £1642.00 + VAT.

Option B. To have a solar powered light installed by Forde & McHugh which although is marginally cheaper at £1385.75 + VAT would be vulnerable to vandalism and not as aesthetically pleasing due to the required size of the solar panel.

Councillors were asked to approve the Option A. Discussion followed on the rationale for having lighting in this area and it was agreed that a survey of local residents needs to be carried out before any lighting is installed. The Clerk confirmed the light would have no impact on neighbouring properties and its purpose is just to light the dark centre of the MUGA.

Cllr Inch proposed installing the electric light, this was seconded by Cllr Barns. Cllrs approved Option A, in principle, subject to the outcome of the residents’ survey. Cllr Wilks abstained and proposed “doing nothing” at the moment due to the cost. Further discussion followed and all Cllrs reached agreement to proceed with the residents’ survey, with a final decision to be made once the survey results are received.



14. Finance

Payment run – Councillors approved and ratified the payment run. The Clerk advised there was an additional payment due to be made to Mr Gus Orchard for £60. Councillors approved the additional payment and the payment run was signed by the Chairman and Clerk.

Payee	Detail	Payment	Net	VAT	Total £
Mrs S J Severn	Net salary £863.20, Office £50, Exps £6, Post, software, tel share of costs	BACS	£ 954.20		£ 954.20
Marcus Young Landscapes	Grass cutting Berryfields Green & Marston Brook x 3. £480, bin emptying (4 bins) Dec-Apr £96	BACS	£ 576.00	£ 115.20	£ 691.20
Mrs J Russell	Book keeping April 1 hr + year-end preparation 4 hrs	BACS	£ 50.00		£ 50.00
AVALC	Subscription Aylesbury Vale Assoc. of Local Councils	BACS	£ 20.00		£ 20.00
Blackwood Architects	Professional fees (section seven of fee structure 15.6.16 - completed)	BACS	£ 980.00	£ 196.00	£ 1,176.00
TOTAL THIS PAYMENT RUN			£ 2,580.20	£ 311.20	£ 2,891.40

Accounts to end April 2017. The accounts to the end of April 2017 were approved.

Appointment of internal auditor 2017/18 – this was discussed and agreed earlier in the meeting.

Accounting & Governance Statements were signed by the Chairman and Parish Clerk/RFO following sign off of accounts by internal auditor. The accounts will now be submitted to Mazars, the National Audit Office appointed external auditors.

The Clerk confirmed the dates for Exercise of Electors' Rights as 19th June to 28th July inclusive. Notices to this effect will be posted on the noticeboard and website.

15. Berryfields News and Communication

This item was deferred to the next meeting.

16. Meetings

There were no meetings to report. The Clerk confirmed the dates for future meetings had been circulated to Councillors and reminded those present to contact her if they wished to attend. Cllr Satterly and the Clerk attended a meeting with Buckinghamshire County Council (Bucks CC) in respect of the Green Ridge Academy, the new Primary School. Bucks CC had previously indicated residents' permit parking would be instigated by the school, however this has now been rescinded. Bucks CC advised the issuing of permits is dependent on residents requesting permits –and as there are no residents living in the area of the new school, they cannot implement "resident's only parking" at this time. Reach2 the school developers have agreed to continue to work with Bucks CC and the Parish Council to ensure parking does not become a problem once the school opens.



17. Parish Council meeting dates 2017

Next Meeting: Wednesday 21st June 2017

19th July

20th September

18th October

15th November

There being no further business the Chairman closed the meeting at 21.50