
DRAFT Minutes of Berryfields Parish Council meeting held on Wednesday 19th April 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, Kevin Rogers
Parish Clerk: Sue Severn, Sarah Edwards (minutes)

Five members of the public were present.

The Meeting was quorate

1. **Apologies for absence:** Cllrs Jen Moore, Sam North

2. **Open Forum:** (under adjournment)

The following matters were raised during the open forum:

Representatives from the newly launched Neighbourhood Watch scheme introduced themselves to the Parish Councillors. The first Neighbourhood Watch meeting was held last week and things are slowly getting going. They explained they were here to see what areas relating to local policing and crime were discussed by the Parish Council. Cllr Satterly welcomed them to the meeting.

A member of the public asked a question about the drains in Lambert Road which are overgrown with plant life. The Clerk replied that this issue has been reported to the Consortium.

Discussion was held about the Speed signs, which although look good are felt to be too small for purpose. The next batch will be produced as A3 size to increase visibility.

A member of the public asked if there was any update on when a shop would be built? The Clerk said outline planning permission has been received for a commercial centre to be built and this was with the planning authority.

A member of the public advised that he had visited the GP surgery to see where they were with the plans to move to Berryfields and a Patients' Representative Group was due to have been held in April for the practice to outline their plans. No invitations received for yet and the member of the public agreed to follow this up with the Practice Manager.

Cllr Inch advised that an Exemplar fun day held in September 2015 had raised £140 and the organiser was looking for ideas on how this money could be used. One idea floated was to donate the money to the Parish Council to do with as they see fit, for something on the Exemplar side.

Another idea was to install a bench by the Pegasus crossing or a waste bin on Exemplar Park. The Clerk suggested waiting for the allotment area in the Roman Road Park and then purchasing a recycled seat for that area. Cllr Inch agreed to feed back to the Parish Council once a decision has been made.

There were no further comments or questions.

3. **Police report and neighbourhood Policing, Road safety:**

Police Report: There was no police report presented.

Crime Report: There were 4 reported crimes in Berryfields in January. The Neighbourhood Watch representatives said the lack of crime figures had been raised with one the PCSOs who agreed to chase this up as they are running behind due to limited resources to enter the data.

The Neighbourhood Watch representatives advised they have managed to recruit one volunteer in each street (north side of Berryfields), but more volunteers were required on the South side (from school and along Paradise Orchard) and Exemplar Park. Neighbourhood Watch representatives are canvassing neighbours to join the “alert” list. A Berryfields Neighbourhood Watch Facebook page has been launched and the Clerk agreed to add this link to the Parish Council’s Facebook page and website.

The Neighbourhood Watch representatives agreed to man a stall at the Summer fete. A suggestion was made to invite the police to security mark property and bicycles.

Road Safety The MVAS (“Speedy”) on Bramley Road will be coming down this week and the data downloaded and shared. The sign will return to Berryfields in the near future.

A Sentinel Speedwatch device which records vehicle number plates and speed will be provided to Berryfields and Watermead towards the end of May; funded by Local Area Forum. Any vehicle caught speeding 3 times will receive a letter from the police, if the speed recorded is excessive a fine may be issued. The Clerk has now been trained and will arrange for volunteers people to be trained to operate the device. Volunteers from each village will operate the device in the other village, as agreed.

4. **Declarations of Interest:**

There were no declarations of interest.

5. Minutes of the previous meeting (15th March 2017):

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

6. Planning:

17/01029/APP2 Lakeland Drive, Aylesbury - Single story rear extension

No objections were raised to this planning application. The Parish Council is neutral in respect of this application.

No Ref: Removal of 15 meter section of hedge

No objection from EA or Biodiversity Officer. The hedge removed will be re-planted after construction. The PC therefore resolved that they had no objection to this application, provided biodiversity requirements are met.

7. Land & Facilities:

The Clerk's report had been circulated to Councillors.

Councillors were asked for comments on the following items included in the report:

Roman Park/Village Hall Project Charity Fundraising has now provided referees, and terms of business which are satisfactory. The first meeting with the working group , architect and town planner will be held on 4th May.

Play area & land transfers

No issues with play areas.

Schwab & Co, Solicitors, have now received the first Draft Transfer documents for Berryfields Green and Marston Brook and Green.

Lighting proposal for Berryfields Green

Quotes obtained were discussed and councillors resolved to seek a firm quotation for security lighting of the MUGA area with PIR detection from an approved lighting contractor who will undertake survey and make recommendation about suitable solution.

Cllr Lane asked whether path should also be lit. The Clerk will discuss with the contractor on site. the member of the public who had originally suggested this lighting was needed for security purposes suggested one light in the centre should be sufficient since it would cover the area not lit by street lighting. CCTV was mentioned as a possibility by the Clerk but this was felt unnecessary at this stage.

The recommendation for a site survey was agreed. The aim will be to survey for a light in the centre to cover the path and the MUGA. The Clerk said she would contact the lighting company (Ford & McHugh) and ask for their recommendations which will then come back to the Parish Council for final

review before installation. A small budget needs to be set aside for “as and when” battery replacement.

General Power of Competence Cllr Phillimore asked for clarification regarding councillor numbers. The Clerk advised that Berryfields did not have sufficient number of elected councillors in order to take GPC even though she was a qualified Clerk. The PC must wait until the next elections. Consultation would take place before the next elections with the returning officer to determine the correct number of councillors for Berryfields.

8. Finance:

To approve payment run as circulated and ratify any payments made outside of the Parish Council meeting (if any): The payment run was approved by Councillors present and signed off by the Chairman and Vice Chair.

Payee	Detail	Payment	Net	VAT	Total £
Mrs S J Severn	Net salary £863.40, Office provision £50 Software/tel/wifi £35.00, Exps £20.30	BACS	£ 968.70		£ 968.70
Came & Co	Annual insurance renewal premium	BACS	£ 473.83		£ 473.83
TOTAL THIS PAYMENT RUN			£ 1,442.53		£ 1,442.53
Tesco Stores	Files for archiving last financial year's documents	CARD	£ 6.00		£ 6.00
Gray Russ Ltd	Berryfields News Printing & distribution	BACS			£ 742.84
Sarah Edwards	Minute taking & preparation March	BACS	£ 30.00		£ 30.00
HMRC	VAT Refund 2016/17	BACS	-£ 3,060.00		-£ 3,060.00
FVS	Website monthly	DD	£ 13.20		£ 13.20
BARCLAYS BANK	Loyalty reward	BACS	-£ 0.42		-£ 0.42
BARCLAYS BANK	Bank charges	BACS	£ 8.40		£ 8.40
LLOYDS BANK	Deposit account interest received	BACS	-£ 4.38		-£ 4.38
TOTAL PAYMENTS					-£ 2,264.36

To approve accounts to end March 2017: There were no questions raised on the accounts and the accounts were approved by Councillors present.

To appoint internal auditor to Berryfields Parish Council 2017/18: Mr Gus Orchard be appointed as the internal auditor. This recommendation was Proposed by Cllr Barns, seconded by Cllr Williamson, agreed unanimously.

9. Berryfields News & Communication:

The Spring edition of Berryfields News has been circulated and some positive feedback received. Cllr Barns requested that the delivery people should be asked not to walk over lawns when delivering the magazine. The Clerk agreed to raise this with the company.

The Clerk reminded those Councillors that have not yet submitted their profile to do so for the next issue of the newsletter.

Social media communication & website developments

The clerk confirmed that the contract terms and conditions had been reviewed by the PC's legal advisor who was comfortable with it. It was agreed that the Clerk should sign the Shared Creative documentation and they would start work immediately.

10. Meetings and matters of report:

No meetings were attended in the previous month.

The Clerk had attended Sentinel Speedwatch training in Buckingham.

11. Parish Council meeting dates 2017

Date of Next Meeting: Wednesday 17 May 2017

ANNUAL PARISH MEETING & ANNUAL PARISH COUNCIL MEETING – Parishioners who wish to speak or add items to the agenda for the Annual Parish Meeting should let the Clerk know by 8th May 2017.

It was agreed the Annual Parish Meeting and Annual Parish Council Meeting should be held in the small school hall. Discussion was held on which speakers could be invited to the Annual general meeting and suggestions were made as follows:

Neighbourhood Watch representatives
Academy 6th form
New Headmaster of Green Ridge school

Dates of future meetings:

21st June
19th July
20th September
18th October
15th November

There being no further business the Chairman closed the meeting at 08.32