

DRAFT



**Minutes of Berryfields Parish Council Meeting 2<sup>nd</sup> May 2019  
held at Community Rooms, C of E School, Berryfields**

**Present:** Councillors Simon Carter (Chairman), James Inch, Louise Rees, Ashley Waite and Monique Foster.  
Sue Severn, Parish Clerk, Anthea Cass Deputy Clerk and Agnes Alborzpour Assistant Clerk.

**1 Election of the Chairman**

Nomination: Cllr Simon Carter

**Proposed by: Cllr Gareth Lane**

**Seconded by: Cllr Monique Foster**

Agreed unanimously

The Chairman signed his Declaration of Acceptance of Office and was thereby duly elected.

**2 Election of Vice Chairman**

Nomination: Cllr James Inch

**Proposed by: Cllr Gareth Lane**

**Seconded by: Cllr Simon Carter**

Agreed unanimously

The Vice Chairman signed his Declaration of Acceptance of Office and was thereby duly elected.

**3 Apologies for absence**

Cllr Paul Irwin

**4 Declaration of Interests**

None.

**5 Minutes**

The minutes of the Parish Council meeting held on Wednesday 17<sup>th</sup> April 2019 were agreed, and signed by the Chairman as a true record.

**Proposed by:** Cllr James Inch

**Seconded by:** Cllr Monique Foster

Agreed unanimously

**6 Review and agree the following PC policies**

Finance & Procurement Regulations.

Standing Orders (including Risk Assessment)

Publication Scheme

Risk Assessment & Financial Risk Assessment

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**Proposed by:** Cllr James Inch  
**Seconded by:** Cllr Ashley Waite  
Agreed unanimously

**7 Insurance Policy renewal**

Berryfields Parish Council's insurance policy has been renewed for 2019/20 with Inspire, and the sums insured meet the requirement of the Parish Council, as circulated.

**Councillors agreed with the renewal of the Insurance Policy.**

**8 Appointed internal editor for 2019/2020**

To appoint Mr Gus Orchard as internal auditor.

**Proposed by:** Cllr Simon Carter  
**Seconded by:** Cllr Louise Rees  
Agreed unanimously

**9 Police report and Neighbourhood Policing**

No report received.

**10 Public participation**

Discussion to understand the issue related to planning application below.

**11 Planning**

**19/01428/APP** | Block paving front garden (retrospective) | 2 Crispin Street Aylesbury  
Buckinghamshire HP18 0HW,

The PC resolved to undertake a site visit to understand the layout of this application and its effect on neighbouring properties. The PC is concerned about drainage with block paving and hard surfacing to a former grassed area. There is no evidence of the construction allowing for soakaway on this clay soil. They are also concerned about the design affecting the vernacular of the area, and potential for accident with more vehicle movements. They ask that Highways in their consultation visit the property and advice on the safety aspect.

**12 Land and facilities**

**Roman Park application status:**

The Clerk reported that planning department had advised that determination should be extended until 6<sup>th</sup> May. Despite several emails and assistance from district councillors no confirmation has been received that this date will definitely be met, despite it being a bank holiday. The issue is serious, since without planning none of the plans for Roman Park, including childcare provision, can move forward. Further representations are being made. It was pointed out by Cllr Waite that BPC has paid a large fee for the service, and has not received it, which was very disappointing. He will also continue to push for determination without further delay.

Councillors agreed to move Temporary buildings from Newton Leys South site to storage without further delay since otherwise there is a risk that the buildings will be lost to the Parish.

**Proposed by: Cllr James Inch**

**Seconded by: Cllr Louise Rees**

Agreed unanimously

Annual play area safety inspections confirmed for all parks (May).

Confirmation of training date for park inspection software (07/06/2019) at Waddesdon Hall.

Play areas

Marston Brook to confirm removal of ducklings beside springer and reparation works to tunnel grass covering at a cost of £450 by RTM Landscapes.

**Proposed by: Cllr Ashley Waite**

**Seconded by: Cllr Monique Foster**

Agreed unanimously

## Finance

### 13 The payment run was agreed as circulated:

Payee	Detail	Net	VAT	Total £
BALC	Annual subscription based on electorate	£ 773.67	-	£ 773.67
Sign Wizzard	Vinyl No Dogs signs for parks	£ 35.28	£ 7.06	£ 42.34
Community Impact Bucks	Annual subscription	£ 55.00		£ 55.00
UK Security Group	Invoice No. 00577 completion of CCTV installation Berryfields Green	£ 2,362.50	£ 472.50	£ 2,835.00
Helpful Hirings	Inv. 377795 Site fencing Marston Brook playground	£ 20.00	£ 4.00	£ 24.00
Helpful Hirings	Inv. 377796 Safety barrier, allotments	£ 24.00	£ 4.80	£ 28.80
Free Aqua	Inv 190031: Mini wells and agreed payment at water strike	£ 2,122.03		£ 2,122.03
Mrs S Severn	Net salary and expenses due for payment 15.5.2019	£ 2,197.10		£ 2,197.10
Mrs A Cass	Net salary due for payment 15.5.2019	£ 912.98		£ 912.98
A Alborzpour	Consultancy April 2019 due 15.5.2019	£ 705.00		£ 705.00
RTM Landscapes Ltd	Invoice NO. 1668: Allotments & Roman Park grass cutting & work to specific allotments (re-charged to plot holders) £800.00. Grass cutting & litter removal, parks £370 (1 visit April)	£ 1,170.00	£ 234.00	£ 1,404.00
<b>Budgeted approved payments made outside PC meeting for ratification:</b>				
Came & Co	Renewal Inspire Insurance Premium BPC due 7th May 2019 paid 24.4.2019	£ 1,558.89		£ 1,558.89
		<b>Total</b>	<b>£ 722.36</b>	<b>£ 12,658.81</b>

The Accounts to end March 2019 and Financial Statements to 31<sup>st</sup> March 2019 agreed. Councillors agreed Annual Governance Statement which was signed by the RFO and the Chairman.

Councillors agreed Financial Statement to 31<sup>st</sup> March 2019 which was signed by the Chairman and Parish Clerk.

Councillors confirmed dates for Exercise of Electors' Rights.

**Proposed by: Cllr Ashley Waite**

**Seconded by: Cllr Louise Rees**

Agreed unanimously

#### 14 **Berryfields News & communication**

No update. It was hoped that a mock up would be available at the next PC meeting to show suggested layouts.

#### 15 **Meeting dates**

Date of next Parish Council Meetings 2019/2020

Wednesday 19<sup>th</sup> June

August: No Meeting

Wednesday 16<sup>th</sup> October

December: No Meeting

Wednesday 17<sup>th</sup> July

Wednesday 18<sup>th</sup> September

Wednesday 20<sup>th</sup> November

#### **2020**

January 15<sup>th</sup>

March 18<sup>th</sup>    February 19<sup>th</sup>

There being no further business, the Chairman closed the meeting.