

Minutes of Berryfields Parish Council Meeting Wednesday 15th January 2020
held at Community Rooms, C of E School, Berryfields

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

1. **Apologies for absence**

Cllr Gareth Lane

2. **Declarations of interests** in items on the agenda.

No declarations of interest.

3. **Open forum**

No questions.

4. **Police report and Neighbourhood Policing**

The Clerk reported that PCSO Charlie Ryan is going to run a fraud / scam prevention, advice event that would be held at Watermead Village Hall on 5th February at 7.00pm. This will be widely advertised.

5. **Dispensations**

Applications were presented to grant Dispensations by Councillors Habib and Green in respect of setting the Parish Precept under Section 31 of the Localism Act 2011, reference the Code of Conduct of Berryfields Parish Council, with regard to the setting of a Council Tax Precept by the Parish Council.

6. **Planning**

19/04463/APP | Extension of Waddesdon Greenway from Aylesbury Vale Parkway Station via the Roman Park Community Centre to cross the River Thames via a new bridge and to connect to the end of the existing Emerald Way Gogh Road, Haydon Hill. | Crossing The River Thames From Pershore Way To Gogh Road, To Haydon Hill Aylesbury Bucks

Full details: <https://publicaccess.aylesburyvaledc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=Q2UX7ZCLGAX00&prevPage=inTray>

The Parish Council supports this application, as landowner for part of the route. Councillors commented that this is an excellent project with proven public benefits.

19/04477/APP | Variation of Condition 4(Trees) - relating to application 10/01848/APP

'Demolition of existing buildings and erection of one 3/4 storey building comprising 10 apartments and one 2/3 storey building comprising 9 apartments with ancillary structures and associated car parking, landscaping and access' | 1-20 Cameo Court Aylesbury Buckinghamshire HP18 0RJ

Full details: <https://publicaccess.aylesburyvaledc.gov.uk/online-applications/simpleSearchResults.do?action=firstPage>

The Parish Council resolved that it is neutral in respect of this application.

18/03765/AOP | Outline Planning Application with all matters reserved for 81 residential dwellings | Parcels DC01 & DC02 Berryfields Mda Collington Road Berryfields Buckinghamshire HP18 0WS

Full details: <https://publicaccess.aylesburyvaledc.gov.uk/online-applications/simpleSearchResults.do?action=firstPage>

The Parish Council is neutral in respect of this application. It objected to the loss of the hedge on this site but requested that some attempt is being made to reinstate the hedge which should not have been removed in the first place. The PC requested that the Landscape Plan contains a Condition to plant the most mature possible hedging and trees and that any trees lost or which die are replaced for a period of 10 years.

“The Parish Council's original comments are as follows: The Parish Council has received many representations from parishioners and has been in touch with Enforcement regarding the removal of the hedge without planning permission, and understood that Enforcement has insisted on a new application, including mitigation for the lost trees and hedges, which does not appear to have been addressed here in this consultation to the PC”.

The PC requested that robust mitigation measures are put in place to ensure mitigation is adequate and appropriate with advice from the Bio-Diversity Landscape officers.

7. **Minutes of Parish Council Meetings held on 20th November 2019**

The draft minutes circulated were approved and signed as a true record by the Chairman.

Proposed by: Cllr Louise Rees

Seconded by: Cllr Laurilee Green

Agreed unanimously

8. **Land & facilities**

Clerk updated on Roman Park & Village Hall:

The following items were considered in respect of Roman Park and associated development:

- Progress on Discharge of planning conditions (19 in total)
Work was progressing and it was hoped that the discharges would be forthcoming shortly from AVDC Planning.
- Planned project timeline to deliver nursery and temporary hall:
To be circulated to Councillors as soon as discharges in place, and temporary hall building identified.
- Services to site:
It was confirmed that by Thursday 16th January mains services would be connected to site.

- Cost of Temporary village Hall:

After discussion Councillors resolved to authorise the rental of the temporary hall building at a maximum cost of £26,000 per annum plus installation and site preparation costs. This was to enable the Clerk to enter into the contract with Portable Buildings Luton Ltd to secure the temporary building and progress work with the aim of having the facility up and running by summer 2020.

The confirmed costs to be circulated to councillors and actual costs ratified at the February PC meeting. Any increase on the above figures will be emailed to councillors immediately.

Proposed by: Cllr James Inch
Seconded by: Cllr Louise Rees
Agreed unanimously

- Confirmed updated costs for siting and preparation of the nursery building: To follow.

- Confirmed funds in hand for village hall development:

- Funding the Village Hall build:

The Clerk confirmed that with confirmed grant funding of £500,000 from New Homes Bonus, agreed Section 106 Agreement off-site leisure and recreation contributions the Parish will have sufficient funds of £1,000,000 plus to commence development of the village hall with further grant applications being pursued to finance the remainder of the costs. A meeting will be held with AVDC Officers within the next weeks to ensure that all monies are allocated correctly to BPC prior to the formation of the Buckinghamshire Council.

9. Allotments

The Deputy Clerk updated on the status of wells.

Cllr Carter stated he is not happy with the current supplier. It is essential that a final cut-off date is obtained of when the wells will definitely be working. Cllr Inch stated, and it was agreed, that the PC will demand that all work is finalised and wells in full operation by 1st April latest. It was agreed that should no undertaking be obtained legal advice should be taken.

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



Berryfields
Parish Council

10. Park Inspections

Routine inspections are carried out fortnightly and no remedial action is required, no major problems, parks are in very good condition (other than surfaces which are wet and muddy).

11. Finance

BERRYFIELDS PARISH COUNCIL				
Payment run 18th December 2019				
Payee	Detail	Net	VAT	Total £
S Severn	Net salary & expenses			£ 2,504.44
A Cass	Net salary & expenses			£ 1,066.80
Agnes Alborn Consulting	Invoice No PC001613: 40 hours social media & marketing 33 hours project management			£ 1,095.00
Blackwood Architects	Invoice No. BVH15/ps PROFESSIONAL FEES & expenses Linesearch application fee	£ 750.00	£ 140.00	£ 890.00
	Invoice No. 19047-02 Setting out 12 manholes, survey compound, electric slab	£ 250.00	£ 50.00	£ 250.00
D J Lucas	Invoice BPC 19/12/2019 : Moving BPC inventory to site container, event-related work & setup			£ 200.00
Sure2Door (Gray Russ Ltd)	Invoice inv-3170 Berryfields News 3000 copies 20 pages bound + delivery	£ 1,387.60	£ 34.32	£ 1,421.92
AVDC	Invoice 445585 Dog bins emptying and cleansing: 3 bins x 2 empties per week	£ 355.44	£ 71.09	£ 426.53
RTM Landscapes	Invoice 2083: Allotments: Vacant plots strim & spray 3A, 4A, 9B, 7B, 23B	£ 150.00	£ 30.00	£ 180.00
Pickerings Hire	Invoice 621268 monthly hire charge for site hut and container Roman Park project	£ 77.69	£ 15.54	£ 93.23
Lock & Key	Invoice			
The Cunningham Consultancy Ltd	Invoice No 942: Construction Traffic Management Plan preparation & submission	£ 1,300.00	£ 260.00	£ 1,560.00
Ecology by Design	Invoice No. 1097: Client meeting & landscape & ecology management plan & strategy	£ 975.00	£ 195.00	£ 1,170.00
SLCC	Annual membership fee:	£ 227.00		£ 227.00
		£ 2,970.73	£ 340.95	£ 10,857.92

Councillors approved the payment run as circulated and ratified budgeted payments made outside of the Parish Council meeting.

Councillors approved the Council's accounts to end November 2019 as circulated.

Councillors were informed that the Project cost monitor for Phase two of Roman Park development will be distributed by email once all quotations are to hand.

Councillors agreed the Budget and Precept demand for Berryfields Parish Council for the financial year 2020-21. The Precept was set at £164,950 which results in zero increase for Berryfields Parish Precept for the year.

Proposed by: Cllr James Inch
Seconded by: Cllr Laurilee Green
Agreed unanimously

Councillors agreed to amend account signatories at Lloyds, Barclays Banks and PayPal to include Deputy Clerk, Assistant Clerk and to permit delegate access to Mrs N Shardlow for the purpose of book-keeping. Any changes to Councillor signatories will be undertaken following May's elections.

Proposed by: Cllr Louise Rees
Seconded by: Cllr Ashley Waite
Agreed unanimously



Cllrs approved the list of standing orders and direct debits paid from Berryfields Parish Council's Barclays current account. (Circulated).

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

12. Registration for VAT – Berryfields Parish Council

Following advice, circulated to Councillors, from DCK Accounting, to resolve the following matters:

- To appoint DCK Accounting as Agents for Berryfields Parish Council to enable them to liaise with the VAT office on behalf of the Council.
- To resolve to register for VAT and agree the date for the Option to Tax as 1st October 2019 & 1st February respectively.
- To resolve to Opt to Tax each of the following buildings under construction in Roman Park: Berryfields Village Hall, Big Top Nursery building, Temporary Village Hall.
- To resolve that the Chairman and RFO (in accordance with Financial Regulations) sign the application forms and return them to DCK Accounting for processing.
- To resolve to appoint the Parish Clerk & RFO as the officer of the council appointed to sign HMRC forms as required in the execution of her duties for the council.
- To sign the VAT Registration application.
- To sign the Notification of an Option to Tax for land and buildings.

Proposed by: Cllr Ashley Waite
Seconded by: Cllr Naser Habib
Agreed unanimously

(For information: VAT will be charged on all sales/services by the Parish Council once a VAT number has been issued).

13. Events Working Group and 2020 Events

VE Day Celebrations, 8th May 2020:

Chairman proposed that Church on Berryfields Church (led by Cllr Gareth Lane) be asked to organise the event and Parish Council will support it with a donation.

It was agreed that £500 be donated towards the event and that Councillors volunteer to support the event.

Proposed by: Cllr James Inch
Seconded by: Cllr Ashley Waite

Agreed unanimously

14. **Berryfields News & Communication**

Cllr Carter reported that the Berryfields News Autumn edition had been very well received. A 'Hobby corner' would be introduced, plus news from the schools, and information about the shops in the next issue due for publication at the end of February.

A special feature to encourage parishioners to consider standing for the Parish Council election in May will be included. Cllr Waite stated that it is very important to have a fully elected council to assist in BPC being able to use the General Power of Competence to conduct its business (requirement is a qualified Clerk and three quarters of councillors being elected).

15. **Highways & transport**

MVAS & Sentinel: (Cllr Inch).

Cllr Inch reported that Sentinel has not been operated in recent past so there was no data to report.

16. **Meetings & matters of report**

Cllr Ashley Waite updated on Waddesdon Greenway having won the Wild Card Entry in the National Cycling awards. Councillors resolved to congratulate all that were involved with this project.

Cllrs Foster and Rees had attended the new surgery meeting. They reported that now planning permission had been received the work would begin to discharge planning conditions.

Cllr Simon Carter attended The Garden Town exhibition and met some parishioners there but stated that it had been poorly attended.

17. **Dates of next Parish Council Meetings**

Wednesday 19th February 2020

Wednesday 18th March 2020

Wednesday 15th April 2020

ANNUAL PARISH COUNCIL MEETING and the first meeting of new Council with Annual Parish Meeting Wednesday 20th May 2020