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## **Draft Minutes of Parish Council Meeting 19<sup>th</sup> September 2018 held at Community Rooms, C of E School, Berryfields**

**Present :** Councillors Simon Carter (Vice Chairman), Gareth Lane, James Wilks, Louise Rees, Ashley Waite (AVDC), Sue Severn, Parish Clerk, Anthea Cass, Assistant Parish Clerk.  
5 members of the public.

### **1 Apologies of absence**

Cllrs Satterly, P Irwin (BCC), Cllr Huxley (BCC)

### **2 Open Forum**

The speed the buses drive through Berryfields is still an issue and it was asked if anything had come of previous complaints regarding this issue. The Clerk confirmed she had contacted Bucks County Council and the bus companies. Bucks County Council as have had letters of complaint from the public. The bus companies are yet to reply. The Parish Clerk confirmed she would follow up. **ACTION SS**

A query was raised as to why Greenridge School has got a zebra crossing outside it but AVA hasn't. The Clerk advised that the Parish Council were involved in the Highways plan at design stage of Greenridge, following lessons learned from the development of the AVA, it was agreed to put in a zebra crossing at the outset. It was asked if a zebra crossing could now be put in at AVA. The narrowness of the road may be an issue. The Clerk stated she cannot comment but would be happy to pass on any enquiry letters to the BCC Highways. The parishioner said he had put complaint on Facebook . The Clerk advised that she does not reply to Facebook messages as a matter of course. Cllr Lane suggested the PC Facebook page should contain a message stating that emails should be sent to the PC, he would look at the page. **ACTION GL**  
*(Since the meeting the Clerk has put a button on the page 'EMAIL' to allow parishioners to contact via this channel).*

The question was raised as to who is responsible for clearing the litter in the grass verges around the Aylesbury Parkway Station. The Clerk advised that this is an AVDC issue, but she will be happy to report any issues. This can also be reported on [www.fixmystreet.com](http://www.fixmystreet.com) Cllr Carter commented that he had litter picked the area prior to Berryfest. It is not clear who owns which grass verges, although it looks as if the Consortium own the left and the Railway Station the right. The Clerk will enquire or check with HM Land Registry. **ACTION SS**

A member of the public present stated that street cleaning appears to be an issue. Is there any policy/procedure in place to get gutters, drains and streets tidied up ? The Clerk advised that she can provide litter picking equipment and health and safety briefings to volunteers if litter picking events are planned. It was pointed out by the parishioners that Berryfields looks very untidy. The Clerk will consult the Consortium and see if it is possible to have a pre-winter clear up with herbicide application to the verges



and road edges. Cllr Carter stated that it is not easy to sort these problems when land not handed over to the parish. **SS**

A parishioner stated that he had seen contractors at Berryfields Green mowing the grass before litter picking which ad resulted in a great deal of litter and plastic being shredded, which then had to be picked by hand. The Clerk will speak to the contractors to ensure this does not happen again. She thanked the parishioner for bringing this to the PC's attention. **ACTION SS**

### **3 Police report and Neighbourhood Policing**

Vice Chairman Cllr Carter confirmed there are no major changes but advised that any issues mustto be reported to 101 and not reported on Facebook since the Police do not monitor social media.

### **4 Declarations of Interest**

None

### **5 Minutes of the previous meeting 18<sup>th</sup> July 2018**

The minutes of the meeting of 18<sup>th</sup> July were agreed and signed as a true record by the Vice Chairman.

### **6 Planning Applications:**

#### **18/02962/APP 99 Bramley Road, Aylesbury, HP18 0FT**

Erection of front porch.

Full details:

<https://publicaccess.aylesburyvaledc.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=PDV3BFCL0JC00&prevPage=inTray>

Parish Council is neutral in respect of this application.

#### **18/03109/APP 27 Sierra Drive Aylesbury Buckinghamshire HP18 0YQ**

Garage Conversion with single storey rear extension

Full details: [https://publicaccess.aylesburyvaledc.gov.uk/online-](https://publicaccess.aylesburyvaledc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PEGWU0CLGNX00&prevPage=inTray)

[applications/applicationDetails.do?activeTab=summary&keyVal=PEGWU0CLGNX00&prevPage=inTray](https://publicaccess.aylesburyvaledc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PEGWU0CLGNX00&prevPage=inTray)

Parish Council resolved to ask Highways to consider whether the extension results in reduced off street parking, and if so that there is adequate parking for this property.

#### **18/02680/APP New Roman Road Park**

Comprising a new village hall, sport facilities, allotments, wildlife reserve and play areas |Berryfields Mda Bicester Road Quarrendon Buckinghamshire

The Parish Council, as Applicant, strongly supports this application.

## 7. Land & facilities

Report on matters in Clerk's Report circulated to Councillors and confirm actions arising:

**Skate Park** Cllr Lane asked where this was situated. It is off Mayberry Place.

A **Land Working Group** was suggested by the Clerk to be set up when resource allowed. Proposed by Cllr Phillimore, seconded by Cllr Rees, agreed unanimously.

**Play area inspection** It was noted that the parish will, ultimately, be responsible for 13 different play areas and parks. The Clerk suggested that all PC staff and possibly one or two councillors be trained as RPII inspectors, capable of undertaking weekly visual inspections. Cllr Inch suggested budget be set aside for up to 4 people to be trained. Cllr Carter agreed, in principle, the Clerk will investigate costs. **ACTION SS**

**Allotments** An updated was given by Cllr Wilks. 33 plots are now occupied and paid for with a total of £929.00 received in rent. The remaining sheds were due to be erected by 23<sup>rd</sup> September. Cllr Inch asked for an update on the repair of gate. Cllr Carter has tightened the bolts on the plot gate at Phase I. Network Rail appear to have damaged the gate at Valor Drive when accessing Roman Park without authority. The concrete post needs to be re-set. She will write to Network Rail accordingly.

**Water** Pending the outcome of the Archaeologist's report it maybe possible to obtain two bubble pump wells from a company called Free Aqua. (Details circulated). This is a solar powered borehole system with water stored in above-ground tanks. This is grant funded so there will be no cost. The Clerk will check with AVDC whether planning permission is required, but permission will be needed from archaeology. The Clerk suggested we use the grant funding received to get water butts. When confirmed we will ask our grant funder if the bowser money can be put towards wells instead.

### Land transfers

Mayberry Place Park transfer is now being handed over to AVDC for onward transfer to BPC. AVDC Ecology Officer has requested that Riverside Park North and South be retained by AVDC for wildflower meadow to be managed as part of the great Aylesbury Riverside Walk. Proposed drawing of area concerned had been circulated to Councillors for consideration. It was decided that the Clerk would meet AVDC officers to ascertain the exact area and effect on the commuted sum for the ditches, the majority of these ditches were on land to be transferred to BPC. **ACTION SS** Other land transfers are progressing and the PC's resolution to take over parks and recreation areas as soon as possible after completion has been noted by AVDC.

**LEAP (Local Equipped area of Play)** at Exemplar Park has to be re-surfaced following the drought during which the grass has died. Once this work is complete the park will be opened. Vandals had broken down the Hennis fencing during the week and the Consortium were arranging repair.

**Village Hall** Comments from consultees include those of Archaeology. A small dig is required to confirm presence/location of remains. This will be arranged as specified with an independent archaeologist on site to oversee the dig. It was noted that metal detectorists are not permitted to operate in the park.

**Berryfields Green** The PCSO has recommended CCTV signage and cameras, possibly with solar lighting be installed to curb the vandalism and anti-social behaviour at Berryfields Green. Councillors had considered this proposal in the past and decided against it but to monitor the situation. Cllr Phillimore pointed out that the vandalism seems centred on this area. Cllr Inch commented that some occurred in broad daylight so it might be beneficial to have cameras. Buckingham Park has CCTV. The Clerk will talk to them to find out how beneficial this has proved. The Parishioner who raised this issue suggested that the PC must be proactive, that cost was not necessarily the issue and that he was concerned there would be a serious problem if nothing was done. The Police are keen on this solution. The Clerk will also ask TVP whether they might consider providing the CCTV even if PC responsible for insuring. The Clerk was asked to obtain costings for lighting and CCTV.

## 8 Finance

The payment run was agreed as circulated:

Mrs S J Severn	Net salary, office provision, software/phone share of costs			£ 1,889.32
	Expenses: Mileage: 23 trips Watermead/Berryfields/Watermead @ 6 miles £62.10, Meeting refreshments £9.75, £4.00			£ 75.85
Mrs A Cass	Net salary			£ 481.38
	Expenses: Mileage £27.54, Telephone calls £7.96			£ 35.50
PKF Littlejohn	External audit year ended 31.3.18	£ 300.00	£ 60.00	£ 360.00
Blackwood Architects	Survey & plan drawing portacabins Newton Leys South	£ 350.00	£ 70.00	£ 420.00
Mrs J Russell	Book keeping August			£ 65.00
RTM Landscapes	Grounds maintenance: Grass cutting & herbicide application Roman Park	£ 700.00	£ 140.00	£ 840.00
FVS	Email spam filtering all email addresses:	£ 1.99	£ 0.40	£ 2.39
Marcus Young Landsap	Invoice Grass cutting x 3 Berryfields Green £240, Marston Brook £240, 5 bins x 12 weeks £260	£ 740.00	£ 148.00	£ 888.00
	<b>Total payments</b>	<b>£ 2,091.99</b>	<b>£ 148.40</b>	<b>£ 5,057.44</b>
<b>August payments for ratification (no meeting)</b>				
14.8.18	Ecological appraisal Roman Park (Project)	£ 605.00	£ 114.00	£ 862.80
	Bucks Play Association - Play scheme balance	£ 150.00		£ 150.00
15.8.18	J Peeters: Town planning advice village hall planning applicatoin	£ 300.00	-	£ 300.00
15.8.18	RKHD Lighting: Event lighting Berryfest			
16.8.18	Costco trade card renewal			£ 26.40
16.8.18	Keep Britian Tidy - (half re-charged to Watermead PC & paid) : We're watching you! Campaign	£ 300.00	£ 60.00	£ 360.00
16.8.18	Helpful Hirings: Berryfest equipment hire	£ 504.05	£ 88.99	£ 593.04
16.8.19	Microsoft Office annual charge Microsoft 365			£ 79.99
10.9.18	D Lucas : Installation of Silent Soldiers			£ 180.00
10.9.18	Sign Wizzard Supply & install signs : Community Speed Watch & No through road			£ 694.26

The Clerk requested that the Assistant Clerk be added to the Barclays Bank Mandate to give her delegate access (view only) to the bank accounts. Proposed by Cllr Lane, seconded by Cllr Phillimore, agreed unanimously.



It was noted that the allotment rents had been collected. The Assistant Clerk will continue to monitor receipts, the PC appreciated the work done to date.

## 9 **Berryfields News**

Cllr Satterly had proposed that the News be published twice a year. Cllr Phillimore asked if any money had been received through advertising. The Clerk advised that advertising income had increased but did not yet cover costs.

Cllr Satterly will report fully to next meeting. It was agreed that a quarterly edition is probably not required but publication should co-incide with major events such as Berryfest and Father Christmas float. A parishioner commented that social media needs to be kept up to date.

Cllr Inch proposed, Cllr Rees seconded, agreed unanimously that the Berryfields News be published every six months in future, starting with the Christmas edition. Cllr Carter said that members of the public would be asked to contribute photographs and other content.

Report on Berryfest was deferred to next meeting when Cllr Satterly would be in attendance. A social media report has been received together with a proposal for ongoing social media consultancy which would be circulated.

## 10 **Events:**

### **Battle's Over Armistice Beacon Lighting 11<sup>th</sup> November**

Cllr Lane confirmed both schools will provide singers for the choir. The school orchestra is expected to play. A bugler will play The Last Post at 6.55pm. The beacon will be lit at 7.00pm as part of the National Chain of Beacons, Berryfields is one of only two parishes in the Vale taking part in this aspect of the day. Surrounding villages will be invited to attend. Cllr Lane will enlist the help of Scouts and Cubs.

The order of service was discussed. It is proposed that everyone congregates at the station car park at 6.30pm. Members of the public will walk round the mound, assembling on the western side. The Clerk will discuss final details with Cllr Lane including equipment required such as lighting, marquee, cones, generator. Cllr Rees will ask Helpful Hirings if they can assist. There will be a leaflet drop for this event consisting of Order of Service to be taken to the service, with better quality versions for the guests on the day. It was suggested that a collection be taken and divided between the Forces Benevolent Funds: Army, Navy, Royal Air Force.

**Santa float** Cllr Carter suggests this is run over two evenings this year, being 18th and 19th December. The float will visit Exemplar Park and Mayberry Place on one evening and the remainder of the parish on the other. A map and timetable would be published in advance.

**Christmas tea** Cllr Lane stated he was happy to be involved in any event the PC hosted. Cllr Phillimore now has a job so may not be able to be involved. One parishioner commented that it would not necessarily be missed. Cllr Waite invited BPC parishioners to the Christmas tea in Waddesdon. The Clerk suggested using Oving Village Hall, taking guests in the Bernwode Bus and hiring caterers. It was decided that the event should be local and in Berryfields. The lack of a village hall made this difficult. It was agreed to add October's agenda.

### **ACTION SS**



### **11 Highways & Transport**

The Sentinel speed camera is in Watermead at the present. There is no MVAS data for this month. MVAS has been up at Russet Street and opposite the school for approximately a week and a half. There has been some difficulty in downloading the data. Cllr Inch believes this could be a battery issue, which will be checked.

### **12 Berryfields Parish Council GDPR Policy**

The Policy, as circulated, was agreed and adopted.  
Proposed by Cllr Carter, seconded by Cllr Wilks, agreed unanimously.

### **13 Meetings & matters of report**

Cllr Carter advised that HS2 information was available at the meeting for members of the public to take away. HS3 is in the planning stages to go south west.  
HS2 is a possible source of grant funding for the village hall.

### **14 Date of next Parish Council Meeting - Wednesday 17<sup>th</sup> October 2018**

21<sup>st</sup> November 2018  
December No meeting  
20<sup>th</sup> February 2019  
20<sup>th</sup> March 2019

The Vice Chairman proposed that due to the confidential nature of the matters to be discussed the public be excluded from the meeting under the Public Bodies (Admission to Meetings) Act 1060. This was seconded by Cllr Inch, agreed unanimously.

Members of the public then left the meeting.