

**Minutes of Berryfields Parish Council Meeting VIA VIDEO CONFERENCING
Wednesday 20th May 2020**

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

1. Apologies for absence

Cllr Gareth Lane.

Cllr Ashley Waite gave apologies as he left the meeting at 8pm.

2. Declaration of Interests

None

3. Open Forum

No members of public joined the meeting

4. Police report and Neighbourhood Policing

No report however the office is in daily communication with the new inspector and the PCSOs. The Clerk confirmed that the police advised that the skate park should be sealed off with heras fencing to stop it from being used. This will help them in their job as they will be able to stop people from using it. The fencing has been bought by the Consortium and will be erected on Friday by DJL and office staff. The signs in the parks have been effective and approved by both police and consortium. The Clerk advised that she has had many telephone calls from residents praising the work of the PC in closing parks etc. There will always be residents who are not happy with our decision to close parks and who will continue to try to still use them.

5. Planning

**Premises Licence application number PR202005-236044 The Cocktail Broker, 22
MOORE CRESCENT, BERRYFIELDS, HP18 1AH**

Full details: <https://avdcaccount.force.com/pr/s/rs-activity/a1N4H00000AqHM8UAN>

(The Parish Council has not been consulted as a statutory consultee on this application it is brought to the attention of Councillors for consideration and comment).

After discussion, Councillors decided to be neutral in respect of this application.

Proposed by: Cllr Louise Rees

Seconded by: Cllr Laurilee Green

Agreed unanimously

6. Minutes

The minutes of the Parish Council meeting held on Wednesday 22nd April 2020 were agreed, and Councillors asked the Clerk to sign them on their behalf.

7. Land & facilities

Roman Park & Village Hall:

The Clerk confirmed that the nursery building will be delivered to site on 4th June and within two weeks the roof and the interior will be fitted. During this time, the SUDS should be discharged. Big Top Nursery will be asked to come and view the building and discuss any issues, with a view to them opening in September, subject to Education allowing this. The Clerk confirmed there is no change to the lease previously agreed.

Temporary hall

No date has been confirmed to move the building to the site as it's easier and more cost effective to not bring the building to site until we will be able to generate income from it.

The Clerk confirmed confirmation of £41,000, S106 money which would be enough to purchase the Arts Kiosk. This kiosk would generate revenue from the sale of coffee and provide another meeting space. The Clerk will contact Portable Offices to investigate the options.

Cllr Carter made comment that we still have work to do on the roads and surrounding grounds. The Clerk advised that income will be coming in from the nursery by then.

The WIFI will be up and running as soon as BT or See the Light connect it to site.

Cllr Carter asked if we could have CCTV at the nursery. The Clerk advised there will be CCTV but that the tenants will be responsible for this after occupation. A temporary system will be installed in the meantime. The CCTV at Roman Park is now going to be attached to individual buildings rather than as central installation.

Cllr Carter praised the good work and progress made.

Allotments

Update on wells given. Cllr James Inch had managed to fix the lower well; it is now fully working and we are currently waiting for the parts for the top one. The office team is regularly filling in the bowser with water.

There are three allotment plots currently vacant and a waiting list of ten.

All rent on allotment plots have been collected for this year.

Cllr Inch was concerned about the amount debris left on the plots and asked if there was a possibility that we could remove some of the discarded items. It was agreed that we will look at letting all the plots first and then re address this issue.

Park inspections/repairs

The Parks are still being checked daily. The Annual inspection will be completed during August.

One positive thing from the closure of the parks is that the ground condition has improved considerably.

8. Finance

8.1 The payment run was agreed as circulated and budgeted payments made outside the Parish Council meeting were ratified.

BERRYFIELDS PARISH COUNCIL				
Payment run 20th May 2020				
Payee	Detail	Net	VAT	Total £
Net staff salaries	Net salaries, expenses & office costs			£ 3,820.51
Agnes Alborz Consulting	Invoice No PC001818: 40 hours social media £600;		£ -	£ 600.00
Net Nerd	Website monthly	£ 11.00	£ 2.20	£ 13.20
	Invoice No 2217: Herbicide application to all play areas	£ 675.00	£ 135.00	£ 810.00
Cole Easdon Consultants	Invoice No 67623: Agreed fee Q7107.001, less previously invoiced	£ 850.00	£ 170.00	£ 1,020.00
RTM Landscapes Ltd	Invoice No 2239: Grass cut parks & allotment paths £1690, bin emptying all areas x 9 £24.75	£ 1,789.00	£ 357.80	£ 2,146.80
				Total payment run
				£ 8,410.51
	Balances at bank 20th May 2020 before payment run			
	Barclays current account	£ 20,000.00		
	Barclays deposit account	£ 192,960.47	SEE NOTE*	
	Lloyds treasurers account (Current)	£ 4,500.00		
	Village Hall fundraising account	£ 3,392.57		
	Paypal	£ 1,520.43		
				Total non-designated funds
				£ 162,373.47
	Designated reserves commuted sums Lloyds Bank Reserve account	£ 209,384.96		

8.2 The accounts to end April 2020 agreed and arrangements for internal audit at year end confirmed.

Proposed by: Cllr Louise Rees

Seconded by: Cllr Naser Habib

Agreed unanimously

8.3 The Governance and Accounting Statements for Berryfields Parish Council for the financial year ended 31st March 2020 were approved.

Proposed by: Cllr Naser Habib

Seconded by: Cllr Louise Rees

Agreed unanimously

8.4 The dates for the Exercise of Public Rights to view the Council's accounts were agreed (22nd June to 31st July 2020).

8.5 The Council's Financial Regulations, Risk Assessment and Management Policy and Financial Risk Assessment updates will be circulated before the June meeting to be agreed.

9. 2020 Events

VE Day decoration competition was very successful. VE Day medals will be handed out to those who have requested one. The PC has arranged for these to be collected from a table situated at the Commercial Centre on two Tuesday mornings with suitable social distancing. Spare medals will be offered to local parishes, organisations and schools (if any).

10. Coronavirus Act & situation report

Grant Funding & BPC Community Larder project:

Councillors discussed establishment of Berryfields Community Larder (to complement the Community Fridge - subject to having the temporary hall in place) to provide food and assistance to parishioners as a medium to long-term initiative offering the elderly, key workers, those self-isolating and families with temporary financial needs a simple and speedy means of getting the help they need.

The Scheme will be run in conjunction with Watermead Volunteer Army who will assist as required.

Cllr Inch questioned the need of the food bank as other organisations are providing food to those who need it. He is a little uneasy about the PC collecting money when there are already collections in place. The Clerk advised that Hayley Jaji (the Berryfields community organiser) will be returning to work at some point and will no longer be running her project, but the need for the project will still be there.

Cllr Carter agreed the the BPC project needed to proceed, but questioned the timeline, as the temporary building is not in place to house the community fridge. The Clerk advised that, in the interim, the container can be used to store all the food that does not require refrigerating.

Cllr Carter asked when the designated windows would be, for people to drop off donations. There are many possibilities to be discussed.

Resolution: Berryfields PC will establish a formal Covid-19 Fundraising drive and administer the funds for the benefit of the community within clear terms of reference, approved by councillors. The PC team will manage the administration of the scheme and man the community larder for a maximum during normal office hours, together with volunteers.

Proposed by: Cllr Monique Foster

Seconded by: Cllr Laurilee Green

Agreed unanimously

11. Berryfields News & Communication

The next addition to the Berryfields News will be published after the nursery building and temporary hall are in place.

PC decided to run a competition 'Keep your dog on a lead' poster campaign, the winner will have their poster printed on the banner. The Clerk will talk to local farmers and landowners.

Agreed unanimously

12. Highways & transport

MVAS & Sentinel.

No report

13. Community Rooms

No report

14. Parish Council Elections, Co-options and Annual Parish Council and Annual Parish Meetings:

All deferred until May 2021.

15. Meetings & matters of report

No report

16. Date of next Parish Council Meetings (online)

Wednesday 17th June 2020