

**DRAFT Minutes of Berryfields Parish Council Meeting Wednesday 18<sup>th</sup> September 2019**  
**held at Community Rooms, C of E School, Berryfields**

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

1. **Apologies for absence**

Cllr Ashley Waite will join the meeting later as he is attending an AVDC meeting  
Anthea Cass is on sick leave, she is feeling better but still not fit for work. Councillors wished her well and a speedy recovery.

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

None.

3. **Planning**

**19/02956/APP** | Conservatory (Retrospective) | **7 Colney Road Aylesbury Buckinghamshire HP18 0YF** Full details: <https://publicaccess.aylesburyvaledc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PVYZ0DCLJR200&prevPage=inTray>

The description of this structure within the application says glazed and tiled which is confusing considering the structure of the roof. It is regrettable that it is necessary to apply retrospectively.

Councillors resolved to be neutral in respect of this application.

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

**19/02337/APP** | Erection of lean-to structures in garden of property (retrospective) | **10 Carrick Street Aylesbury Buckinghamshire HP18 0ZA** Full details: <https://publicaccess.aylesburyvaledc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PTNY9MCLIB900&prevPage=inTray>

The Parish Council objects, at this stage due in part to insufficient consultation by the LPA. The PC requests that the consultation is carried out with all Statutory Consultees. So far this has been sent only to the PC ward councillors. Guidance in respect of drainage and construction of the structure is needed. Plastic corrugated roofing which will inevitably result in much noise during wet weather and noise pollution. There has been strong objection from a neighbour whose representation will be made by the PC. The structure is overbearing taking up three quarters of the garden. Another retrospective application the PC

would prefer applications for planning permission to be made in advance. The PC will speak at a planning meeting where this is considered.

Proposed by: Cllr Louise Rees

Seconded by: Cllr Monique Foster

Agreed unanimously

**19/02045/AOP** | Outline planning permission for 50 proposed assisted living apartments including access to be considered and all other matters reserved | **Land Adjacent To Martin Dalby Way/Paradise Orchard Roundabout Berryfields Aylesbury Buckinghamshire** Full details: <https://publicaccess.aylesburyvaledc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PSBG9LCL0PW00&prevPage=inTray>

The PC objects to this proposal due to increased traffic potentially causing an ongoing problem. Perhaps an additional access to or from Martin Dalby Way is required to make the traffic flow more easily. The PC asks that this aspect be considered by Highways who must be consulted. Whilst residents might not travel during rush hours, there will be considerable staff numbers, deliveries and visitors. The PC requests that this be referred to committee and wishes to speak at the committee meeting.

Proposed by: Cllr Louise Rees

Seconded by: Cllr Laurilee Green

Agreed unanimously

**19/03048/APP** | Single storey rear extension | **17 Pershore Way Aylesbury Buckinghamshire HP18 0WN** Full details: <https://publicaccess.aylesburyvaledc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PWFHRCLK1100&prevPage=inTray>

Councillors resolved to be neutral.

#### 4. **Open forum**

One member of the public attend the meeting and Cllr Adams of AVDC.

A question was put about the proposed relief road around Aylesbury. This is in the planning stages. Cllr Adams had received representations about 19/02337/APP discussed under Planning.

Another litter pick was suggested - Cllr Ashley Waite will co-ordinate it.

Parishioners would like to receive a report from the policing team. The Clerk will request Police attendance, if at all possible, next meeting.

5. **Police report and Neighbourhood Policing**

No report received from the Police.

6. **Minutes of the Parish Council Meeting held on 18<sup>th</sup> September 2019**

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

Proposed by: Cllr Louise Rees

Seconded by: Cllr Gareth Lane

Agreed unanimously

7. **Land & facilities**

**7.1 Early years provision for Berryfields**

Councillors ratified appointment of Big Top Nursery Ltd as provider/tenant (subject to planning permission) following completion of tender process. The provider will attend next Parish Council meeting to meet the councillors.

Proposed by: Cllr James Inch

Seconded by: Cllr Louise Rees

Agreed unanimously

**7.2 Services to site at Roman Park**

Councillors ratified the appointment of contractors following completion of tender process for provision of mains: water, sewage, electricity and fibre, site compound and office/store on site.

-Sandy's Plumbing Ltd

-Fowler Electrical Ltd

-GTC

-SLN

-Thames Water

Any additional consultants

Proposed by: Cllr Louise Rees

Seconded by: Cllr Naser Habib

Agreed unanimously

The Chairman would like to thank the team in the office for their enormous effort.

**7.3 Professional services to Roman Park project**

Councillors ratified the appointment of AMU Surveys Ltd in respect of required setting out marking.

Councillors ratified the appointment of appropriate surveyor/engineer from Cole Easdon Consultants to complete planning condition requirement from SUDS for water attenuation and run-off calculations.

Proposed by: Cllr Monique Foster

Seconded by: Cllr Louise Rees

Agreed unanimously

#### **7.4 Roman Park Project finance and cost monitor**

##### **Resolution**

- To agree costs to bring services to site.
  - To draw down Public Works Loan Board loan of £110,000 on 1<sup>st</sup> October to meet payment schedule with contractors.
  - To devolve responsibility for budgeted payments made on time to the Responsible Financial Officer for stage payments due in accordance with the cost monitor, subject to satisfactory completion of each stage of the works, guaranteed by contractors and approved by Blackwood Architects.
- All payments to be recorded on the cost monitor and circulated to Councillors prior to each Parish Council meeting.     **Resolution ends**

Proposed by: Cllr James Inch

Seconded by: Cllr Monique Foster

Agreed unanimously

#### **7.5 Planning application Roman Park, Village Hall and associated buildings.**

Clerk updated on current status of application, Planning Conditions and any other relevant matters. LPA has requested an extension until 30<sup>th</sup> September 2019. Conditions are agreed in draft and the project team is working towards completing work for Discharge of Conditions as soon as possible.

#### **7.6 Funding for tennis courts and a children's play area**

Councillors agreed the use of S106 funds, subject to planning permission and AVDC Agreement as follows:

**07/03447/AOP Berryfields House off site contribution for improvement of existing NEAPLEAP areas** to be used to improve surfacing in existing parks within Berryfields and towards provision of early years play equipment at Roman Park. Sum available £103,990

**07/03447/AOP Berryfields House off site contribution for community arts development projects as required** towards provision of art exhibition and teaching space within kiosk at Roman Park including café facility, subject to approval. Sum available £28,027.

## 8. Allotments

Clerk updated on the status of wells. The lower one is working, the top one is not yet filling to its full potential. Both of them should be repaired and serviced weekly by Free Aqua Ltd. Gates to the allotments were repaired and reset.

## 9. Parks and Safety Inspections

PC has been updated by suppliers on remedial work required to Consortium parks and play areas. PC continues to inspect these parks along with its own and all reports and confirmation of any remedial works is immediately reported to appropriate contacts.

Clerk confirmed completion of the project to install rubber mulch surfacing in selected parks. Proludic Ltd visited sites and is working to resolve any problems. Change of the surfaces for the new parks was discussed and the proposal would be put forward.

## 10. Finance

The payment runs were agreed as circulated:

| BERRYFIELDS PARISH COUNCIL       |  |                    |                   |                    |
|----------------------------------|--|--------------------|-------------------|--------------------|
| Payment run 19th September 2019  |  |                    |                   |                    |
| Payee                            | Detail   | Net                | VAT               | Total £            |
| S Severn                         | Net salary & expenses  |                    |                   | £ 2,651.16         |
| A Cass                           | Net salary & expenses  |                    |                   | £ 950.79           |
| Agnes Alborz Consulting          | Invoice No PC001810 : 12 hours social media & 32 hours project management  |                    |                   | £ 660.00           |
| HMRC                             | PAYE   |                    |                   | £ 41.22            |
| Helpful Hirings Ltd              | Invoice No 385816: Site fencing panels   | £ 1.74             | £ 0.35            | £ 2.09             |
| Helpful Hirings Ltd              | Invoice No 383832: Site Herris fencing Valor Drive   | £ 70.00            | £ 14.00           | £ 84.00            |
| RTM Landscapes Ltd               | Invoice No 1928: Grounds maintenance ref allotments  | £ 175.00           | £ 35.00           | £ 210.00           |
| DJL Services                     | Invoice dated BPC8/9/2019: Remove dead tree Marston Brook, locate and fix children's speed signs throughout Parish, remove graffiti Gateway Park play area, supply & fix Deep Water Signs, SUDS Marston Green, secure stones & handrail Marston Green and ad hoc repairs, create base for water tanks allotments |                    |                   | £ 505.00           |
| Sandy's Plumbing Ltd             | Invoice No. 18815: Stage payment 1 mains services to park in accordance with agreed payment scheule due September 2019   | £ 15,000.00        | £ 3,000.00        | £ 18,000.00        |
| Sandy's Plumbing Ltd             | Invoice No: 18805: Purchase Herras fencing to create parish council site compound, crushed concrete & shingle compound base, move existing mound to new location to allow site acces.  | £ 2,480.00         | £ 496.00          | £ 2,976.00         |
| GTC Infrastructure Ltd           | Invoice No GTC-PRO 1031841: To supply fibre cable F620 ONT with battery backup. (Wifi).  | £ 500.00           | £ 100.00          | £ 600.00           |
| GTC Infrastructure Ltd           | Invoice No GTC-PRO 1031842: To install new 63mm PE service with ARAD 50mm octave meter as quoted. (Water).   | £ 3,762.02         | £ 752.40          | £ 4,514.42         |
| Lock & Key Ltd                   | Key cutting site compound (paid by card)   |                    |                   | £ 12.00            |
| Reids Playground Maintenance Ltd | Invoice No 3336: Marston Green rubber mulch surfacing, under basket swing, spinner, baby swing & tunnel  | £ 3,310.00         | £ 662.00          | £ 3,972.00         |
| Reids Playground Maintenance Ltd | Invoice No 3339: Berryfields Green rubber mulch surfacing, under basket swing, junior swings, tunnel, baby swing, spinner.   | £ 2,380.00         | £ 476.00          | £ 2,856.00         |
| RTM Landscapes Ltd               | Invoice No 1915: Allotments cut arisings, 2 vacant plots strim, Roman Park grass cut, Local parks x 2 visits grass & litter bins   | £ 1,642.50         | £ 328.50          | £ 1,971.00         |
|                                  |  |                    |                   |                    |
|                                  |  |                    |                   |                    |
|                                  |  | <b>£ 29,321.26</b> | <b>£ 5,864.25</b> | <b>£ 40,005.68</b> |

| Budgeted payments made 21st August 2019 |   |                   |                 |                   |
|---|---|-------------------|-----------------|-------------------|
| Payee                                   | Detail  | Net               | VAT             | Total £           |
| S Severn                                | Net salary & expenses   |                   |                 | £ 2,278.25        |
| A Cass                                  | Net salary & expenses   |                   |                 | £ 969.61          |
| Agnes Albroz Consulting                 | Invoice No PC001809 Consultancy   |                   |                 | £ 945.00          |
| Helpful Hirings Ltd                     | Invoice No 3874 Hennis fencing Roman Park boundaries  | £ 70.00           | £ 14.00         | £ 84.00           |
| Taplins Plant Hire Ltd                  | Invoice No 198565 welfare unit Roman Park   | £ 155.00          | £ 31.00         | £ 186.00          |
| Reids Playground Maintenance Lt         | Invoice No. 3268 supply & fix rubber mulch surface Marston Brook  | £ 900.00          | £ 180.00        | £ 1,080.00        |
| Burgess Office                          | Invoices 136/120079 & 120078 office supplies  | £ 25.18           | £ 5.03          | £ 30.21           |
|   |   | £ 109.00          | £ 21.80         | £ 130.80          |
| Sure2Door                               | Printing & distribution Berryfields News 2600 copie   | £ 494.93          | £ 20.80         | £ 515.73          |
| BALC                                    | Councillors training M Foster/A Waite   |                   |                 | £ 76.64           |
| Play Inspection Company                 | Invoice No. 37466 Annual safety inspections 10 parks plus 4 SUDS, setting up APP with findings                    | £ 1,100.00        | £ 220.00        | £ 1,320.00        |
| RTM Landscapes Ltd                      | Invoice 1848: Allotments & Roman Park cutting £800; 2 Parks £740; Plots 3B, 4A, 5B allotments strim @ £17.50 each | £ 1,592.00        | £ 318.50        | £ 1,911.00        |
|   |   | <b>£ 4,446.11</b> | <b>£ 811.13</b> | <b>£ 9,527.24</b> |

One additional payment was authorised for £720 to PKF Littlejohn for audit.

### Accounts to the end of July 2019

Councillors agreed accounts as circulated to the end of July 2019.

Proposed by: Cllr James Inch

Seconded by: Cllr Louise Rees

Agreed unanimously

### 11. Events Working Group and 2019 Events

Cllr Monique Foster updated on Christmas events:

**Christmas Tea** Thursday 5<sup>th</sup> December 2.00-4.00pm. Great Harwood Band and school choir will sing, Cllr Gareth Lane organised the choir and they would be able to help us well. Caterers are confirmed and booked.

Cllr Gareth Lane will sort out the music. Choir to arrive at 2.15 until 3.00.

**Father Christmas** Tuesday 10<sup>th</sup> December 6-8pm. Office team will confirm arrangements and budget to cover presents, equipment hire, catering, and set up. Cllr Foster will discuss with Cllr Habib potential donation.

Councillors decided to create a FB poll about Father Christmas and promote on fb.

Cllr Carter suggested two sided leaflets drop: Father Christmas one side and Christmas tea on other.

Suggestion was made to ask schools to send Parentmail with the details of all Christmas events.

**12. Berryfields News & Communication**

Next editions and an update on social media -will be issued at the end of November ready for Christmas.

Updates and improvements to the website were discussed including planning, time-lapse photography for Roman Park project and advertising page for local businesses, traffic driven from social media directly to the website.

A5 format was working and we will try to work with Simon Lloyds.

Articles for the newsletter:

Cllr Ashley Waite can provide general information on unitary, permitted development rights and The Bernwode Bus, shops at Berryfields, Agnieszka will take care of what's on page e.g. news from Waddesdon Manor, will contact local school's PTA for their updates and any other local groups, and mums.

Deadline Monday 14/10.

**13. Highways & transport**

MVAS & Sentinel: Cllr Inch updated.

The sentinel was broken, now is repaired and would be used again. And would be no more funding for this activity.

**14. Meetings & matters of report**

Cllr Ashley Waite updated on school transport plan that would be prepared by 1/10/2019.

Thank you from Green Ridge to Consortium for the new path

HS2 meeting is going ahead on 19/09/2019.

Cllr Ashley Waite updated about hedges. Taylor Wimpy removed hedge and put fence without planning permission. The case is still going.

**15. Date of next Parish Council Meetings**

Wednesday 16<sup>th</sup> October

Wednesday 20<sup>th</sup> November

December: No Meeting