

Minutes of Berryfields Parish Council Meeting VIA VIDEO CONFERENCING
Wednesday 18th November 2020

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

1. Apologies for absence

Cllr Ashley Waite

2. Declaration of Interests

Cllr Gareth Lane on point 8 of the Agenda (Emergency Fund request)

3. Open Forum

No members of public joined the meeting.

4. Police report and Neighbourhood Policing

No report was received.

The Clerk reported on the ongoing problem that people are reporting crime on social media (Facebook group) and do not follow the formal process of recording this with the Police. The Parish Council reiterates that all crime must be reported to either 101 or 999 if taking place the Police do not monitor social media.

5. Planning

20/03490/APP | Single storey rear extension with pitched roof and associated internal alterations | **9 Pippin Road Aylesbury Buckinghamshire HP18 0FW**
<https://publicaccess.aylesburyvaledc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QI55PUCLJ4L00&prevPage=inTray>

The Parish Council has no objection to this application and is Neutral.

Proposed by: Cllr Louise Rees

Seconded by: Cllr Monique Foster

Agreed unanimously

20/03209/APP | Existing grassed area to block paved area (**Retrospective**) | **4 Crispin Street Aylesbury Buckinghamshire HP18 0HW**

<https://publicaccess.aylesburyvaledc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QH0565CLIBY00&prevPage=inTray>

The Parish Council has no objection to this application and is Neutral.

Proposed by: Cllr Louise Rees

Seconded by: Cllr Naser Habib

Agreed unanimously

6. Minutes

The minutes of the Parish Council meeting held on Wednesday 21st October 2020 were agreed, and Councillors asked the Clerk to sign them on their behalf.

Proposed by: Cllr Louise Rees

Seconded by: Cllr Naser Habib

Agreed unanimously

7. Land & facilities

Roman Park

The Clerk reported that all the tenders for the village hall build have been received, but their pricing is much higher than our current budget. The preferred contractors after the selection process were contacted and asked to revise their tenders at a lower cost to meet budget.

Temporary Hall

The Clerk reported that the hall is very good and the office is established there. All COVID-19 secure measures are in place. The Clerk requested a decision from Councillors for a waste removal service. Buckinghamshire Council is preferable, as this is the least expensive and the most reliable, at £450 per annum.

Proposed by: Cllr James Inch

Seconded by: Cllr Naser Habib

Agreed unanimously

Nursery

The Clerk reported that Big Top Nursery is now in occupation and planned to be open from 1st of December 2020. The nursery inside looks great and is cosy, with the outside space very well landscaped and equipped. .

Allotments

No report.

Playground inspections

The opening of the fully accessible park is planned for 10th of December. The park will be opened by a student from AVA. This park and an additional two will be added to our routine park inspections.

The Clerk reported a problem at the Gateway Park where a length of Ascot railing has been either removed or broken, apparently to allow people to use the grass a shortcut. A site visit is required to take further action. Councillors will visit the site and the office will put in place required measures.

8. Finance

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

Payee	Detail	Net	VAT	Total £
Net staff salaries	Net salaries, expenses & office costs			£ 4,263.18
Agnes Alborz Consulting	Invoice No PC001822: 40 hours social media, 28.5 hours project management		£ -	£ 1,027.50
Came & Company	Additional insurance premium new building & loss of rent insurance(16.10.2020)			£ 136.37
SPA Laptops direct	Dell Latitude with Windows 10 Pro and Office 365 (replacement laptop for HP)			£ 380.00
RTM Landscapes Ltd	Invoice No 2453 Rotovate plot 19A, Cut 5m path to allotment site £222.00,	£ 185.00	£ 37.00	£ 222.00
	Invoice No. 2424 Grass all parks, bin emptying plus strim 4 plots - £2290.80	£ 1,909.00	£ 381.80	£ 2,290.80
	Invoice No 2435 Repair storm damaged branches and tidy tree at Gateway Park £192.00	£ 160.00	£ 32.00	£ 192.00
	Invoice No 2527 Grass cuts to parks & allotment arisings, bin emptying £2146.80	£ 1,789.00	£ 357.80	£ 2,146.80
PKF Littlejohn Ltd	External audit fee:	£ 1,000.00	£ 200.00	£ 1,200.00
Pickerings Hire Ltd	Invoice 722450: Site hut and container hire	£ 189.96	£ 37.99	£ 227.95
Brightpay	Invoice No 301896 Bright Pay software cloud storage monthly cost	£ 0.90	£ 0.18	£ 1.08
Portable Offices (Luton) Ltd	Invoice awaited : As quoted monthly rental temporary village hall			
Blackwood Architects	Inv/BVH25/ps: Chase tenders and report to Council. Chase planning officer regarding planter design and tree stakes.	£ 500.00	£ 100.00	£ 600.00

Proposed by: Cllr James Inch

Seconded by: Cllr Louise Rees

Agreed unanimously

8.2 Draft accounts to end of October 2020 were agreed as circulated.

Proposed by: Cllr Louise Rees

Seconded by: Cllr Naser Habib

Agreed unanimously

8.3 The budget meeting will be held in December.

The Clerk reported that the external audit report has been received and only one comment was made by our external auditors concerning the Asset Register and a correction to include all gifted items at a nominal value of £1.00. The Audit Report will be published on Parish Council website.

Community Grant

The Parish Council received a request from the Church in Berryfields for assistance with costs for the event by local churches which is a drive-in Christmas carol service at Tesco car park which will be able to accommodate around 500 cars. People from all areas of Aylesbury are expected to attend in a safe COVID-19 way. The event will take place on 20th December and is budgeted around £6000.

Cllr Carter suggested £300 donation towards the event, with the PC logo displayed as one of the sponsors.

Proposed by: Cllr Louise Rees

Seconded by: Cllr Naser Habib

Agreed unanimously

9. Litter and voluntary work

The Clerk reported on the proposition from the MacIntyre Trust where the Trust's members will work in Berryfields parish on specific projects such as weekly litter picking, gardening and planting. They will use a site office at Roman Park (to be paid for by the Trust). Councillors agreed a trial period of 6 months, after which it will be reviewed.

Proposed by: Cllr James Inch

Seconded by: Cllr Naser Habib

Agreed unanimously

10. 2020 Events

The Deputy Clerk updated on the Christmas project: 100 toys have been secured from the Town Council appeal, extras to fill stockings are secured from private donations and funds from grants.

The Chairman said that he is very proud of the work the team has undertaken to contribute to this appeal and what has been achieved.

Christmas tree sale

Christmas trees will be on sale at Roman Park and a substantial donation from each sale will go to the Roman Park Trust. On 12th December the AVA Primary Phase school choirs will be singing on site and a brass band will attend if possible, social distancing.

Bernie the bus

Will be visiting Berryfields on 7th and 10th December with Father Christmas.

11. Coronavirus Act & situation report

All Regulations are being monitored daily by the office team and all necessary actions have been taken.

12. Grant Funding & BPC Community Larder project:

Trust Charity Commission registration is in progress.

Grant funding applications continue and several are expected within the next few months.

13. Berryfields News & Communication

The Berryfields News will be 20 pages. It will be published and distributed at the end of the month.

14. Highways & transport

No report was received.

15. Meetings & matters of report

Social isolation project: Three benches have now arrived, and Councillors need to decide where to place them. The deadline for this decision has been extended to after the New Year and Springtime.

The Clerk reported that the Consortium will be paying for the Versailles boxes in Roman Park.

Cllr Carter reported that he was unable to continue in office since he and his family were moving home to the Coast.

Cllr Inch and other Councillors thanked Cllr Carter for all his work, his excellent leadership and the many achievements during his tenure. They thanked him formally and expressed regret that he was leaving.

16. Date of next Parish Council Meetings (online)

The next PC meeting is at 7.30pm on Wednesday 20th January 2021.

A budget working group meeting will be held on Wednesday 16th December to determine the Council's Precept for next financial year.

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