
Minutes of Berryfields Parish Council meeting held on Wednesday 18th April 2018, in the Community Rooms, C of E Primary School, Berryfields, HP18 0PS

Present : Councillors Duncan Satterly (Chairman), James Wilks, James Inch, Wendy Phillimore, Louise Rees, David Williamson (Vice Chairman), Simon Carter, Gareth Lane.

Cllrs C Admas (AVDC), Ashley Waite (AVDC), Sue Severn, Parish Clerk,
Anthea Cass, Assistant Parish Clerk.

Nine members of the public

1 **Apologies for Absence**

Cllr Paul Irwin (BCC).

2 **Open Forum (under adjournment)**

The Chairman requested councillors to approve moving Item 6 (Planning) forward to the beginning of the agenda to enable members of the public present to state their case, and leave the meeting, following discussion. This was agreed and members of the public present had no objection.

An update on the proposed BMX track was requested. The Clerk confirmed this was part of plan for the Roman Park. The proposed location of the track has been moved following representations from parishioners living near the southern end of the park who believed it was too near local residents' homes and will now be adjacent to the village hall. This means it cannot be constructed until the planning permission, including details of service locations has been confirmed to avoid having to re-lay the track should it be necessary to place drains and other services under the track. The Roman Park plans are on the website.

One resident has requested a no-through road side for Mirabelle Close, as traffic drove into the cul de sac and needed to turn round, causing unnecessary traffic. The Clerk was instructed by Councillors to purchase a sign and arrange for the council's contractor to erect it. A watching brief will be kept to see whether this is helpful.

The question was raised as to whether there is any mileage in formalising Berryfields to Berryfields Village? The Clerk will talk to legal team who deal with street naming at Bucks CC to see how this can be formalised. In the interim Councillors discussed whether they should refer to it as village. Councillors had mixed views. No decision was made and it will be considered further at a future date.

A member of the public present advised that their developer was making a service charge to residents to pay for dog bins, litter bin emptying as part of their management charge. It was asked if the bin at Cardinal Drive was owned by Berryfields or the Developer. The Clerk confirmed it was the latter and Berryfields only own the 2 bins on Berryfields Green and the 1 on Marston Brook currently.

The parishioner reported that the developers appeared to be converting some sumps to ponds apparently as a cost-saving exercise. The Clerk confirmed that he was the third person to make contact about the charges for communal land charged to freeholders. She has contacted the parish council's solicitor who needed more information to enable them to comment. The Land Registry Plan of the land, a copy of the Transfer or any Maintenance Agreement will be needed from each householder. The Chairman said that this was being investigated. Bellway are developers at Cardinal Drive. The Clerk will investigate further and speak to the parishioner.

CLlr Waite reported for CLlr Irwin

There is a total fund of £2.8 million budget available to mend the pot holes in the roads..

Oxford to Cambridge Expressway Consultation finished on 12th April. With regard to the yellow road lines, the Transport Regulation Order is out for consultation, after which enforcement and parking fines will be applied.

It was reported that the buses can't stop on the yellow lines. It was however pointed out that there is a large bus park in the AVA Academy car park.

(2 members of public left the meeting)

3 Police report and Neighbourhood Policing, Road safety

The Chairman reported that he had not received a new Police report.

The figures from February showed 71 reported crimes in Aylesbury North, 14 of which were in Berryfields.

4 Declarations of Interest

None

5 Minutes of the previous meeting 21st February 2018

The Minutes were agreed as a true record and signed by the Chairman.

6 Planning

18/00411/APP 2 Billingsfield Cottages Bicester Road Quarrendon Buckinghamshire HP18 0PS Erection of 6 dwellings.

The owner of the neighbouring property attended the meeting. He advised councillors that he had commissioned a traffic survey. He handed a copy of the consultant's report to the Parish Clerk in order that she could append to the PC's comments on the planning portal. He advised councillors that if planning permission were granted it was necessary to create a new access/egress to the main road. The current situation with drives very close to the light controlled junction on A41 which is considered hazardous.

Councillors discussed the application in detail, and resolved to Object as follows:

The parish council objects on the grounds of highway safety. They wish to speak at any planning committee meeting at which this application is determined.

They strongly feel that there is a need for alternative access and egress from the application site. The parish council notes that highways have not yet responded to this consultation but would urge them to consider the independent safety audit commissioned by the neighbouring property owner by David A Graham Associates Ltd, provided for the planning officer's consideration.

The proposed drive is a cause for concern and the planning officer, in determining the application is asked to check this point particularly with highways since the parish council feels that it is extremely dangerous, as proposed. A previous application and appeal were turned down by Highways on the grounds that any development increasing the intensity of use of access and increases traffic of the site should be discouraged on the basis that it would impeded the free flow and safety of traffic using the A41.

Proposed by Cllr Inch, seconded by Cllr Williamson. Agreed unanimously.

7. Co-option and Number of Councillors

Councillors discussed how many councillors the Parish needed. Various numbers were discussed since it was agreed that the PC would never recruit and retain 12 councillors throughout the term of a Council. Cllr Williamson proposed that the PC requests Democratic Services to reduce the PC strength to 10 before the next ordinary elections if possible.

Cllr Williamson proposed that the number be reduced to 10, Cllr Phillimore seconded, agreed unanimously. The Clerk will submit this request to AVDC.

It was proposed by Cllr Carter, seconded by Cllr Phillimore, that the PC should attempt to co-opt two new members following the resignations of Mrs J Moore and M Barns. Agreed unanimously. The Notices of Vacancy would be prepared by the Clerk. Cllr Lane advised that he thought two previous

applicants wished to apply. The Clerk advised that she was aware of this, but it must wait until the Returning Officer confirmed whether a poll had been claimed. If not a co-option notice would be placed.

8 Land and Facilities

The Allotmenters' site visit and first meeting is scheduled for Saturday 28th April. All on the waiting list will be invited to attend.

There are 39 applicants on reserve list. We can possibly accommodate 34, with plot sharing.

The application for trees has been approved by Natural England and the PC has been granted 60 trees which are due for delivery in November, for planting. Cllr Williamson commented that SATS may be interested in helping plant the trees.

The sheds will be erected as soon as the allotments are allocated and the Clerk will order them from K & Z Sheds without delay.

Cllr Inch was concerned where the allotmenters would park their cars when the ground is wet due to poor weather conditions. The Clerk confirmed that they will park on the approach road for Phase I. They can also use the station car park (payable); Cllr Inch thought we should encourage allotmenters to all park at top end of the park, but the Clerk confirmed that the allotment track can only be used in the summer. Parking conditions will be written into the lease. Cllr Williamson suggested parking permits. Assistant Clerk will investigate.

The Chairman, Clerk and Cllr Waite are attending another meeting with the Finance Director at the AVA. The meeting's purpose is for the PC to understand the situation with regard to BAM and to understand what will happen going forward.

All land transfers are still ongoing. The Land will be transferred as soon as practicable but the PC and AVDC have agreed that land will come into PC's management imminently, with commuted sums payable, pending legal transfer. Delays due to backlog at HM Land Registry.

9 Finance

The payment run, as circulated, was agreed and signed by two councillors present:

Payee	Detail	Net	VAT	Total £
Mrs S J Severn	Net salary £1,208.04, office provision £50, Software, telephone share of wifi costs £45, mileage charge £37.80	£ 1,330.87	-	£ 1,330.87
Mrs A Cas	Net salary £472.40	£ 472.40		£ 472.40
Smart Pensions	Employer's pension contribution £48.85, Employee pension contribution £997	£ 59.82	-	£ 59.82
Came & Co	Renewal Premium BPC Insurance Policy	£ 1,419.69		£ 1,419.69
BALC	Annual subscription	£ 357.18		£ 357.18
Community Impact Bucks	Annual subscription community buildings membership	£ 55.00	-	£ 55.00
AVDC	Dog bin service April 2017 to March 2018 3 bins, (frequency increased to 2 x weekly from Nov 2017)	£ 290.49	£ 58.10	£ 348.59
Marcus Young Landscapes	Litterbin emptying 3 x Berryfields Green, 2 Marston Brook @ £4 per empty (4 weekly collections)	£ 80.00	£ 16.00	£ 96.00
Mrs Janet Russell	Book keeping March	£ 30.00	-	£ 30.00
		£ 4,095.45	£ 74.10	£ 4,169.55

The accounts to 31st March were approved. The Clerk confirmed that the accounts will be passed to the internal auditor.

the Clerk confirm that the insurance policy would be renewed on the existing terms and sums insured, having been reviewed earlier in the year. Cllr Phillimore asked if insurance will be increased as new equipment/facilities are insured. Clerk confirmed it would but but there is budget for this.

The Clerk reported that the Scribe accounting package is satisfactory and all Councillors were happy with this. A laptop computer will be purchased for the book-keeper's use which will have the Scribe software installed.

Cllr Phillimore proposed, and Cllr Rees seconded, that a budget of up to £600 be allocated to purchase laptop and peripherals, plus the cost of Scribe software. Agreed unanimously. Cllr Williamson confirmed again that there is sufficient budget.

New General Data Protection Regulations due to come into force in May. The need for compliance will be added to the Risk Register. A use policy for laptops or any equipment provided by the PC to employees will be drawn up to ensure they are used solely for this Berryfields PC purposes.

Cllr Williamson asked if accounts package was subject to annual renewal. The Clerk confirmed it was.

Parish Council Policies Cllr Phillimore reminded the Clerk that the draft Equality and Safeguarding Policies, circulated during April, needed to be on the next PC agenda for ratification. The Clerk confirmed that all PC policies would be renewed in May.

10 Berryfields News and Communication

The summer edition of the Berryfields news will consist of 20 pages. It is due to be completed on Monday 23rd April and sent to the printers. The adverts are covering half the cost of the publication. Cllr Carter advised that Laxton Road did not receive the last edition. The Clerk will ensure the distributors are aware of this and ask them to ensure all new roads/areas of Berryfields are covered.



Cllr Inch asked if GPS map is still available (provided as part of distribution report). Cllr Satterly confirmed he is already starting on the Autumn edition to save last-minute planning. Cllr Satterly asked for Councillor profiles for any councillor who had not yet submitted one.

11 Events

Volunteers are needed to assist throughout the July fair weekend. The Parish Council will need to hire a marquee, staging and a PA system. XYZ Music Academy have agreed to help organise the live music throughout the weekend. The Clerk and Assistant Clerk will meet them next week. Assistant Clerk will aim to get a list of stall holders and food vendors confirmed as soon as possible. All stalls will need to be prepaid.

Bucks Summer Play Schemes will be held at the MUGA at Aylesbury Vale Academy on:

Weds 25th July

Weds 15th August

Weds 22nd August

12 Highways and Transport

The MVAS has been damaged but once repaired will be in Berryfields once more.

Cllr Inch confirmed there 5 cars were reported to Police for speeding and drivers will be receiving letters.

Residents have been complaining on Facebook about speeding. It was agreed that new locations should be added as reports were received to discourage.

The Police don't want to retain the data. The PC must include the data within their GDPR policy, and allow for deletion within shortest time. Police only require speeding reports, not video evidence. Retention period will be checked.

Clerk will obtain a price for 5 speed signs for entrances to Berryfields.

13 Meetings and Matters of Report

Cllr Phillimore asked for the draft Safeguarding policy to be updated to include adults.

Cllr Carter confirmed he was attending the Aylesbury Garden Town meeting on 24th April 6.30-8pm.

Cllr Rees waiting to go on BALC Councillor Training Course.

14 Date of next meeting

Wednesday 16th May and Annual Parish Council Meeting in school hall

ANNUAL PARISH MEETING followed by ANNUAL PARISH COUNCIL MEETING

Wednesday 16th May 2018

Wednesday 20th June 2018 Wednesday 19th July 2018 August, no meeting

Wednesday 19th September 2018 Wednesday 17th October 2018 Wednesday 21st November 2018

December, no meeting

There being no further business the Chairman closed the meeting at 9.08pm.