



**Minutes of Berryfields Parish Council Meeting Wednesday 18<sup>th</sup> March 2020 held  
at Roman Park Hall Site Office, Sir Henry Lee Crescent,  
Berryfields, HP18 0YT**

**Present:** Councillors James Inch (Vice Chair) chairing meeting, Laurilee Green, Naser Habib, Sue Severn, Parish Clerk,

1. **Apologies for absence**

Cllrs Simon Carter (Chair), Gareth Lane, Monique Foster, Ashley Waite, Louise Rees  
Anthea Cass, Deputy Clerk, Agnieszka Alborzpour, Assistant Clerk.

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

No declarations

3. **Open forum**

No members of the public were present at the meeting.

4. **Police report and Neighbourhood Policing**

No report received.

5. **Planning**

To consider the following planning applications submitted for consultation to the Parish Council any received after publication of this agenda:

**2/00775/ATN Layby north of A41 south of Aylesbury Vale Academy Bicester Road**

erection of 3 antennas beneath antenna shroud, 1 GPS module on top of the monopole and  
2 transmission dishes mounted at a centre height of 14.5m plus ground based apparatus.

Councillors had no objection to this application.

**19/00481/APP 2 Billingsfield Cottages, Bicester road, Quarrendon, HP18 0PS** Erection  
of 3 dwellings.

Councillors resolved to object to this application (which is for a reduced number of dwellings  
on the same site) for the reasons previously advised under 18/00411/APP 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 objected.

Proposed: Cllr Inch

Seconded: Cllr Green

Agreed unanimously

**Minutes**

The minutes of the Parish Council meeting held on 19<sup>th</sup> February 2020, as circulated, were  
approved and signed as a true record by the Chairman.

Proposed: Cllr Green

Seconded: Cllr Habib

Agreed unanimously

## 6. Land & facilities

- **Roman Park & Village Hall:**

Following debate Councillors resolved to agree and approve the following items in respect of Roman Park development, costs, temporary buildings and associated works:

Approve the named tender recipients proposed by Blackwood Architects to receive the tender document for village hall build, following usual due diligence and credit checks.

- To ratify cost of 350 meters of Heras fencing to be hired on long-term basis from Taplins Hire at special price of £1 per panel plus fitting at £750 to ensure site safety.
- To ratify expenditure of £3,800 for provision of temporary road and crane base and turning area to facilitate build of nursery and allow access until permanent road extension to Sir Henry Lee Crescent is built.

Completion of temporary buildings: Estimates of cost to complete temporary hall and nursery buildings and make ready for occupation were agreed as circulated.

Proposed: Cllr Inch  
Seconded: Cllr Habib  
Agreed unanimously

**CCTV:** Councillors considered the tenders received and resolved to revert to both companies to ask them to confirm their recommendation for best solution following amended requirements.

**Planning Discharges, Versailles boxes:** Councillors were given update to confirm that remaining Discharge is in respect of SUDS which is being completed with consultants. A quote for Versailles boxes will be presented to councillors for consideration shortly.

**Hall Caretaker:** The Clerk was instructed to finalise the job description and start to advertise the vacancy with a tentative start date of June 2020 (subject to national situation).

**Grant update:** The Deputy Clerk had advised that the National Lottery and HS2 had turned down BPC's applications but Anthea had had a subsequent conference call with both and been given advice and invited to re-apply for discrete parts of the project, which she will do.

We will now draw down costs directly associated with Village Hall from New Homes Bonus Grant.

**Allotments:** All let and invoiced. Wells have been examined by Free Aqua who have been given 31<sup>st</sup> March as final date by which they must both be fully operational. Councillors requested that the Deputy Clerk contacted Free Aqua immediately to remind them and report response and confirmed progress.

**Park Inspections:** The Clerk reported that the office team would be patrolling parks regularly following the government's decision to close schools. It is felt that it will be necessary to ensure bins are emptied as scheduled (twice weekly) and that the facilities remain safe during coming months. Staff will take great care to follow health & safety recommendations and will request assistance from Councillors if required. A method of getting bins emptied should Buckinghamshire Council's service be interrupted will be sought, possibly including using other contractors and Bin There Dump That as service providers.

### Land at Kingsfield Park and land transfer

(Post meeting note): Following advice that Schwab & Co Legal Services would no longer be undertaking conveyancing work; the solicitor taking over this part of their practice, Mr Alex Rubin, Solicitor, has confirmed he is prepared to act for Berryfields Parish Council on the same fee terms.

Councillors will consider this proposal via email under new operational processes and delegated authority due to Covid-19 changes but the Clerk will ask him to carry out current transfers as matter of urgency.

## 7. Finance

Councillors approved the payment run as circulated and ratified budgeted payments made outside the Parish Council meeting.

Payee	Detail	Net	VAT	Total £
Net staff salaries	Net salaries, expenses & office costs			£ 3,905.05
Agnes Alborz Consulting	Invoice No 1602020: 40 hours social media 2000, 500 hours project management £457		£ -	£ 1,110.00
Baughan Pest Control	Invoice 3207 bi-monthly vermin control Lawson Road,	£ 80.00	£ 16.00	£ 96.00
Blackwood Architects	inv/BVH18/ps Architectural services since 30.1.2020 £2,000, expenses £30.51	£ 2,030.51	£ 406.10	£ 2,436.61
Sure2Door	Invoice 7591 Berryfields News print & distribution	£ 614.69	£ 34.32	£ 649.01
AMU Surveys Ltd	Invoice 20020-01 Setting out for nursery and temporary hall	£ 250.00	£ 50.00	£ 300.00
RTM Landscapes Ltd	Invoice 2153 Tree surgery works undertaken at Gateway Park	£ 62.00	£ 124.00	£ 744.00
Pickerings Ltd	Invoice No 655291 Building & container hire monthly charge	£ 172.68	£ 34.54	£ 207.22
<b>Other payments</b>				
Public Works Loan Board	Half yearly loan repayment due April (principal & interest)			£ 3,534.28
HMRC	NIC/Tax deposit monthly			£ 750.00
<b>Budgeted payments</b>				
Netnerd	Website	£ 4.99	£ 1.00	£ 5.99
Giff Gaff	Parish phone			£ 10.00
Sandy's Plumbing	Balance invoice services to site			£ 29,400.00
Screwfix	Shelving for container	£ 125.00	£ 25.00	£ 150.00
HP	Ink for Deputy Clerk printer (monthly)	£ 2.91	£ 0.58	£ 3.49
Smart Pension	February			£ 377.18
GiffGaff	Parish phone			£ 10.00
AVDC	Building Control fee - foundations nursery building			£ 250.00
Sainsbury's	H & S			£ 10.50

Proposed by: Cllr Inch  
Seconded by: Cllr Green  
Agreed unanimously

The Clerk advised that accounts to end February 2020 would be circulated later in the week.

## 8. **Events Working Group and 2020 Events**

Events to end May postponed/cancelled.

It was agreed that the litter pick would be cancelled.

VE Day celebration would be postponed. Councillors felt it was important that the day was commemorated and it was decided to instruct the Clerk to lay flowers on both Silent Soldiers in Berryfields on the day itself.

Cllr Green undertook to discuss with AVA PTA and to find a way of giving Berryfields children a commemorative item such as a VE Day medal to mark this important national occasion. It was hoped that VE Day could be combined with the anniversary of VJ Day later in the year when social interaction was not restricted. A budget of £1,000 was set. (Cllr Green advised that AVDC had contributed £125 and the PC had budgeted up to £2,000, which would not now be spent and would cover the cost).

Proposed: Cllr Habib

Seconded: Cllr Inch

Agreed unanimously

## 9. **Berryfields News & Communication**

Latest edition of Berryfields News has been delivered.

## 10. **Highways & transport**

MVAS & Sentinel: (Cllr Inch). Nothing to report other than Police advising they would no longer be writing to speeders in current situation.

## 11. **Parish Council Elections**

Following cancellation of the local elections, the Clerk reported that all Councillors had generously agreed to remain in office for a further year until May 2021 when elections for Buckinghamshire Council, Parish Councils and the Police Commissioner would be held.

## 12. **Meetings & matters of report**

None.

## 13. **Dates of next Parish Council Meetings**

**New arrangements** will be put in place over the next weeks for the Council to conduct its meetings, most likely via SKYPE or similar. Legislation and instructions are awaited from Government but in the meantime all urgent matters will be dealt with via email and the Clerk is working to amend Delegated Authority for the Council which will be put to councillors for approval once new regulation is confirmed.

Planned meetings for 2020/21 will not take place until further notice.

There being no further business the Vice Chair closed the meeting at 8.40pm.