

**Minutes of Berryfields Parish Council Meeting
held at Roman Park, Sir Henry Lee Crescent, Aylesbury, HP18 0YT
on Wednesday 17th September 2025.**

Present: Councillors Arun Sekhar (Chair), Alagappan Muthu, Deepak Jose, Gareth Lane, Karen Ward, Kishore Dammala, Laurilee Green, Lucy Harmes, Suresh Rayapalli, Vinay Victor, Anthea Cass (Clerk), Sarah Tomlin (Deputy Clerk and minute taker), Chirag Chotai (Buckinghamshire Councillor)

25.1 Apologies for Absence

None.

25.2 Declarations of Interest

Cllr Lane declared an interest in Item 25.12 (Events), on behalf of the Church on Berryfields.

25.3 Open Forum (Adjournment)

- A resident raised concerns about rubble and concrete left at **Valerie Way Play Area**, creating safety issues. The Clerk confirmed the matter had been reported several times and would be followed up with the Consortium.
 - Representatives of the **Triveni Community (charity)** attended to support their grant application (see Item 25.10).
 - **Cllr Chotai (Buckinghamshire Council)** gave an update on wider Bucks Council matters. While progress had been made, some issues remained open.
 - The Clerk, on behalf of **Cllr Ashley Waite**, provided an update on the long-standing homeless case. Following a fire and safety concerns, Bucks Council cleared the site and secured an injunction; the individual has since been supported into permanent accommodation. Cllr Chotai confirmed ongoing adult services involvement.
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25.4 Police Report

No report received.

25.5 Planning

The following applications were considered:

- **25/02034/FA – 1 Conference Road, HP18 0ZF**

Single storey extension.

Resolved: Neutral response.

Proposed Cllr Green, Seconded Cllr Harmes

- **PL/25/2832/FA – 1 Stella Close, HP18 1AD**

Change of use of shed to dog grooming parlour.

Resolved: Neutral response.

Proposed Cllr Harmes, Seconded Cllr Ward

25.6 Minutes

The minutes of the Parish Council meeting held on **16th July 2025** were approved.

Proposed Cllr Victor, Seconded Cllr Green

25.7 Land & Facilities

- **Roman Park & Village Hall:** The Clerk reported that Big Top Nursery has new owners. The tenancy agreement is with the solicitor for confirmation.
 - A new weekend staff member has been appointed and is settling in well.
 - **Allotments:** No report.
 - **Park Inspections & Repairs:** No report.
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25.8 Finance & Administration

25.8.1 Payments run and budgeted payments made outside the meeting were approved unanimously.

Proposed Cllr Victor, Seconded Cllr Jose

25.8.2 Accounts to end July 2025 (circulated in August) were approved unanimously.

Proposed Cllr Green, Seconded Cllr Rayapalli

25.8.3 Accounts to end August 2025 were approved unanimously.

Proposed Cllr Green, Seconded Cllr Ward

25.8.4 External audit report from PKF Littlejohn was reviewed and approved unanimously.

Proposed Cllr Jose, Seconded Cllr Ward

25.8.5 NALC annual increment for Clerk and Deputy Clerk was approved unanimously.

Proposed Cllr Harmes, Seconded Cllr Victor

25.8.6 Purchase of new laptops for the Deputy Clerk and Reception (due to expiry of Windows 10) was approved unanimously.

Proposed Cllr Victor, Seconded Cllr Jose

25.9 IT & Information Security Policy

Policy reviewed and approved unanimously.

Proposed Cllr Victor, Seconded Cllr Green

25.10 Community Grant Application

Representatives from **Triveni Community** outlined their work, including cultural events, food bank donations, lunch clubs for older residents, and engagement with schools and families. They also described upcoming fundraising activities.

Resolved: To award a grant of £500, subject to:

- Event going ahead
- Funds to be used solely for hall hire (not onward charitable donations).

Proposed Cllr Jose, Seconded Cllr Victor – Approved unanimously

25.11 Ongoing & New Projects

- **MVAS:** Purchased with SWARCO; delivery/installation dates pending.
 - **Book Swap Store:** Slight delay due to school holidays. Location and installation dates to be agreed.
 - **Business Fair:** 20 responses received. A working group (Cllrs Dammala and Muthu) will progress and set a date.
 - **Halloween:** Children's event confirmed for **Wednesday 29th October**, led by Cllr Ward.
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25.12 Events

Christmas Programme:

- Afternoon Tea – **Thursday 4th December 2025**
- Santa's Grotto & Craft Market – **Sunday 14th December 2025** (Cllr Ward to assist; more volunteers required).
- Santa Sleigh – proposed dates **10th & 17th December** (18th as backup). The Clerk will confirm with Ashley Waite. Scouts to be invited to help. Additional volunteers required. Cllrs Sekhar, Jose and Rayapalli unavailable for 17th/18th.
- Craft stalls to be incorporated with Grotto event (Cllr Green to contact stallholders).

Church on Berryfields request to use Berryfields Green for their Christmas event on **7th December 2025** was approved unanimously.

Proposed Cllr Muthu, Seconded Cllr Victor

25.13 Our Berryfields

- First edition with new printers due for distribution w/c **20th October 2025**.
 - Residents/councillors asked to report non-delivery by **27th October 2025**.
 - 2026 publication dates and deadlines to be circulated by Deputy Clerk.
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25.14 Meetings & Matters of Report

- **Budget Meeting:** Monday 8th December 2025 at 6pm.
- **Finance Committee:** Agreed to form a new committee. Members: Cllrs Rayapalli, Muthu, and the Clerk.
Proposed Cllr Victor, Seconded Cllr Jose – Approved unanimously
- Cllr Green thanked office staff for successful summer events, particularly the Children's Summer Fun Days.
- Cllr Victor congratulated the office on income generated from the Fun Fair.
- Cllr Rayapalli suggested hosting a single large community event incorporating local schools. Cllr Green noted possible conflicts with AVA'bury school fundraising.
- Cllr Lane suggested Parish Council support could include advertising and recruiting volunteers.

- The Clerk suggested selecting an annual Parish Council-supported charity event or a charity of the year.

25.15 Date of Next Meeting

Wednesday 15th October 2025 at 7:30pm

Meeting closed at 20:54

Approved and Signed by:

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