

You are hereby summoned to attend the Berryfields Parish Council meeting, to be held at Roman Park Hall, Sir Henry Lee Crescent, HP18 0YT on Wednesday 15<sup>th</sup> April 2026 commencing at 7.30 pm for the purpose of transacting the following business

*Anthea Cass*  
Clerk to the Council 8<sup>th</sup> April 2026

## AGENDA

**Members of the public are warmly welcome.**

### **26.1 Apologies for Absence**

### **26.2 Declarations of Interest**

To receive any pecuniary or non-pecuniary declarations of interest and any requests for dispensation.

### **26.3 Open Forum (under adjournment)**

Members of the public are invited to speak to the Council to raise issues or concerns, ask questions or make comments concerning Berryfields. (This session will last for a maximum of 20 minutes. Members of the public may indicate that they wish to speak during debate by raising their hand. The Chairman will recognise them, but it is requested that comments are brief, relevant, and not repetitive). Subject to Standing Order 3(e) a member of the public shall not speak for more than 5 minutes.

### **26.4 Police Report**

### **26.5 Planning**

PL/26/01994/FA | Replacement of front fence with garden wall | 2 Billingsfield Cottages  
Bicester Road Quarrendon Buckinghamshire HP18 0PS

Full details : [PL/26/01994/FA | Replacement of front fence with garden wall | 2 Billingsfield Cottages Bicester Road Quarrendon Buckinghamshire HP18 0PS](#)

### **26.6 Pump Track Opening**

To note and ratify the Clerk's use of delegated authority to approve expenditure of £250 for the skate park opening event (toilets £150, prizes £100).

## **26.7 Minutes**

To approve minutes of 18th March 2026.

## **26.8 Land & Facilities**

Update as circulated on Clerk's report.

To consider a proposal from Kindred Nurseries for the lease of additional land and to facilitate the installation of a new nursery building, and to agree next steps

Uniform for Roman Park Staff. Resolution required – under scheme of delegation, clerk to purchase uniform (black polo shirts with (logo) for Roman Park staff. Approx cost £300.

## **S106**

Councillors to approve the spend of the remaining S106 for the improvement of Roman Park.

See clerk report for full details. Councillors to consider and make resolution to look at cost to purchase flood lights for the tennis court and solar lights for the cycle way. Incorporate in the build of the car park.

## **Allotments**

Councillors to approve the revised charging structure according to plot size as detailed in clerk's report.

## **Land Transfers**

Councillors to appoint a project manager (details in Clerk's report).

**26.9 Resolution** required for Church on Berryfields to hold their Summer event at Berryfields Green

## **26.10 Finance**

26.10.1 To approve the payment run as circulated and to ratify budgeted payments made outside the Parish Council meeting.

26.10.2 To agree the accounts to end March 2026 as circulated.

26.10.3 To appoint Kevin Rose (IAC Accountants) to check accounts half yearly

26.10.4 To approve annual increment for Roman Park Hall Staff

26.10.5 To approve annual increment for Parish Council office staff

26.10.6 To appoint internal auditor for 2026/2027

26.10.7 To approve asset register 2026

**26.11 Policies for review**

Scheme of Delegation, Risk Assessment, Internal Financial Control

**26.12 Ongoing Projects**

Including summer events.

**26.13 Our Berryfields**

Update

**26.14 Meetings & Matters of Report**

**26.15 Date of Next Meeting**

*Annual Parish Council Meeting and Annual Parish Meeting Wednesday 20th May 2026*