

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 21st October 2026 commencing at 7.30 pm for the purpose of transacting the following business

Anthea Cass
Clerk to the Council 14th October 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/26/07443/FA | Retention of a building for the storage, sale (online) and maintenance of motor bikes (sui generis) and associated hard standing and pollution control measures, 3 x containers for the storage of domestic paraphernalia, and 2.3 meter high fencing. Removal of some of the existing 2.3 meter fencing and hard standing (part retrospective) and erection of 2.3 meter fencing | Whitesfield Farm Berryfields Quarrendon Buckinghamshire HP22 4AB

Full details: [PL/26/07443/FA](#)

PL/26/07674/FA | Householder application for the partial conversion of the existing integral garage to provide a home office ancillary to the existing house. | 38 Newton Avenue Aylesbury Buckinghamshire HP18 0BN

Full details: [PL/26/07674/FA](#)

26.6 Minutes

To approve minutes of the Parish Council meeting on 16th September 2026.

26.7 Land & Facilities

Update as circulated on Clerk's report.

To further consider Blackwood Architects updated tender recommendation for the Roman Park car park works and to approve appointment of the preferred contractor. Full details in Clerk's Report.

To consider the tender recommendation for the new park equipment for Gateway Park. Full details in Clerk's Report.

Resolution required to proceed with the transfer of the land Green Route A and Green Route B and to agree the maintenance payments.

Allotments

26.8 Finance

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

26.8.2 To agree the accounts to end September 2026 as circulated.

26.8.3 Uplift Notification Received from Shield Services – Dog Waste Bins

26.8.4 Uplift Notification Received from Pickerings – container hire

26.8.5 External Auditors Report – 2025/2026

Council to receive, note and agree the external auditors report and certificate for year ending 31st March 2026. To carry out the following actions:
The Accounts and Audit Regulations 2015 (SI 2015/234)

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2026, which must include publication on the smaller authority's website.
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum. £2.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

26.8.6 Council to approve new cooker for Roman Park Hall Kitchen

26.9 To consider community grant application from Church on Berryfields

26.10 Policies for review

To consider and approve the following policies and adopt the new policies, as circulated:

Revised Policies for Approval

- Finance and Procurement Regulations v5.1
- Data Protection Policy v3.0
- Safeguarding Policy v2.1

New Policies for Adoption

- Dignity at Work Policy v1.0
- Biodiversity Policy v1.0

26.11 Ongoing Projects

Halloween – Update

Santas Grotto – Update

Santa Sleigh – To agree revised dates

26.12 Our Berryfields

Update

26.13 Meetings & Matters of Report

26.14 Date of Next Meeting

18th November 2026