

**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 17<sup>th</sup> September 2025 commencing at 7.30 pm for the purpose of transacting the following business**

*Anthea Cass*

Clerk to the Council 10<sup>th</sup> September 2025

**AGENDA**

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

**25.1 Apologies for absence**

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

**25.3 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.*

**25.4 Police report**

**25.5 Planning**

25/02034/APP | Single storey extension | 1 Conference Road Aylesbury Buckinghamshire HP18 0ZF  
Full details : [25/02034/APP | Single storey extension | 1 Conference Road Aylesbury Buckinghamshire HP18 0ZF](#)

**25.6 Minutes**

To agree the Minutes of the Parish Council Meeting held on Wednesday 16<sup>th</sup> July 2025.

**25.7 Land & facilities**

**Roman Park & Village Hall**

Update as circulated on Clerk's report.

**Allotments**

**Park inspections and repairs**

**25.8 Finance**

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

25.8.2 To agree on the accounts to end July as circulated in August.

25.8.3 To agree on the accounts to end August as circulated.

25.8.4 To review and agree external audit report signed off by PKF Littlejohn.

25.8.5 Agree NALC annual increment for Clerk and Deputy Clerk

25.8.6 To approve the purchase of new laptops for both Deputy Clerk and Reception due to expiry of Windows 10.

#### **25.9 To review and approve the IT and Information Security Policy (circulated)**

#### **25.10 Community Grant Application**

Councillors to consider grant application from Triveni Community. Circulated

#### **25.11 Ongoing and proposals of new projects (updated in clerk's report)**

**MVAS** – update

**Book Swap Store** – update

**Business Fair** – update

**Halloween** –

#### **25.12 Events**

Christmas -

- Christmas Afternoon Tea - Thursday 4th December 2025
- Santa's Grotto - Sunday 14th December 2025
- Santa sleigh - Date(s) - To be discussed and decided
- Craft market / Any other fun activities - To be discussed and decided

Discuss/approve Church on Berryfields using Berryfields Green for Christmas Event on 7<sup>th</sup> December.

#### **25.13 Our Berryfields**

#### **25.14 Meetings & matters of report**

Discuss dates for Budget meeting in December.

Discuss forming a Finance Committee.

#### **25.15 Dates of next Parish Council Meeting**

***Parish Council Meeting Wednesday 15 October 2025. 7.30pm***