

**Minutes of Berryfields Parish Council Meeting
held at Roman Park, Sir Henry Lee Crescent, Aylesbury, HP18 0YT
on Wednesday 21st January 2026.**

Present: Councillors Arun Sekhar (Chair), Alagappan Muthu, Deepak Jose, Karen Ward, Kishore Dammala, Laurilee Green, Lucy Harmes, Gareth Lane, Anthea Cass (Clerk), Lisa Gibson (Hall Manager and Minute Taker), Chirag Chotai (Buckinghamshire Councillor)

26.1 Apologies for Absence

Cllr Victor, Cllr Rayapalli

26.2 Declarations of Interest

The Clerk granted dispensation to all councillors to enable them to set the precept and budget for 2026/2027.

26.3 Open Forum

- A resident thanked the PC for the Christmas Afternoon Tea, particularly the School's Carol Service. He also requested better coffee at the Community Coffee Mornings. The Clerk agreed to provide filter coffee FOC for future coffee mornings.
 - John Yandrapati introduced Cllr Cameron Anderson. Cllr Anderson confirmed he will attend every other council meeting.
 - A resident was concerned about the parking around the Paradise Orchard area and wanted to know when the council will be adopting the road. The Clerk advised she has not received a confirmed date but should be soon.
 - Parking – blind corner parking is an issue, residents stressed this is an accident waiting to happen. Speeding is also an issue. MVAS system will be in place from 26/01 on Paradise Orchard.
 - Cllr Chotai confirmed MVAS is mobile – was asked where what happens to the car registration details of speeding vehicles, the Clerk confirmed the number plates are not recorded. Cllr Chotai will also reinvigorate community speed watch.
 - Asked if PC can assist with slow down signs/20 mph etc with purchasing and putting up? The Clerk will investigate and take this forward if permitted.
 - The Clerk will look into the cost of a speed gun if a neighbourhood watch team can be created. Cllr Anderson said it should be a joint council neighbourhood watch group to support each other.
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26.4 Police Report

Thames Valley Police attended and gave an overview of the current situation in Berryfields.

26.5 Planning

The following applications were considered:

- PL/25/5368/FA | Change of use from C3 (Residential house) to C2 (Residential institutions) | 23 Upende Aylesbury Buckinghamshire HP18 0FA

Resolved: To oppose on grounds of not enough information provided on what the change of use is. Clerk to ask for further information via the portal.

Proposed: Cllr Dammala, Seconded: Cllr Green

- PL/25/5811/FA | Single storey rear and side extension | 5 Zoe Street Aylesbury Buckinghamshire HP18 0ZG

Resolved: To remain neutral

Proposed: Cllr Green, Seconded: Cllr Harmes

Residents asked what happens when the PC object to planning permission? This is a small part of a very large process; the Parish Council consult on applications, Bucks Council do all the checks, all views are considered, however, the Planning Officer has the overall say.

26.6 Minutes

The minutes of the Parish Council meeting held on 19th November 2025 were approved.

Proposed: Cllr Green, Seconded: Cllr Harmes

26.7 Land & Facilities

- **Roman Park & Village Hall:** Permission granted to obtain quotes for sheds at side of Kiosk for storage.
 - **Park Inspections & Repairs:** Update on the annual park inspections - the Deputy Clerk prepared a report following on from annual inspections in December with a list of defects for The Consortium to resolve before parks are transferred to the Parish Council. The Consortium have agreed to get the work done before handover, and as a gesture of goodwill will also repair all bitumen cracks in Parish Council owned parks.
 - Gateway Park is nearing the end of its natural life. Awaiting quotes for new equipment for a complete replacement.
 - Cllr Lane advised there was spray paint on the pavement of Darcy Park – The Clerk asked for ‘What Three Words’ to be able to check.
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26.8 Finance & Administration

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

Proposed: Cllr Harmes, Seconded: Cllr Jose

26.8.2 To approve accounts to end November 2025.

Proposed: Cllr Jose, Seconded: Cllr Harmes

26.8.3 To approve accounts to end December 2025.

Proposed: Cllr Green, Seconded: Cllr Dammala

26.8.4 To agree the budget for financial year 2026-2027.

Councillors discussed and agreed in the December budget meeting. To take into consideration the increase of costs of services and the imminent land transfers, and the ongoing maintenance of the play parks.

Proposed: Cllr Green, Seconded: Cllr Jose

BERRYFIELDS PARISH COUNCIL	BUDGET		ROMAN PARK HALL	
	2026/2027		2026/2027	
TURNOVER			TURNOVER	
Allotment Rent	£2,600.00			
Berryfields News income	£3,000.00		Village Hall Income	£90,000.00
interest income	£1,000.00		Potential kiosk rental	£12,000.00
Recharges (land maintenance)	£9,000.00			
Big Top Rental	£27,400.00			
Tennis Court	£3,500.00			
events	£4,000.00			
S106 Commuted Sums receipts	£97,000.00			
TOTAL TURNOVER	£147,500.00		TOTAL TURNOVER	£102,000.00
COST OF SALES			COST OF SALES	
Consultancy Staff			Bar Sales Income	£30,000.00
Direct Expenses			Bar Stock	-£12,000.00
TOTAL COST OF SALES	£0.00		TOTAL COST OF SALES	£18,000.00
TOTAL	£147,500.00		TOTAL	£120,000.00
ADMINISTRATIVE COSTS			ADMINISTRATIVE COSTS	
Advertising & Newsletter Cost	£16,000.00		Hall staff	£43,000.00
			Cleaning	£15,000.00
Audit and Accountancy	£2,500.00		Capital Equipment	£1,000.00
Bank Fee	£500.00		General Expenses	£27,000.00
Berryfields PC Salaries	£94,000.00		Insurance/PL	£4,500.00
Pensions/ NI/HMRC/DCK Fees	£48,000.00		Light Power, water, heating	£20,000.00
Events Expenditure	£8,000.00		Rates	£3,200.00
General Expenses	£5,000.00		licences	£3,500.00
Grants and donations made	£2,000.00		Repairs and servicing of boiler etc	£2,500.00
Insurance/PL	£5,000.00			
IT and Phones	£10,000.00			
Legal Expenses	£2,000.00			
Projects	£15,000.00			
Printing and Stationery and office supplies	£500.00			
Rental of containers	£3,600.00			
Repairs and maintenance inc park inspections	£45,000.00			
Shield/Bucks bin emptying	£14,000.00			
Grass cutting RTM	£19,661.00			
Buckinghamshire Council/elections	£0.00			
Big Top Nursery Maintenance	£2,000.00			
Staff Training/health and safety	£500.00			
Chairman allowance	£1,000.00			
PWLB Loan repayments	£33,336.00			
SUBS - BALC	£1,300.00			
STATION RENTAL	£12,000.00			
TOTAL ADMINISTRATION COSTS	£340,897.00		TOTAL ADMINISTRATION COSTS	£119,700.00
INCOME LESS EXPENDITURE	-£193,397.00		INCOME LESS EXPENDITURE	£300.00
Transfers from Reserves				
Commutted sum drawdown (repairs and maintenance)	£30,000.00			
Transfers to Reserves				
Commutted Sums (Earmarked reserves)	-£97,000.00			
Elections (earmarked reserves)	-£15,000.00			
General reserves	-£10,000.00			
Net Transfers To/From Earmarked Reserves	-£92,000.00			
Precepts Requirement				
PRECEPT	£290,000.00			
BALANCE	£4,603.00			
grants received			BALANCE	£300.00
earmarked reserves	£294,243.00			
GENERAL RESERVES(bank @31/3/25)	£60,088.00			
S106 Parcel DC01 & DC02 Berryfields Mda Collington Road	£233,488.00			
S106 Parcel DC01 & DC02 Berryfields Mda Collington Road	-£159,360.00		FOODBANK	
Remaining	£74,128.00		TURNOVER (GRANTS RECEIVED)	

26.8.5 To agree the precept of £290,000 for financial year 2026-27.

Councillors approved unanimously

Proposed: Cllr Jose, Seconded: Cllr Green

26.8.6 To agree clerk salary increase

Proposed: Cllr Jose, Seconded: Cllr Harmes

Cllr Sekhar wanted to point out and praise the Clerk's great work and recognised the challenges faced in the next phase and a very busy year. He recommended the salary increase.

26.9 Policies

To review and approve the following policies (circulated)

- Staff Handbook
- Publication Scheme
- Children and Vulnerable Adults Protection (Safeguarding)
- Whistleblowing
- Health and Safety
- Recruitment
- Flexible and Homeworking

The Clerk confirmed there had never been a staff handbook, and the PC has adopted the NALC policy. As requested by council, any future changes made to policies will be highlighted i.e. 'markup changes' for ease of councillors to review.

2026 will be looking at Martin's Law

Proposed: Cllr Jose, Seconded: Cllr Ward

26.10 Ongoing and proposals of new projects (updated in clerk's report)

- **MVAS** – See 26.2 Open Forum
 - **Bollards for Mayberry Place** – Still waiting for Taylor Wimpey to come back. Cllr Rayapalli's comments have been forwarded to Taylor Wimpey
 - **EV charging points at Roman Park** – Not legally obliged to have them. Councillors agreed unanimously there was no current need for this facility at the hall.
 - **Big Top Nursery** - Councillors to discuss and approve in principle the extension of Big Top Nursery; discussed but agreed need more information i.e. plans, before a decision can be made. Clerk will feed this back to Kindred.
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26.11 Events

Discuss events for 2026:

- **Christmas** - Afternoon Tea, agreed 4th December 2026
- **Christmas** - Santa's Grotto, agreed 13th December 2026 – hours 11:00am-3:00pm

- **Christmas** - Children's Party, agreed 21st December 2026
- **Christmas** - Santa's Sleigh – dates tbc
- **Community Events** - throughout the year when hall is free – suggestions include Bollywood Night, Line Dancing, Jumble Sale, Bucks Cars + Coffee
- **Summer Fun Days** - agreed two summer fun days (dates to be agreed) + Friday evening events throughout the summer holidays as per 2025.
- **Fun Day** - to combine with fair, family picnic that goes on into the evening
- **Easter** - Nothing planned,
- **Halloween** - 29 October - Same format at 2025
- **Business Fare** – **Decide on months, suggest twice a year. Discussed a food themed fare** inviting local businesses. Suggested 6th June from Midday to late evening, and combine with live music on the Piazza, children's activities etc

Due to health & safety requirements and access to the open space, all planned outdoor events will be subject to the construction timeline for the new car park.

26.12 Our Berryfields

Currently with the printers and due for distribution on 31 January 2026.

26.13 Meetings & Matters of Report

Stuart Grant has quoted to project manage the tender process for the new grounds maintenance team once land is transferred. Councillors have asked the Clerk to obtain further quotes. Cllr Sekhar suggested the Clerk contacts BMKALC and ask if they have a list she could approach.

26.14 Dates of Next Meetings

18th February 2026

18th March 2026

15th April 2026

Meeting closed at 21:29

Approved and Signed by:

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BERRYFIELDS PARISH COUNCIL Payment run 21st January 2026

	BERRYFIELDS PARISH COUNCIL Payment run 21st January 2026	Net	VAT	Total £
BARCLAYS				
		£ -	£ -	£ -
LLOYDS				
			£ -	
DCK Payroll	Office Staff	£ 6,082.34		£ 6,082.34
DCK Payroll	Hall Manager and Casual staff	£ 4,529.99		£ 4,529.99
DCK Payroll	LGPS	£ 2,801.26		£ 2,801.26
Aston Commercial Cleaning	INV-4035	£ 962.49	£ 192.50	£ 1,154.99
John Bitmead	INV AA00912 Park Inspection x 3	£ 520.00	£ -	£ 520.00
Alan Gibbons	INV 12/1/2026	£ 220.00	£ -	£ 220.00
Pickerings	Inv 1349874	£ 184.00	£ 36.80	£ 220.80
Pickerings	Inv 1349873	£ 110.40	£ 22.08	£ 132.48
See The Light	Inv 36816586	£ 38.00	£ 7.60	£ 45.60
Shield Maintenance	Inv 9759 Bins - recharge to Consortium	£ 1,105.00	£ 221.00	£ 1,326.00
DAYLA	Inv 1679319	£ 283.40	£ 56.68	£ 340.08
DAYLA	Inv 167735 - CR C1676670	£ 65.70	£ 13.14	£ 78.84
Proludic	INV SIN01194park parts - to be recharged	£ 136.28	£ 27.25	£ 163.53
Dave Lucas	INV BPC20/01/2026 Park inspections and maintenance	£ 185.00	£ -	£ 185.00
Play Inspection	INV 83303 annual park inspection (part to be recharged)	£ 1,680.00	£ 336.00	£ 2,016.00
Shard Tech	INV 6791 Office/Cyber protect/Last pass/Monthly retainer	£ 656.30	£ 131.26	£ 787.56
BMKALC	INV 6474 data protection training for councillors	£ 50.00	£ -	£ 50.00
Goedhuis Waddesdon	INV 424050 Waddesdon Wine	£ 192.50	£ 38.50	£ 231.00
UK Security	INV 02328 annual sim cost for mobile CCTV Noble Crescent	£ 144.00	£ 28.80	£ 172.80
DCK Payroll	INV 26510 December payroll fees	£ 142.10	£ 28.42	£ 170.52
INWL	INV 36558711	£ 312.90	£ -	£ 312.91
UK Bride	INV 49208 UK Bride Advertising Renewal	£ 1,279.20	£ 255.84	£ 1,535.04
		£ 21,680.86	£ 1,395.87	£ 23,076.74
	TOTAL	£ 21,680.86	£ 1,395.87	£ 23,076.74
INCOME OF COMMUTED SUMS DURING JANUARY	Commuted Sums received from Tillia paid into Barclays in error	£ 19,200.29		
	Commuted Sums received from Martin Grant	£ 24,989.50		
	Total -	£ 44,189.79		
	Retain in Treasurers Account as income	£ 12,500.00		
	Transfer to Deposit Account/ Designated Reserves	£ 31,689.79		
Consortium recharges	Tillia £3144.97 paid into Barclays in error - transfer to Lloyds			