

**Minutes of Berryfields Annual Parish Council Meeting
held at Roman Park, Sir Henry Lee Crescent, Aylesbury, HP18 0YT
on Wednesday 14th May 2025.**

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

25.1 Election of Chair & Acceptance of Office

Cllr Green opened the meeting, requesting nominations for the position of Chair
Cllr Sekhar was proposed by Cllr Muthu; and seconded by Cllr Rayapalli
Cllr Green was proposed by Cllr Harmes; and seconded by Cllr Lane
Remaining councillors voted with final votes 3 for Cllr Green, and 5 votes for Cllr Sekhar
Cllr Sekhar accepted the position of Chair and signed the Declaration of Acceptance of Office.

25.2 Election of Vice Chair & Acceptance of Office

Cllr Green asked for nominations for the position of Vice Chair
Cllr Victor was proposed by Cllr Rayapalli; and seconded by Cllr Jose
Cllr Harmes was proposed by Cllr Lane; and seconded by Cllr Ward
Remaining councillors voted with 5 final votes for Cllr Victor, and 3 votes for Cllr Harmes
Cllr Victor accepted the position of Chair and signed the Declaration of Acceptance of Office

Cllr Arun Sekhar thanked the voters for electing this new council and also assured that he will work sincerely for the betterment of Berryfields, ensuring that transparency would be maintained throughout within the councillors as well as the residents.

He also thanked all councillors, including the previous councillors, mentioning each person's name specifically.

25.3 Apologies for absence

No apologies.

25.4 Declarations of interests in items on the agenda

No declarations of interest.

25.5 Open forum (under adjournment)

A member of the public commented that the minutes on the website refer to the Clerk's report and enquired whether the report should also be available online. The Clerk confirmed that there is no requirement for the report to be published on the website.

A member of public reported difficulty downloading the agenda for the Annual Parish Meeting from the website. The Clerk responded that the agenda had previously been accessible, and the issue may be related to ongoing website construction.

A member of the public commented that he had also attended the May 2024 meeting and raised concerns regarding the footpath on Lombard Avenue, noting the continued absence of grass, trees, and other landscaping. Cllr Lane advised that landscaping is currently in progress, the Clerk added that the consortium is scheduled to carry out the landscaping for that area during planting season in October, as part of one of the final phases of the development.

The same member of the public raised ongoing concerns regarding parking issues near the AVA School on John Fitzjohn Avenue, noting that the problem is now affecting surrounding streets. The Chair asked Cllr Chotai if the Council have any idea when the roads would be adopted. Cllr Chotai advised that an answer is expected within the next couple of weeks. Cllr Rayapalli suggested implementing a temporary one-way system to John Fitzjohn Avenue; however, the Clerk clarified that the Parish Council has no jurisdiction over the roads, as they will be adopted by Bucks Highways, not the Parish Council, and that Bucks Highways will not adopt the roads until the Consortium has completed the development. The Chair suggested as an interim measure, forming a community group to act as volunteer traffic wardens during school rush hours. Cllr Chotai agreed that the issue requires urgent attention and that he is happy to do whatever it takes to find a solution. The Chair added that the Parish Council is doing all it can within its remit, including deploying the MVAS, conducting awareness campaigns, and installing signage. Cllr Green added that appropriate training would be necessary for any volunteers.

A member of the public expressed concern that local children are not securing places at nearby schools and are being required to travel further afield. They asked what action the Parish Council is taking and whether local schools are increasing their capacity. The Chair acknowledged the concern and clarified that the Parish Council did not support the development of the new flats, although it formed part of the MDA. He commented that Greenridge School has increased its capacity by another form across all year groups, and that AVA has converted its library into an additional classroom to accommodate more students. Cllr Green added that Greenridge will also be admitting a bulge class in Year 4 from September but cannot take additional pupils due to staffing limitations. She also commented that while catchment capacity is currently a concern, this may not be the case in ten years' time, and building a new school now may not be a sustainable long-term solution.

Cllr Rayapalli raised concerns about the need for bus stops on the estate. As the issue was not on the published agenda, the Council noted the concern but deferred discussion and any decision to a future meeting.

Cllr Rayapalli raised concerns about parking at Roman Park Hall. As the issue was not on the published agenda, the Council noted the concern but deferred discussion and any decision to a future meeting.

25.6 Minutes

To agree on minutes of the Parish Council Meeting held 17th April 2025.

Proposed by: Cllr Harmes

Seconded by: Cllr Lane

25.7 Planning

To consider any planning applications submitted for consultation to the Parish Council and any other applications received after the publication of this agenda:

25/00988/APP | Householder application for construction of part single storey front extension, change of use of garage to form habitable room and single storey rear extension to garage. | 35 Kentish Street Aylesbury Buckinghamshire HP18 1AA

Full details : [25/00988/APP | Householder application for construction of part single storey front extension, change of use of garage to form habitable room and single storey rear extension to garage. | 35 Kentish Street Aylesbury Buckinghamshire HP18 1AA](#)

Resolved to be neutral

Proposed by: Cllr Harmes

Seconded by: Cllr Jose

25/01350/APP | Householder application for erection of outbuilding | 26 Merton Close Aylesbury Buckinghamshire HP18 0ZN

Full details: <https://publicaccess.aylesburyvaledc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SVL4J7CL00300&prevPage=inTray>

Resolved to be neutral

Proposed by: Cllr Harmes

Seconded by: Cllr Victor

25.8 Clerk's Report previously circulated.

The Clerk reported that at least four pieces of equipment at Marston Green Park require replacement. As the total cost is expected to exceed £25,000, we will need to go out to tender in accordance with the Finance & Procurement Regulations.

25.9 Finance & Administration

25.9.1 To agree the payment run for May 2025

Councillors approved unanimously

Proposed by: Cllr Harmes

Seconded by: Cllr Victor

25.9.2 To agree the accounts to end April 2025

Councillors approved unanimously

Proposed by: Cllr Lane

Seconded by: Cllr Green

25.9.3 To review the report of the Internal Auditor

Councillors approved unanimously

Proposed by: Cllr Harmes

Seconded by: Cllr Dammala

25.9.4 To approve the 2024-25 Annual Governance Statement

Annual Governance statement | Section 1 | Point 2

'The Council did not formally Minute a review of Internal Audit Control during the 2024/25 and notes the requirement for it to do this on an annual basis'.

Annual Governance statement | Section 1 | Point 5

‘The Council did not formally Minute a review of Risk during the 2024/25 and notes the requirement for it to do this on an annual basis’.

Councillors approved unanimously

Proposed by: Cllr Jose

Seconded by: Cllr Ward

25.9.5 To approve the 2024-25 Accounting Statements

Councillors approved unanimously

Proposed by: Cllr Victor

Seconded by: Cllr Jose

25.9.6 To approve the dates for the Exercise of Public Rights

Councillors approved unanimously

Proposed by: Cllr Muthu

Seconded by: Cllr Jose

25.9.7 To approve the asset register (carried forward from April meeting)

Councillors approved unanimously

Proposed by: Cllr Ward

Seconded by: Cllr Lane

25.9.8 To approve the change to the salary pay day to 25th of each month from July 2025

Councillors approved unanimously

Proposed by: Cllr Victor

Seconded by: Cllr Jose

25.9.9 To approve the PRS Licence for the Roman Park Hall. Details on Clerk Report

Councillors approved unanimously

Proposed by: Cllr Muthu

Seconded by: Cllr Green

25.10 General Governance

25.10.1 To review and consider the Standing Orders – circulated

Councillors approved unanimously

Proposed by: Cllr Victor

Seconded by: Cllr Harmes

25.10.2 To review and consider the Financial Regulations – circulated

Councillors approved unanimously

Proposed by: Cllr Jose

Seconded by: Cllr Victor

25.10.3 To review the Council communications and Engagement policy – circulated

Councillors approved unanimously

Proposed by: Cllr Green

Seconded by: Cllr Harmes

25.10.4 To review the freedom of information and data protection policies

Councillors approved unanimously

Proposed by: Cllr Green

Seconded by: Cllr Muthu

25.10.5 To note that the Parish Council holds the General Power of Competence again for another year.

Councillors approved unanimously

Proposed by: Cllr Victor

Seconded by: Cllr Jose

25.10.6 To review and consider the revised Code of Conduct - circulated

Councillors approved unanimously

Proposed by: Cllr Rayapalli

Seconded by: Cllr Victor

25.10.7 To note the time and place of ordinary meetings of Council for 25/26

Councillors approved unanimously

Proposed by: Cllr Green

Seconded by: Cllr Dammala

25.11 Our Berryfields and Communications

The Deputy Clerk gave an update confirming that alternative quotes are being obtained for the next edition, to ensure value for money, print quality and reliable delivery to residents.

The deadline for submitting artwork for the July edition is 17th June.

Councillors were asked to submit a photograph and brief article about themselves for inclusion in the next edition.

Cllr Victor suggested including content focused on community engagement such as 'you said, we did', along with information clarifying the respective roles and responsibilities of the Parish Council and Buckinghamshire Council.

Cllr Lane suggested we put a new map of Berryfields in the magazine. The Clerk advised that it would be preferable to wait until the development is fully completed before publishing a revised map.

25.12 Highways and Transport

MVAS & Sentinel - The Deputy Clerk reported that the Buckinghamshire Council procurement framework with SWARCO does not permit the use of the preferred "smiley face" MVAS units for Berryfields. Further research will be undertaken to identify alternative suppliers and to seek guidance from Buckinghamshire Council. Cllr Chotai agreed to liaise with Buckinghamshire Council on behalf of the Parish Council.

25.13 Meetings & matters of report

Cllr Victor congratulated Cllr Chotai on his appointment as Town Councillor and expressed appreciation for his attendance at the meeting. Cllr Chotai responded by stating that he will do everything he can to assist, noting that these are issues he also faces as a resident of Berryfields.

The Clerk asked Cllr Chotai how it works when two Town Councillors from different political parties are jointly elected for the same ward. Cllr Chotai explained that they work together to represent the ward and share communications to address and resolve local issues.

25.14 Dates of next Parish Council Meeting

Wednesday 18th June 2025.

Meeting closed at 20:55