

**Minutes of Berryfields Annual Parish Council Meeting
held at Roman Park, Sir Henry Lee Crescent, Aylesbury, HP18 0YT
on Wednesday 20th May 2026**

Present: Councillors Arun Sekhar (Chairman), Alagappan Muthu, Deepak Jose, Gareth Lane, Kishore Dammala, Laurilee Green, Lucy Harmes, Suresh Rayapalli, Vinay Victor, Anthea Cass (Clerk), Sarah Tomlin (Deputy Clerk and minute taker),

26.1 Election of Chair & Acceptance of Office

Cllr Sekhar opened the meeting, requesting nominations for the position of Chairman.

Cllr Sekhar was proposed by Cllr Victor.

There being no further nominations, it was unanimously agreed that Cllr Arun Sekhar be elected Chairman for 2026/27.

Cllr Sekhar accepted the position of Chair and signed the Declaration of Acceptance of Office.

26.2 Election of Vice Chair & Acceptance of Office

Cllr Sekhar asked for nominations for the position of Vice Chairman.

Cllr Victor was proposed by Cllr Rayapalli.

There being no further nominations, it was unanimously agreed that Cllr Victor be elected Vice Chairman for 2026/27.

Cllr Victor accepted the position of Vice Chairman and signed the Declaration of Acceptance of Office.

26.3 Apologies for absence

Received from Cllr Ward.

26.4 Declarations of interests in items on the agenda

No declarations of interest.

26.5 Open forum (under adjournment)

A member of the public raised concerns regarding the condition of the pavement and litter outside Sainsbury's and asked whether the Parish Council could raise the matter with Sainsbury's. The Clerk confirmed that the bins are emptied twice daily by the management company and agreed to investigate further.

A member of the public asked whether the Parish Council intended to make representations regarding the proposed Crispin Street development. The Chair confirmed that a meeting had been arranged with the developer in June to discuss the proposals further. Buckinghamshire Councillor Chirag Chotai advised that the proposal was currently at pre-application stage and that the Parish Council would be able to express its views on behalf of the wider community.

Residents also raised concerns regarding the potential impact on traffic, schools, GP provision and local infrastructure.

26.5 To agree on minutes of the Parish Council Meeting held 15 April 2026.

Proposed: Cllr Muthu, Seconded: Cllr Jose

26.6 Land and Facilities

Councillors noted the Clerk's report.

- **Kiosk:** Councillors considered a proposal from *Quercus* for occupation of the kiosk to provide specialist alternative educational provision for children requiring additional support. Representatives of the organisation attended the meeting and gave a presentation in support of the proposal.

Resolved: That the Parish Council supports the proposal in principle for a one-year trial period, subject to satisfactory legal agreement and terms to be prepared by the Council's solicitor.

Proposed: Cllr Green, Seconded: Cllr Jose

Cllr Rayapalli left the meeting at 8pm.

- **Land Transfers:** Councillors considered the appointment of the proposed project manager for the land transfer tender process.

Resolved: That the Council approves the appointment of the proposed project manager Cooper Grant Consulting Ltd for the land transfer tender process.

Proposed: Cllr Jose, Seconded: Cllr Green

- **Tin Can Appeal:** Councillors considered supporting the Wombles tin can appeal.

Resolved: That the Parish Council acts as a collection point for the appeal.

Proposed: Cllr Jose, Seconded: Cllr Green

26.7 Planning Matters

Councillors considered application PL/26/00704/FA for a single story rear extension at 30 Ox Ground.

Resolved: To remain neutral

Proposed: Cllr Muthu, Seconded: Cllr Dammala

26.8 Finance & Administration

26.9.1 To agree the payment run for May 2026

Proposed: Cllr Green, Seconded: Cllr Harmes

26.9.2 To agree the accounts to end April 2026

Proposed: Cllr Jose, Seconded: Cllr Green

26.9.3 To review the report of the Internal Auditor

Proposed: Cllr Harmes, Seconded: Cllr Jose

26.9.4 To approve the 2025-26 Annual Governance Statement

Proposed: Cllr Dammala, Seconded: Cllr Green

- 26.9.5 To approve the 2025-26 Accounting Statements
Proposed: Cllr Dammala, Seconded: Cllr Harmes
- 26.9.6 To approve the dates for the Exercise of Public Rights
Proposed: Cllr Jose, Seconded: Cllr Green
- 26.9.7 To approve the asset register (carried forward from April meeting)
Proposed: Cllr Muthu, Seconded: Cllr Dammala
- 26.9.8 To approve the PRS Licence for the Roman Park Hall as detailed in the Clerk's Report
Proposed: Cllr Green, Seconded: Cllr Victor
- 26.9.9 To approve Clear Council insurance for the coming year (retrospective as circulated)
Proposed: Cllr Victor, Seconded: Cllr Harmes
- 26.9.10 To approve the purchase of new blinds for Roman Park Hall
Resolved: That further quotations be obtained for repair or replacement of damaged blinds only
Proposed: Cllr Jose, Seconded: Cllr Lane
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26.9 General Governance

- 26.10.1 To review and consider the Standing Orders as circulated
Proposed: Cllr Harmes, Seconded: Cllr Jose
- 26.10.2 To review the Freedom of Information and Data protection policies as circulated
Proposed: Cllr Harmes, Seconded: Cllr Jose
- 26.10.3 To review and consider the Code of Conduct as circulated
Proposed: Cllr Dammala, Seconded: Cllr Victor
- 26.10.4 To review and consider the Communications and Engagement policy as circulated
Proposed: Cllr Jose, Seconded: Cllr Harmes
- 26.10.5 To note that the Parish Council holds the General Power of Competence for another year.
Proposed: Cllr Green, Seconded: Cllr Jose
- 26.10.6 To note the time and place of ordinary meetings of Council for 2026/27
- 17th June 2026
 - 15th July 2026
 - 16th September 2026
 - 21st October 2026
 - 18th November 2026
 - 20th January 2027
 - 17th February 2027
 - 17th March 2027
- Proposed: Cllr Dammala, Seconded: Cllr Green*
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26.10 Our Berryfields and Communications

The Clerk provided an update regarding the in-house distribution of *Our Berryfields* and confirmed that no negative feedback had been received following the change to in-house delivery.

Councillors noted the update.

26.11 Update on events

The Clerk provided an update on arrangements for the forthcoming Cars and Food event, including vendor bookings and event planning. Councillors discussed promotion of the event and opportunities for additional stallholders and local businesses to participate.

The Deputy Clerk provided an update on arrangements for the forthcoming Children's Summer Fun Days.

Councillors also confirmed provisional dates of 4th December 2026 for the Christmas afternoon tea event, and 13th December 2026 for the Christmas Grotto.

Councillors noted the updates.

26.12 Meetings & matters of report

The Clerk updated Council following attendance at a Greenway meeting with Buckinghamshire Council and neighbouring parishes regarding future maintenance responsibilities for the Greenway.

Councillors commented on the positive feedback from residents regarding recent grass cutting and grounds maintenance within Berryfields.

26.13 Dates of next Parish Council Meeting

Wednesday 17th June 2026.

Meeting closed at 8.42pm

Approved and signed by :.....

BERRYFIELDS PARISH COUNCIL Payment run 15 APRIL 2026

	BERRYFIELDS PARISH COUNCIL Payment run 15 APRIL 2026	Net	VAT	Total £
BARCLAYS				
		£ -	£ -	£ -
LLOYDS			£ -	
DCK Payroll		£ 13,166.23	£ -	£ 13,166.23
Aston Commercial Cleaning	INV 4272	£ 926.84	£ 185.37	£ 1,112.21
John Bitmead	INV AA00941	£ 400.00	£ -	£ 400.00
Sign Wizard	no through road sign for Mirabelle Close	£ 101.50	£ 20.30	£ 121.80
Pickerings	INV 1373899	£ 176.00	£ 35.20	£ 211.20
Pickerings	INV 1373898	£ 105.60	£ 21.12	£ 126.72
Shield Maintenance	INV 10101	£ 1,105.00	£ 221.00	£ 1,326.00
DAYLA	INV 1704060	£ 90.43	£ 18.09	£ 108.52
DAYLA	INV 1707853	£ 878.10	£ 175.62	£ 1,053.72
Dave Lucas	INV BPC 14/4/2026	£ 200.00	£ -	£ 200.00
Baughan Pest Control	INV 8746 Bi monthly vermin Roman park	£ 120.00	£ 24.00	£ 144.00
Baughan Pest Control	INV 8733 bi monthly vermin Lawson Road	£ 80.00	£ 16.00	£ 96.00
Bucks Council Rate	Hall	£ 4,762.34	£ -	£ 4,762.34
Aylesbury Fire Systems	INV 48763 Annual service	£ 107.44	£ 21.49	£ 128.93
RTM	village hall	£ 300.00	£ 60.00	£ 360.00
RTM	INV 0677 Watering to planters	£ 250.00	£ 50.00	£ 300.00
See It Clean	INV 35610 window clean Roman Park Hall	£ 80.00	£ 16.00	£ 96.00
SHARD	INV 7145 monthly Office and Support	£ 656.30	£ 131.26	£ 787.56
SHARD TECH	INV 7202 Optisigns License	£ 110.00	£ 22.00	£ 132.00
INWL	INV 38885952	£ 226.87	£ -	£ 226.87
CLEVELAND	PRO FORMA PFM003679 for two containers. INV to follow	£ 4,265.00	£ 853.00	£ 5,118.00
PHS	INV	£ 488.00	£ 122.00	£ 610.00
		£ 28,595.65	£ 1,870.45	£ 30,588.10
	TOTAL	£ 28,595.65	£ 1,870.45	£ 30,588.10
				£ -

Account Transactions					
Berryfields Parish Council					
For the period 20 March 2026 to 14 April 2026					
Date	Description	Debit	Credit	Gross	VAT
20 Mar 2026	Buckingham CD - BAR Licence Tens	180.00	0.00	180.00	0.00
20 Mar 2026	NEST - Pension contributions	2,124.17	0.00	2,124.17	0.00
23 Mar 2026	Payment: Big Top Nursery	0.00	7,500.00	(7,500.00)	0.00
23 Mar 2026	Adobe - adobe	16.64	0.00	19.97	3.33
23 Mar 2026	CHAT GPT - fees	50.00	0.00	50.00	0.00
24 Mar 2026	Big Top Nursery - Quarter rent due	0.00	6,250.00	7,500.00	1,250.00
24 Mar 2026	J JENNER - Fast cars	0.00	1.88	2.25	0.37
24 Mar 2026	Holiday Tracker - Holiday Tracker subs	1.75	0.00	2.10	0.35
24 Mar 2026	Amazon	24.82	0.00	29.78	4.96
24 Mar 2026	Jewson - sand for maintenance at Roman Park	66.61	0.00	79.93	13.32
24 Mar 2026	Amazon	21.20	0.00	25.44	4.24
24 Mar 2026	Amazon	25.99	0.00	31.19	5.20
25 Mar 2026	HMRC PAYE/NIC CUMB - NI/PAYEE	4,486.60	0.00	4,486.60	0.00
26 Mar 2026	L Connolly - Fast Cars	0.00	1.88	2.25	0.37
26 Mar 2026	morrisons - morrisons food bank shop	53.27	0.00	53.27	0.00
26 Mar 2026	Waterlogic - water cannisters	17.32	0.00	20.78	3.46
26 Mar 2026	morrisons	0.00	53.27	(53.27)	0.00
27 Mar 2026	ORDER - Fast Cars	0.00	1.88	2.25	0.37
27 Mar 2026	NEST - Pension contributions	165.99	0.00	165.99	0.00
30 Mar 2026	cash paid in - bar takings	0.00	133.33	160.00	26.67
30 Mar 2026	EPOS NOW - Bar sales	0.00	43.31	51.97	8.66
30 Mar 2026	cash paid in - youth club income	0.00	550.00	550.00	0.00
31 Mar 2026	SP Source - BMX Pump track opening prizes	84.24	0.00	101.09	16.85
31 Mar 2026	NEST - Pension contributions	163.41	0.00	163.41	0.00
01 Apr 2026	TV Licence - tv licence for RPH	180.00	0.00	180.00	0.00
02 Apr 2026	Ticket Tailor - Fees	6.60	0.00	7.92	1.32
02 Apr 2026	asda - weekly shop	193.05	0.00	231.66	38.61
02 Apr 2026	Amazon - round table cloths	24.99	0.00	29.99	5.00
02 Apr 2026	Amazon - table cloths	37.97	0.00	45.56	7.59
02 Apr 2026	Amazon - signs	11.06	0.00	13.27	2.21
02 Apr 2026	Amazon - hand gel	4.25	0.00	5.10	0.85
02 Apr 2026	Amazon - hand gel	4.25	0.00	5.10	0.85
02 Apr 2026	Bucks Council Recycling - Dog poo bins	180.33	0.00	216.40	36.07
02 Apr 2026	asda	0.00	231.66	(231.66)	0.00
02 Apr 2026	Amazon - pool cues	21.00	0.00	25.20	4.20
02 Apr 2026	Amazon - snooker chalk	6.65	0.00	7.98	1.33
02 Apr 2026	Amazon - table hockey for youth club	13.18	0.00	15.82	2.64
07 Apr 2026	EPOS NOW - Bar sales	0.00	1,162.66	1,395.19	232.53
07 Apr 2026	Amazon - citric acid	3.33	0.00	3.99	0.66
07 Apr 2026	Amazon - white vinegar	4.74	0.00	5.69	0.95
07 Apr 2026	Amazon - printer paper	16.99	0.00	20.39	3.40
08 Apr 2026	Commission - BANK FEES	8.50	0.00	8.50	0.00
08 Apr 2026	sofea - DD for Fareshare	230.10	0.00	230.10	0.00
08 Apr 2026	sofea	0.00	230.10	(230.10)	0.00
09 Apr 2026	asda - weekly shop	78.43	0.00	94.12	15.69
09 Apr 2026	interest - interest	0.00	5.32	5.32	0.00
09 Apr 2026	Interest Received - interest	0.00	21.31	21.31	0.00
09 Apr 2026	interest - Interest	0.00	76.62	76.62	0.00
09 Apr 2026	asda	0.00	94.12	(94.12)	0.00
10 Apr 2026	Amazon - Padlocks	30.83	0.00	36.99	6.16
10 Apr 2026	Argos - air hockey table	166.67	0.00	200.00	33.33
13 Apr 2026	EPOS NOW - Bar sales	0.00	1,059.13	1,270.96	211.83
14 Apr 2026	STEM - phones	54.00	0.00	64.80	10.80
14 Apr 2026	Bucks - First half precept for 2026	0.00	145,000.00	145,000.00	0.00
Total Youth Club Income - Subscriptions		0.00	145,000.00	145,000.00	0.00
	Total Allotment Rent	0.00	2,635.50	0.00	0.00
	Total Tennis Court Income	0.00	262.46	314.96	52.50
	Total Village Hall income	0.00	3,915.42	4,698.50	783.08