

**Minutes of Berryfields Parish Council Meeting  
held at Roman Park, Sir Henry Lee Crescent, Aylesbury, HP18 0YT  
on Wednesday 19<sup>th</sup> November 2025.**

**Present:** Councillors Arun Sekhar (Chair), Alagappan Muthu, Deepak Jose, Karen Ward, Kishore Dammala, Laurilee Green, Vinay Victor, Anthea Cass (Clerk), Sarah Tomlin (Deputy Clerk and Minute Taker), Chirag Chotai (Buckinghamshire Councillor)

**25.1 Apologies for Absence**

Cllrs Rayapalli, Muthu, Victor

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**25.2 Declarations of Interest**

None

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**25.3 Open Forum (Adjournment)**

- Cllr Ward, on behalf of an Exemplar resident, raised concerns regarding the lack of lighting on the cycleway between Roman Park and Exemplar.
  - A resident raised concerns on behalf of a neighbour who had received a parking fine at Berrycroft Medical Centre.
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**25.4 Police Report**

A report was received from PC Ash Collins providing updates on the re-homing of the man living in the layby; projects in conjunction with the local schools; recent criminal damage at Marston Green park; reports in Berryfields and the wider area of children knocking on doors; incidents of shoplifting by young children at Sainsburys; knife arch book at the AVA for years 7 and 8.

Cllr Chotai also provide an update on the recent car theft, which is being managed by Milton Keynes Police.

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**25.5 Planning**

The following application was considered:

- 21/00484/AOP - Berryfields  
Outline planning permission for the redevelopment of the site to provide approximately 119 residential dwellings, along with open space, landscaping and car parking.

**Resolved:** To oppose on the grounds of additional pressure on schools, the doctor's surgery, shops, traffic, and local infrastructure.

*Proposed Cllr Dammala, Seconded Cllr Jose*

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## 25.6 Minutes

The minutes of the Parish Council meeting held on 15<sup>th</sup> October 2025 were approved.

*Proposed Cllr Jose, Seconded Cllr Green*

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## 25.7 Land & Facilities

- **Roman Park & Village Hall:** Update as circulated on Clerk's report
- **Allotments:** No report
- **Park Inspections & Repairs:** The new park is up and running at Marston Green. Some older parks are showing wear & tear and will need equipment replaced gradually.
- **Kiosk:** We will move forward with the pop-up shop in January. Contact details have been collated for companies that may wish to be involved.

**Aylesbury Vale Park Way Station – parking tenancy agreement 2026:** The tenancy renewal is due in January. A temporary six-month contract has been agreed with the station manager to allow time for the new car park to be completed and for future parking needs to be assessed.

**Resolved:** To approve the six-month contract.

*Proposed Cllr Jose, Seconded Cllr Ward*

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## 25.8 Finance & Administration

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

*Proposed Cllr Jose, Seconded Cllr Harmes*

During discussion, councillors raised concerns regarding the Clerk printing full sets of invoices for each meeting, noting that this was time-consuming and incurred unnecessary cost in paper and printing.

The Clerk advised that providing printed invoices formed part of the current Financial Regulations. Councillors stated that they would prefer invoices to be made available on request from the office rather than printed routinely for every meeting and asked that the Financial Regulations be amended to reflect this revised practice.

It was agreed that a draft amendment would be prepared for consideration at the next meeting.

**25.8.2** To approve accounts to end October 2025.

*Proposed Cllr Jose, Seconded Cllr Harmes*

During discussion, councillors noted that the budget variance report, based on the full annual budget, can appear misleading at certain points in the year due to the uneven timing of income and expenditure. This has caused some confusion when assessing whether the Council is on track financially. Councillors therefore requested that future financial reports include a month-to-date and/or year-to-date budget comparison for clarity and monitoring purposes.

### 25.8.3 Update from Finance Committee

The Finance Committee reported that its first meeting focussed on explaining how the precept and budget calculations work. It was agreed that the Committee will meet once each quarter going forward.

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## 25.9 Community Grant Application

The Council considered a community grant application submitted by Cllr Ashley Waite for £500 in support of the “I’d Like to Borrow – I’d Like a Bike” project.

Cllr Waite presented the aims of the project and outlined how the grant would be used.

**Resolved:** To award £250 at this time, with the option for the Cllr Waite to submit a further application later in the year should remaining grant funds be available.

*Proposed Cllr Dammala, Seconded Cllr Green*

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## 25.10 Policies

To review and approve the following policies as circulated:

- **Staff Handbook:** Review postponed to the January meeting.
  - **Lone Working Policy:**  
*Proposed Cllr Jose, Seconded Cllr Green*
  - **Equality and Diversity Policy:**  
*Proposed Cllr Jose, Seconded Cllr Green*
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## 25.11 Ongoing and proposals of new projects (updated in clerk’s report)

- **MVAS** – Awaiting confirmation of delivery date.
- **Book Swap Store** – Awaiting AVA approval for the pointed-roof design.
- **Dog Poo Bin** – RTM provided a quotation of £550 + VAT for purchase and installation in the station car park, just before the Greenway.

*Proposed Cllr Dammala, Seconded Cllr Harmes*

- **Diwali 2026** – Based on requests from some residents, The Chair proposed hosting a fireworks display event at Roman Park.

**Resolved to be against**

*Proposed Cllr Jose, Seconded Cllr Ward*

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## 25.12 Events

- **Christmas:** The Clerk reiterated plans for the upcoming Christmas events as highlighted in the Clerk’s report. A request was made for volunteers to support key dates, including 4th and 10th December for Santa’s Sleigh, and on 14th December for Santa’s Grotto.

- The Clerk reminded councillors that the Parish Office will be closed from 22nd December to 2nd January. Office staff will remain on call for emergencies during this period.
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### **25.13 Our Berryfields**

- The Deputy Clerk reported that printing and deliveries by the new printer have been successful overall, with the exception of one road - the newest road in Berryfields, which was missed. Updated delivery information will be provided to the printer to ensure full coverage in future.
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### **25.14 Meetings & Matters of Report**

- The Clerk and Cllr Chotai will meet with the Peabody Management Company on 12<sup>th</sup> December.
  - The Clerk, together with Clerks from Buckingham Park and Watermead, will meet with the Communities Board next week to discuss funding for the joint youth club project.
  - Cllr Chotai provided an update on his recent meeting with Buckinghamshire Council regarding bollards.
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### **25.15 Date of Next Meeting**

- **Finance Meeting /Budget meeting 8 December 2025 (not open to the public) 6pm**
- **Parish Council Meeting Wednesday 21st January 2026 7.30pm**

Meeting closed at 20:50

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Approved and Signed by:

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**BERRYFIELDS PARISH COUNCIL Payment run 19th November 2025**

BERRYFIELDS PARISH COUNCIL Payment run 19th November 2025		Net	VAT	Total £
<b>BARCLAYS</b>				
		£ -	£ -	£ -
<b>LLOYDS</b>				
			£ -	
DCK Payroll	Office Staff	£ 6,068.94	£ -	£ 6,068.94
DCK Payroll	Hall Manager and Casual staff	£ 4,648.88	£ -	£ 4,648.88
DCK Payroll	LGPS	£ 2,787.51	£ -	£ 2,787.51
DCK Payroll	Inv 26265 DCK Fees for Oct	£ 126.85	£ 25.37	£ 152.22
RTM	Inv 0388	£ 2,808.75	£ 561.75	£ 3,370.50
Aston Commercial Cleaning	Inv 3916	£ 967.58	£ 193.52	£ 1,161.10
Attitude Autos	Inv AA00888 park inspections x 3	£ 600.00	£ -	£ 600.00
Attitude Autos	Inv AA00894 removal of fence Marston Green	£ 70.00	£ -	£ 70.00
Alan Gibbons	Inv 7/11/25 various	£ 227.00	£ -	£ 227.00
Alan Gibbons	Inv 18/11/25 call out leaking roof	£ 70.00	£ -	£ 70.00
Alan Gibbons	Inv 7/11/25 Emergency call out for Marston Green	£ 200.00	£ -	£ 200.00
Lock and Key	Inv 34703	£ 14.00	£ 2.80	£ 16.80
Dave Lucas	Inv BPC/05/11/2025	£ 300.00	£ -	£ 300.00
Culligan	Inv CD244199530 water machine clean	£ 15.82	£ 3.16	£ 18.98
Pickerings	Inv 1333953	£ 184.00	£ 36.80	£ 220.80
Pickerings	Inv 1333952	£ 110.40	£ 22.08	£ 132.48
BMKALC	Inv 6412 Procurement course	£ 90.00	£ -	£ 90.00
See The Light	Inv34900471	£ 38.00	£ 7.60	£ 45.60
Darcie Gibson	Adhoc bar staff	£ 25.00	£ -	£ 25.00
Matthew O'Sullivan	Adhoc bar staff	£ 40.50	£ -	£ 40.50
Shield Maintenance	Inv 9421 Bins - recharge to Consortium	£ 1,105.00	£ 221.00	£ 1,326.00
Shield Maintenance	Inv 9541 Bins - recharge to Consortium	£ 1,044.33	£ 208.87	£ 1,253.20
Eight Group	Inv 58506 Our Berryfields Print and distribute	£ 2,759.00	£ 144.00	£ 2,903.00
Caloo	Inv SI-009196 purchase and install of new equipment at Marston Green - transfer funds from Designated reserves	£ 21,995.00	£ 4,399.00	£ 26,394.00
KC Hogan	Inv 25 10 022 XERO SUBS	£ 110.00	£ 22.00	£ 132.00
IAC	Inv 2058 Provision of Accounting support half day	£ 295.00	£ 59.00	£ 354.00
Play Inspection	Inv81881 - post inspection for new equipment at Marston Green	£ 365.00	£ 73.00	£ 438.00
Shard Tech	Inv 6521 two new laptops and docking station for Deputy Clerk and Reception	£ 1,650.00	£ 330.00	£ 1,980.00
TEEC	Inv QU-3725 Website Hosting and Domain annual fee	£ 467.30	£ 93.46	£ 560.76
TEEC	Inv 5529 work on website to investigate Assertion 10 compliancy	£ 30.00	£ 6.00	£ 36.00
		£ 49,213.86	£ 5,906.95	£ 55,623.27

**Account Transactions - income and expenditure outside the payment run**

Berryfields Parish Council		
For the period 17 OCTOBER 2025 to 18 NOVEMBER 2025		
Description	Debit	Credit
Adobe fees DD		£19.97
Advertising fees - Our Berryfields	£1,080.00	
Alan Gibbons		£1,600.00
Bank Commission		£8.50
Bank fees Cardnet		£20.00
Bank Service Charge		£11.45
Bank Transfer from BPC - BB Inst Online to BPC - Treasurers Account		£14,000.00
Bank Transfer from BPC - BB Inst Online to BPC - Treasurers Account	14,000.00	
Bank Transfer from Treasurers Account to BPC - BB Inst Online to replace Election fees		£13,962.00
Bar stock		£54.50
Bucks Recycling - Bins		£253.90
CANVA annual subs		£99.99
Cash paid in - bar takings	£640.00	
Cash paid in - youth club	£235.00	
Cash paid in - events	£690.00	
Church on Berryfields Community Grant		£500.00
Community Events	£251.84	£277.54
DCK		£161.22
Deposit refunds		£1,650.00
EoN		£1,955.06
EPOS NOW bar takings/ fees	£903.92	£117.60
General hall expenses (- bin bags/toilet roll/ chair covers etc)		£645.52
HMRC DD		£1,832.69
Holiday Tracker DD		£2.10
nPower		£224.33
New Recycling - Skip		£124.80
Parish Coucil Expenses		£451.73
Parks Maintenance - Fenland Leisure		£124.80
Pat testing		£142.00
Planning Portal fee for BPC planning app for Roman Park		£234.00
Stall holder fees	£120.00	
STEM - phones/ alarm DD		£64.80
Tennis	£217.46	
Village Hall income	£13,023.50	
	<b>£31,161.72</b>	<b>£38,538.50</b>