

**Minutes of Berryfields Parish Council Meeting
held at Roman Park, Sir Henry Lee Crescent, Aylesbury, HP18 0YT
on Wednesday 15th January 2025.**

Present: Councillors Laurilee Green (Chairman), Gareth Lane, John Yandrapati, Rick Smith, Arun Sekhar, Louise Rees, Lucy Harmes, Nigel Pike, Paul Redshaw, Anthea Cass (Parish Clerk), Sarah Tomlin (Deputy Clerk and minute taker),

24.1 Apologies for absence

Cllr Bindu Gundapudi, Cllr Ashley Waite (Buckinghamshire Councillor)

24.2 Declarations of interests in items on the agenda

No declarations of interest.

24.3 Open forum (under adjournment)

A member of the public asked if we could invite See the Light to attend one of our coffee mornings. Cllr Redshaw advised that while this is possible, in the interest of fairness, the Parish Council would also be obliged to invite alternative providers, and to include other utility sectors.

24.4 Police Report

The PCSO was not in attendance, highlights from his emailed report to the Clerk as follows:

- A survey to residents was recently conducted across TVP to identify the three issues that impact them the most, for Aylesbury North which includes Berryfields, the resulting top three priorities are ASB, Drugs and Burglaries.
- Regarding the ongoing parking issues outside the AVA school, the Neighbourhood Team did a patrol of the area and has since reached out to the School Travel Plan Advisor, with advice to continue to engage with the council going forward so they can help to put measures in place.
- The Aylesbury North Neighbourhood team are due to complete speed gun training in February, with a speed gun operation planned for February and March - the parish council have been asked to recommend target areas.
- ASB reports particularly those involving young people are down by quite a bit over the past few months in Berryfields.
- Regarding the homeless man, the ASB team for the council are currently working on an injunction with powers of arrest attached. Once resolved there will be a clean up of the area.
- As part of community engagement, the Neighbourhood Policing Unit will be attending the Roman Park Youth Club on 24th January and 21st February.

24.5 Planning

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

24/03738/APP | Householder application for conversion of garage into a habitable room | 1 Northcliffe Way Aylesbury Buckinghamshire HP18 0GY

Resolved to be neutral

Proposed by: Cllr Sekhar

Seconded by: Cllr Lane

24.6 Minutes

To agree on minutes of the Parish Council Meeting held Wednesday 20th November 2024.

Proposed by: Cllr Redshaw

Seconded by: Cllr Pike

24.7 Land and Facilities

Roman Park & Village Hall

Update as circulated on Clerk's report.

Kiosk

The kiosk roof is still not repaired, Focuss is waiting on an updated delivery date for new slates.

Allotments

No report

Park Inspections and repairs

The path at Berryfields Green is currently being repaired free of charge by the Consortium.

24.8 Finance

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

Councillors approved unanimously

Proposed by: Cllr Smith

Seconded by: Cllr Pike

24.8.2 To agree the accounts to end November as circulated.

Councillors approved unanimously

Proposed by: Cllr Pike

Seconded by: Cllr Harmes

24.8.3 To agree the accounts to end December as circulated.

Councillors approved unanimously

Proposed by: Cllr Yandrapati

Seconded by: Cllr Lane

24.8.4 To agree the budget for Berryfields Parish Council for financial year 2025-26.

| BERRYFIELDS PARISH COUNCIL | BUDGET | | ROMAN PARK HALL | BUDGET |
|---|--------------|--|-------------------------------------|-------------|
| | 2025/2026 | | | 2025/2026 |
| TURNOVER | | | TURNOVER | |
| Allotment Rent | £2,600.00 | Recommend rent increase@April 2026 | Village Hall Income | £91,350.00 |
| Berryfields News income | £2,200.00 | | Potential kiosk rental | |
| | | | | |
| interest income | £1,400.00 | | | |
| Recharges (land maintenance) | £16,000.00 | consortium for litter bins and park maintenance for non pc areas | | |
| Big Top Rental | £27,400.00 | | | |
| Tennis Court | £2,500.00 | | | |
| commuted sum drawdown | £12,500.00 | | | |
| events | £2,700.00 | Ticket sales | | |
| TOTAL TURNOVER | £67,300.00 | | TOTAL TURNOVER | £91,350.00 |
| COST OF SALES | | | COST OF SALES | |
| Consultancy Staff | £0.00 | | Bar Sales Income | £32,711.00 |
| Direct Expenses | | | Bar Stock | -£11,000.00 |
| | | | | |
| TOTAL COST OF SALES | £0.00 | | TOTAL COST OF SALES | £21,711.00 |
| | | | | |
| TOTAL | £67,300.00 | | TOTAL | £113,061.00 |
| ADMINISTRATIVE COSTS | | | ADMINISTRATIVE COSTS | |
| Advertising & Newsletter Cost | £12,000.00 | | Hall staff | £40,500.00 |
| | | | Cleaning | £10,000.00 |
| Audit and Accountancy | £2,500.00 | | Capital Equipment | £1,000.00 |
| Bank Fee | £500.00 | | General Expenses | £25,000.00 |
| Berryfields PC Salaries | £94,000.00 | | Insurance/PL | £5,750.00 |
| Pensions/ NI/HMRC/DCK Fees | £43,000.00 | | Light Power, water, heating | £22,000.00 |
| Events Expenditure | £8,000.00 | against income ofr £2700 | Rates | £3,000.00 |
| General Expenses | £5,000.00 | ad hoc services | licences | £3,000.00 |
| Grants and donations made | £1,500.00 | community grants | Repairs and servicing of boiler etc | £2,500.00 |
| Insurance/PL | £6,500.00 | | | |
| IT and Phones | £10,000.00 | Increase due to agreed Shard Tec monthly support costs | | |
| Legal Expenses | £2,000.00 | contingency re land transfers | | |
| Projects | £9,500.00 | | | |
| Printing and Stationery and office supplies | £500.00 | | | |
| Shield | £10,000.00 | bins - recharge | | |
| Rental of containers | £3,600.00 | | | |
| Repairs and maintenance | £25,000.00 | RTM includes allotment maintenance | | |
| Grass cutting/graffiti/flytipping | £6,000.00 | | | |
| Park Inspections including annual ROSPA | £3,300.00 | | | |
| Buckinghamshire Council | £1,680.00 | bins | | |
| pest control | £1,560.00 | | | |
| Big Top Nursery Maintenance | £2,000.00 | contingency | | |
| Staff Training/health and safety | £600.00 | | | |
| Chairman allowance | £1,000.00 | | | |
| PWLB Loan repayments | £33,336.00 | | | |
| SUBS - BALC | £1,300.00 | | | |
| STATION RENTAL | £16,000.00 | Increase this year 3.2% RPI | | |
| TOTAL ADMINISTRATION COSTS | £300,376.00 | | TOTAL ADMINISTRATION COSTS | £112,750.00 |
| INCOME LESS EXPENDITURE | -£233,076.00 | | INCOME LESS EXPENDITURE | £311.00 |
| | | | | |
| PRECEPT | £233,500.00 | | | |
| BALANCE | £424.00 | | | |
| Commuted Sums | £91,500.00 | to be added to earmarked reserves | | |
| Commuted Sums drawdown as shown in income | -£12,500.00 | | | |
| grants received | £1,100.00 | CCTV remainder of grant earmarked for repairs | BALANCE | £311.00 |
| earmarked reserves | £138,058.00 | PARKS REPLACEMENT OVER NEXT TEN YEARS | | |
| GENERAL RESERVES(bank @31/3/25) | £80,000.00 | (Lloyds and Barclay combined - councillors to agree one account) | General Reserves @31/3/25 | £ 10,000.00 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | FOODBANK | |
| | | | TURNOVER (GRANTS RECEIVED) | 7000 |
| | | | DONATIONS | 2000 |
| | | | | |
| | | | TOTAL COST OF SALES | |
| | | | WEEKLY SHOPPING | 9000 |
| | | | INCOME LESS EXPENDITURE | 0 |
| | | | | |

Councillors approved unanimously

Proposed by: Cllr Pike

Seconded by: Cllr Smith

24.8.5 To agree the Precept for Berryfields Parish Council for the financial year 2025-26.

The tool below will help you set your Council Tax for 2025-26.

Input 1

Select your Organisation using the drop down Box in the Pink Box

Parish

Berryfields

Input 2

Enter either your proposed Precept Demand **D11** or Band D Council

Tax for 2025/26 **D13**

Precept

£233,500.00

Or

Band D Tax (Estimated)

£0.00

| Table - Summary of Results | | Do not enter data below | |
|----------------------------|-------------|-------------------------|------------|
| Year | 2024-25 | 2025-26 | Difference |
| Precept | £225,000.00 | £233,500.00 | £8,500.00 |
| Income | £225,000.00 | £233,500.00 | £8,500.00 |
| Tax Base | 2979.47 | 2979.47 | 0.00 |
| Band D Tax (Estimated) | £75.52 | £78.37 | 3.77% |

Councillors approved unanimously

Proposed by: Cllr Redshaw

Seconded by: Cllr Harmes

24.8.6 To agree increase in hall hire from 1st April 2025.

Councillors approved unanimously

Proposed by: Cllr Pike

Seconded by: Cllr Yandrapati

24.8.7 To agree clerk salary increase.

Councillors approved unanimously

Proposed by: Cllr Pike

Seconded by: Cllr Harmes

24.9 MVAS and Sentinel

The parish council office is in conversation with SWARCO regarding repairs/replacement of the existing MVAS.

24.10 Events

Comments on how well the Santa's Grotto worked in the kiosk, and the event in general including carols/craft fair/face painting/lorry. The Christmas afternoon tea and Santa walks were also a success raising over £900 for the food bank from the Santa walks.

New Years Eve was successful with 180 tickets sold. Good event with a nice family atmosphere. Plan to host again for New Year 2025.

Suggested date for Santa's Grotto, Sunday 14th December 2025.

Suggested date for the Christmas Afternoon Tea, Thursday 4th December 2025.

Children's Summer activities 2025 – every Tuesday in August earmarked with a view to either 4 half day events as per last year, or 2 full day large events, tbc.

24.11 Meetings & matters of report

Cllr Yandrapati commented on his meeting with the Community Board regarding new plans, with green spaces at risk of being built.

Cllr Rees commented on how she has managed to secure food for the Roman Park Food Bank, from Farm Foods on an ongoing, regular basis.

Cllr Green also commented that First Berryfields Scouts will be doing regular food drives throughout the year, to collect food for the food bank.

Councillors commented on the recent parking issues in Concord Square, the Clerk said she will discuss the issues with the landowner.

The Clerk requested Councillors to ratify the increased annual charges from Chiltern Railways for parking spaces in the station car park, as circulated in the Clerk's report.

Proposed by: Cllr Smith

Seconded by: Cllr Pike

24.12 Dates of next Parish Council Meeting

Parish Council Meeting Wednesday 19th February 2025.

| BERRYFIELDS PARISH COUNCIL Payment run 15 January 2025 | | | | |
|--|--|------------|----------|------------|
| | BERRYFIELDS PARISH COUNCIL Payment run 15 January 2025 | Net | VAT | Total £ |
| BARCLAYS | | | | |
| Shield Maintenance Ltd | Inv 8386 litter bin and dog poo bin collections | £ 819.00 | £ 163.80 | £ 982.80 |
| IAC Audit | Provision of Accounting Support | £ 395.00 | £ 79.00 | £ 474.00 |
| Gallagher | Amendment to Insurance to include | £ 311.11 | £ 37.33 | £ 348.44 |
| RTM | Inv 5067 Valor Drive Hedge Cut | £ 750.00 | £ 150.00 | £ 900.00 |
| Pickerings | Inv 1254254 | £ 176.00 | £ 35.20 | £ 211.20 |
| Pickerings | Inv 1254253 | £ 105.60 | £ 21.12 | £ 126.72 |
| KC HOGAN | Inv 21-12-021 XERO subscription | £ 110.25 | £ 22.05 | £ 132.30 |
| | | | | |
| | | £ 2,666.96 | £ 508.50 | £ 3,175.46 |
| LLOYDS | | | | |
| | | | £ - | |
| | | | | |
| Shard Tec | Inv 5408 | | | |
| Dayla | Inv 1564124 | £ 1,239.74 | £ 247.96 | £ 1,487.69 |
| Dayla | Inv 1564942 | £ 17.78 | £ 3.56 | £ 21.34 |
| Dayla | Inv 1566995 | £ 552.29 | £ 110.46 | £ 662.75 |
| 17F Services | Inv 0003 security for new years eve | £ 432.00 | £ - | £ 432.00 |
| Attitude Autos | Inv AA00797 removal of Christmas Lights and disposal of trees and clearance of the kiosk | £ 175.00 | £ - | £ 175.00 |
| JNC Event | Inv 2222 stage hire fore event | £ 75.00 | £ 15.00 | £ 90.00 |
| Aston Cleaning | Inv 3220 | £ 844.03 | £ 168.81 | £ 1,012.84 |
| | | £ 3,335.84 | £ 376.98 | £ 3,881.62 |
| | | | | |
| | | | | |
| | TOTAL | £ 6,002.80 | £ 885.48 | £ 7,057.08 |

| Account Transactions | | |
|--|-----------|------------|
| Berryfields Parish Council | | |
| For the period 20 December 2024 to 14 January 2025 | | |
| Date | Debit | Credit |
| | | |
| SALARIES | | £10,396.00 |
| | | £ |
| PENSION | | 2,097.00 |
| Big Top Nursery Rent | 6,250.00 | |
| Bar sales income | 2,654.00 | |
| Tennis | 3.83 | |
| Events Income | 437.50 | |
| Food Bank Income - grants received | 495.00 | |
| Interest Income | 118.00 | |
| S106 Commuted Sums | 36,612.00 | |
| Ticket Sales for Christmas Grotto | 11.50 | |
| Village Hall Income | 5,235.00 | |
| | | |
| Direct Expenses | | 15.82 |
| Accounts and Audit (DCK) | | 155.40 |
| Bank Fees | | 8.50 |
| Bar Stock | | 1,276.00 |
| Events Expenditure | | 677.00 |
| Food bank expenses | | 1,003.00 |
| General Expenses | | 1.75 |
| General Hall Expenses | | 270.00 |
| IT Software and Internet Costs | | 852.60 |
| Repairs & Maintenance | | 1,334.00 |
| | 51816.83 | 18087.07 |

| BERRYFIELDS PARISH COUNCIL Payment run 19 December 2024 | | | | |
|---|--|------------|------------|------------|
| | BERRYFIELDS PARISH COUNCIL Payment run 19 December 2024 | Net | VAT | Total £ |
| BARCLAYS | | | | |
| BAUGHAN | PEST CONTROL FOR NURSERY INV 7372 | £ 120.00 | £ 24.00 | £ 144.00 |
| BAUGHAN | PEST CONTROL FOR NURSERY INV 7432 | £ 100.00 | £ 20.00 | £ 120.00 |
| SHIELD MAINTENANCE | LITTER AND DOG BIN EMPTYING INV 8290 | £ 819.00 | £ 163.80 | £ 982.80 |
| UK SECURITY | MOVEABLE CCTV FOR NOBLE CRESCENT - AGREED TO CANCEL RENTAL AND BUY AS MRE COST EFFECTIVE | £ 2,957.00 | £ 591.40 | £ 3,548.40 |
| THE COFFEE TREE | AFTERNOON TEA | £ 1,131.00 | £ - | £ 1,131.00 |
| 17F SERVICES | SECURITY FOR SANTA GROTTO - HALF TO BE RECHARGED TO CHURCH ON BERRYFIELDS | £ 216.00 | £ - | £ 216.00 |
| JNC EVENTS | STAGE HIRE FOR SANTAS GROTTO - HALF TO BE RECHARGED TO CHURCH ON BERRYFIELDS | £ 495.00 | £ 99.00 | £ 594.00 |
| | | | | |
| | | £ 5,838.00 | £ 898.20 | £ 6,736.20 |
| LLOYDS | | | | |
| | | | £ - | |
| | | | | |
| DAYLA | INV 1546016 | £ 912.75 | £ 182.55 | £ 1,095.30 |
| DAYLA | INV 1550437 | £ 310.77 | £ 62.15 | £ 372.92 |
| DAYLA | INV 1552181 | £ 77.33 | £ 15.47 | £ 92.80 |
| DAYLA | INV 1554620 | £ 322.43 | £ 64.49 | £ 386.92 |
| DAYLA | INV 1556805 | £ 290.09 | £ 58.02 | £ 348.11 |
| Lock and Key | INV 22974 | £ 65.00 | £ 13.00 | £ 78.00 |
| LOCK AND KEY | INV21059 | £ 528.00 | £ 105.60 | £ 633.60 |
| EXPERT ELECTRICAL | INV 182 | £ 405.00 | £ 81.00 | £ 486.00 |
| DAVE LUCAS | INVBPC10/12/2024 | £ 535.00 | £ - | £ 535.00 |
| SEE IT CLEAN | INV 15435 | £ 80.00 | £ 16.00 | £ 96.00 |
| | | | | |
| | | £ 2,506.37 | £ 501.28 | £ 3,007.65 |
| | | | | |
| | | | | |
| | TOTAL | £ 8,344.37 | £ 1,399.48 | £ 9,743.85 |

| Account Transactions | | |
|---|-----------|------------|
| Berryfields Parish Council | | |
| For the period 23 November 2024 to 18 December 2024 | | |
| Date | Debit | Credit |
| | | |
| SALARIES | | £10,744.11 |
| PENSION | | 3,334.83 |
| | 0.00 | |
| Bar sales income | 2,676.74 | |
| Berryfields News Income | 212.50 | |
| Events Income | 100.65 | |
| Food Bank Income - grants received | 2,225.00 | |
| Interest Income | 110.95 | |
| S106 Commuted Sums | 68,491.29 | |
| Ticket Sales for Christmas Grotto | 73.31 | |
| Village Hall Income | 7,323.00 | |
| Direct Expenses | | 15.82 |
| Bank Fees | | 8.50 |
| HMRC | | 3,106.85 |
| Events Expenditure | | 136.89 |
| Food bank expenses | | 328.88 |
| General Expenses | | 1.75 |
| General Hall Expenses | | 1,304.00 |
| IT Software and Internet Costs | | 54.00 |
| Repairs & Maintenance | | 110.42 |
| | 81213.44 | 19146.05 |

Signed as a true record.....

Chairman 19/2/25