

Minutes of the meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 9th October 2014 at 7:30 pm

Councillors present: B E Dack (Chairman), V C Batten, C Bidwell, P Daffarn and P Mitchinson

Officer present: Katrina Henshaw (Parish Clerk)

Also present for part of the meeting: Ward Members Councillors G Clarke and B Saunders and three members of the public.

151 Apologies for Absence

151.1 Apologies for absence were received from Councillor N P Hanks (Work commitments) and Councillor G H Smith (Holiday)

152 Disclosures of Interest

152.1 No disclosures of interest were received.

153 Council Minutes

153.1 Minutes of the meeting held on Thursday 11th September 2014 had been circulated to all councillors and it was

RESOLVED

That these minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman.

154 Public Participation

154.1 One member of the public requested to speak on the proposed meeting with the Rt Hon Alistair Burt, MP and another member of the public requested to speak on agenda items 11 and 22 (minute items 161 and 172).

154.2 One member of the public asked when the meeting with Rt Hon Alistair Burt, MP, CBC, Livesey and Hotbed would be. It was agreed that FPC would ask the Rt Hon Alistair Burt, MP for dates he is available after December 2014. **Action: KH**

154.3 One member of the public spoke regarding agenda items 11 and 22 (minute items 161 and 172) on behalf of the Directors of the Hall to reconfirm their willingness to work together with FPC to resolve these issues.

155 Parish Crime Update

155.1 PCSO Lisa Antoine advised that between 11th September and 7th October there was one recorded crime. This was for a theft in a dwelling in Franklin Place and relates to a sum of money taken from the property, by a possibly known person to the occupants.

Crime breakdown in the last 12 months

Financial Year	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Avg
Current Financial Year: 2014/2015	1	4	3	2	2	1							13	2.17
Financial Year: 2013/2014	1	4	7	6	7	3	7	3	1	5	2	3	49	4.08
Financial Year: 2012/2013	1	1	3	6	3	5		1	5		1	3	29	2.42
Financial Year: 2011/2012	5	1	1	2	5	3		5		2	2	6	32	2.67
Financial Year: 2010/2011	4		1	2	3	1	6	4	5		1	5	32	2.67
Financial Year: 2009/2010	1	1	4	2	3	1	2	3	2			1	20	1.67
Financial Year: 2008/2009	3			1	1	1	1	1	1	3			12	1.00
Financial Year: 2007/2008	4		1	2			3				1		11	0.92
Financial Year: 2006/2007		1			2		4	1	3	2	2	4	19	1.58
Financial Year: 2005/2006												3	3	0.25

156 Central Bedfordshire Ward Members Report

- 156.1 Councillor Clarke reported that CBC has launched 'New Works Clubs' to boost employment and skills. The work clubs are open from 9.30 am – 12.00 noon and 1.00 pm – 3.00 pm at Biggleswade Library every Friday morning, Dunstable Downside every Wednesday, Dunstable Town Centre every Tuesday, Houghton Regis Kingsland every Tuesday morning and Houghton Regis Town Centre every Monday afternoon. More details are on CBC website <http://www.centralbedfordshire.gov.uk/learning/adult-learning/work-skills.aspx>
- 156.2 Councillor Clarke reported that the new Dog Control Order will come into effect from 19th October 2014. The aim is to cut out dog fouling. There will be areas where dogs will not be permitted and areas that dog will be only be permitted if they are on a lead.
- 156.3 Councillor Clarke reported that at the end of October 2014, there will be a new approach to the allocation of social housing in Central Bedfordshire. Under the new scheme, local people in housing need will have a greater chance of finding an affordable home and more assistance will be given to people in priority groups to find housing that suits their needs.

157 Signs at Tesco

- 157.1 FPC had received quotations for 'Customer Parking one hour. CCTV in operation' signs from PGM Signs, Character Signs and Signscape. These quotations were discussed and it was

RESOLVED

That FPC would place the order with PGM Signs for three signs. Two to be installed and one to be a spare. (Quote was for 5 signs - £24.00 each and £227.60 for installation excluding fixings).

REASON

PGM Signs was the cheapest quotation and PGM had recently installed signs around Fairfield which FPC were pleased with.

The clerk to confirm price for three signs and installation of two sign and place the order.

Action: KH

- 157.2 The Manager at Tesco is also trying to stagger times lorries arrive to prevent blocking the car park. All have agreed apart from the bread lorry as it is logistically impossible to specify a time.
- 157.3 The clerk to ask the PCSO to monitor the parking around Tesco as there have been recent incidents where there have been spaces in the customer car park and customers are parking dangerously in Dickens Boulevard. **Action: KH**

158 Defibrillator in Fairfield

- 158.1 FPC waiting to hear from CBC for more details. Fairfield Park Lower School now has a defibrillator but this can only be accessed during school opening hours.

159 Meeting with Councillor Jamieson, Leader of CBC

- 159.1 FPC met with Councillor Jamieson on 17th September at 3.00 pm and points of views were exchanged on how CBC was performing. Councillor Dack did tell him that communication from officers could be improved.

160 The Parish Plan / The Neighbourhood Plan

- 160.1 Councillor Mitchinson reported that the questionnaire is ready to be printed and SurveyMonkey is ready to be used. The cost of the designer has now increased to approximately £2,100 due to issues with the map and extensive edits. Quotations for printing have been received from Falkland Press and Garnsons. These quotations were discussed and it was

RESOLVED

That FPC would use Falklands to print 1,200 copies at a cost of £979.

REASON

It was the cheapest quotation.

The clerk to place the purchase order and Councillor Mitchinson to arrange printing.

Action: PM / KH

The Plan will be delivered 20th October by the FM network and Parish Councillors. Residents will have four weeks to complete and can either complete on line or on the paper questionnaires which can be returned to receptacles around Fairfield.

It was agreed to install a banner on Dickens Boulevard, subject to planning conditions. Councillors Bidwell to investigate. **Action: CB**

A budget of £125 for design and £240 for printing the banner was agreed. Councillor Mitchinson has received one quotation and will request two further quotations. **Action: PM/KH**

Posters will also be printed and displayed on parish noticeboards, Community Hall and within Fairfield Hall. Councillor Mitchinson to coordinate. **Action: PM**

161 Orchard Plan

- 161.1 FPC met with Pat Longland (CBC Tree and Landscape Officer) and Liz Anderson (CBC Ecologist) and walked around the orchards. Both Pat and Liz were very helpful and were willing to offer advice. They explained the Country and Wildlife Order that is in place and advised that if FPC was going to remove the brambles it needed to be done in the next few weeks before the wildlife started to hibernate.

- 161.2 It was agreed to set up a Working Group to arrange the 'Friends of the Orchard Group' meeting on Wednesday 29th October. Councillors Dack, Batten, Bidwell and Daffarn volunteered. **Action: BD/VB/PD/CB**

- 161.3 It was agreed that FPC will not request quotations to clear grass and dead wood nor to shape the trees until legal advice from Blandy and Blandy (received 5.00 pm on 9th October) had been read and discussed.

162 Fairfield Hall

- 162.1 Good progress has been made. The Directors have moved forward the roof issues with NHBC and are putting pressure on CBC to resolve the other issues so the Completion Certificates can finally be issued. The Directors are looking at what work needs to be done to complete Phase 1 and other Phases will follow. This does not however solve some of the failures. CBC is still not sharing all information which is of concern.

163 Traffic and Parking

- 163.1 CBC started a 'Parking in Fairfield' four week consultation on 24th September without advising or consulting FPC about. As this duplicates the Parish Plan / Neighbourhood Plan questionnaire, FPC has asked CBC not to take action on results until the results from Parish Plan / Neighbourhood Plan questionnaire have been issued. The clerk to confirm this in writing. **Action: KH**

164 Bus shelter at bus stop on Dickens Boulevard

- 164.1 CBC has agreed to pay to install a new bus shelter and the design has been agreed with FPC. It should be installed before Christmas. FPC will be responsible for maintaining the new shelter.

165 Signs

- 165.1 CBC has moved all the signs as agreed and the new Paxton Drive name sign has been installed.

166 Maps

- 166.1 Ordnance Survey still have not updated maps. The clerk to write to CBC mapping (cc Peter Fraser) as issues are still unresolved after one year and there are still further incidences of emergency vehicles being misdirected. Kerbs, trees and grass verges in Kingsley Avenue, Eliot Way and Hardy Way are being damaged as large vehicles turn round. **Action: KH**
- The clerk also to write to the Commissioners for Bedfordshire Police, Hertfordshire Police, East of England Ambulances and the Fire Authority to ask for their help. **Action: KH**

167 Land adjacent to Bowls Club

- 167.1 137 entries to the competition were received and are currently being judged. The land is due to be rotivated soon.

168 Footpath from Brunel Walk to the Blue Lagoon

- 168.1 Councillor Daffarn and Councillor Bidwell had nothing new to report but agreed to look to see if FPC could fill in the forms without having a Public Meeting as there is a question in the Parish Plan / Neighbourhood Plan questionnaire. **Action: CB/PD**

169 West Drive

- 169.1 FPC waiting for CBC to complete the work. The clerk to ask CBC what the plans are for the Arlesey section. **Action: KH**

170 Grass cutting

- 170.1 FPC has applied to CBC to opt out of grass verge cutting and is waiting for a response.
- 170.1.1 CBC has cleared the vegetation alongside the Hitchin Road but only low level stuff with a strimmer. The clerk to ask when the vegetation above head height will be cleared. **Action: KH**

171 Road gritting

- 171.1 CBC is able to accommodate local gritting by Parish Councils under a special 'delegation agreement'. Councillor Hanks and Councillor Bidwell to draft a FPC Winter Maintenance Plan. (Using CBC'S and FPRA's Winter Maintenance Plans). **Action: CB/NH**

172 Section 106 Agreement – Disputed ownership and possible transfer of land.

- 172.1 Councillor Dack received a Draft Advice Note from Blandy and Blandy just prior to the meeting (5.00 pm on 9th October). Councillors to read this advice and discuss at a late date.
- 172.2 FPC has received a letter from FHMC Directors. FPC agreed not to discuss this letter until they had read the Draft Advice Note from Blandy and Blandy (received 5.00 pm on 9th October).

173 Public Art Money (S106)

- 173.1 FPC met with CBC and discussed the two proposals received (FPRA for Urban Park and FHMC for Memorial Garden outside the main entrance). It was agreed that the money would not be sufficient to fund both project. The S106 funds require appointing an artist and community engagement. As FHMC had already done a design it made sense to use S106 money for FPRA and invite FHMC to apply for funding from FPC. The clerk to write to FHMC to advise them and to invite them to apply for a grant. **Action: KH**

174 Transferring Community Hall to FPC

- 174.1 FPC has received a quotation from Steve Rogers, Templars Building Surveyor. The first two parts are satisfactory but there are queries with the last two parts. Councillor Mitchinson to seek clarification. **Action: PM**
- 174.2 FPC has received quotations from three solicitors (Blandy and Blandy, Foreman Laws and Woodfines). FPC agreed not to discuss these quotations until they had read the Draft Advice Note from Blandy and Blandy (received 5.00 pm on 9th October).

175 Maintenance of Areas

- 175.1 FPC has received quotations from two Contractors (MBS Maintenance Ltd and Frank Cooper) and is waiting for a quotation from John O' Conner. FPC agreed not to discuss these quotations until they had read the Draft Advice Note from Blandy and Blandy (received 5.00 pm on 9th October).

176 Disaster Plan

- 176.1 Councillor Batten advised the starter pack had arrived and it needed to be stored somewhere in the Community Hall. It was suggested above the kitchen if it is not too heavy.

177 Welcome to Fairfield' booklet

- 177.1 Councillor Daffarn advised that this was work in progress.

178 Christmas

- 178.1 Councillor Daffarn to research Christmas lights. **Action: PD**

179 Bannatyne Advertising board

- 179.1 The posts still remain in place and no planning application has been received.

180 High Speed Broadband

- 180.1 Nothing new to report.

181 Meeting with the owner of the chapel

181.1 The owner has agreed to meet with FPC but a date is still to be arranged. **Action: KH**

182 Planning Applications

182.1 CB/14/03397/FULL 10 Salisbury Close.
Amendments to application.
Single storey rear/side extension. Loft conversion to include rear dormer window and three front roof lights. External alterations. Raised access/steps to side.
Fairfield Parish Council has concerns that the proposed dormer to the rear of the dwelling would have an adverse effect upon the amenities of occupiers of No14 Salisbury Way in that it would allow overlooking into the bedroom roof lights of their dwelling. Should that issue be resolved then FPC have no further objections to the application.

182.2 CB/14/03666/LB 4 Fairfield Mews.
Listed Building: Single storey rear extension.
FPC objects to this on the grounds that it does not match the Fairfield style and welcome the views of English Heritage.

182.3 CB/14/03575/FULL 15 Bronte Avenue
Orangery to side/rear elevation
FPC has no objections to this application.

182.4 CB/TPO/14/00378 14 Salisbury Close
Works to a tree protected by a Preservation Order. Prune one Horse Chestnut tree, the tree is located next to the parking bay and is within Woodland W2 of TPO ref MB/TPO/99/0001
FPC has no objections to this application. Work to be restricted to between 8.00 am and 6.00 pm.

182.5 CB/14/03910/FULL 71 Charlotte Avenue
Single storey rear extension
FPC to agree comments and send to CBC by 27th October. **Action: CB/NH/PM/KH**

182.6 CB/14/03853/FULL 26 Fleming Drive
Single storey side extension
FPC to agree comments and send to CBC by 29th October. **Action: CB/NH/PM/KH**

182.7 CB/14/03311/FULL 6 Copperfield Close
Conservatory to side
FPC to agree comments and send to CBC by 30th October. **Action: CB/NH/PM/KH**

182.8 CB/14/03783/FULL 34 Shaftesbury Drive
Single storey rear/side extension
FPC to agree comments and send to CBC by 30th October. **Action: CB/NH/PM/KH**

183 Planning Decisions

183.1 CB/14/01177/FULL 3 Beeton Court
Change of use to half the premises from A1 to A3.
Application withdrawn.

183.2 CB/14/02727/FULL 36 Heathcliff Avenue.
Single storey rear extension.
CBC granted full planning permission 25th September 2014.

184 Standing Orders

184.1 The Legal Briefing L02-14 from NALC was discussed and it was

RESOLVED THAT

FPC amend item 1(m) on page 3 of the Standing Orders from

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to

A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:

- a) film, photograph or make an audio recording of a meeting;
- b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

REASON

To ensure that FPC's Standing Orders conform to the recently amended Public Bodies (Admission to Meetings) Act 1960.

185 Finance

185.1 Councillors were provided with a comparison of budget 2014/15 and Q2 payments.

	Budget 2014/15 inc bf	Additional Income	Spent Q2	Balance
Administration	£ 35,343.79	£ -	£ 6,815.76	£ 28,528.03
Recreation and Public Lands	£ 64,228.86	£ -	£ 18,865.79	£ 45,363.07
Parish Plan	£ 20,000.00	£ -	£ 24.60	£ 19,975.40
Parking	£ 15,000.00	£ -	£ -	£ 15,000.00
Grants	£ 10,580.00	£ -	£ 580.00	£ 10,000.00
Reserves	£ 20,000.00	£ -	£ -	£ 20,000.00
Interest	£ 105.21	£ 119.80	£ -	£ 225.01
Vat	-£ 42.14	£ 42.14	£ 2,284.76	-£ 2,284.76
Total	£ 165,215.72	£ 161.94	£ 28,570.91	£ 136,806.75

A grant of £5,130 (Recreation Budget) was awarded to the Youth Club for a new leader. Following a three week trial, a new leader has now been appointed on a three month trial. Any unused grant money will be returned to FPC.

185.2 Councillors were provided with details of payments totally £1,414.78 and receipts totally £57.28 and it was

RESOLVED

That all monies on the payments list be paid and the receipts be noted.

185.3 Councillors agreed to transfer £200.00 onto the Alto card.

186 Any other business

NB This is for exchange of information only. No decisions or actions can be agreed at this time.

186.1 Councillor advised it was time to arrange a joint meeting with the Resident Companies.

186.2 Councillor Dack advised that the Head Teacher at Fairfield Park Lower School has requested a meeting with FPC in the Autumn and asked the clerk to request some dates.

186.3 Councillor Dack advised that Henlow Parish Council has a number of vacant plots in the allotments in Henlow.

187 **Date of next meeting**

187.1 The next Parish Council meeting will be held on Thursday 13th November 2014 at 7.30 pm.

Meeting closed at 9.30 pm