

Minutes of the Annual Meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 14th May 2015 at 7:30 pm

Councillors present: B E Dack (Chairman), C Bidwell, P Daffarn, S L Jones, T Milliken, N P Hanks and P Mitchinson

Officer present: Katrina Henshaw (Parish Clerk)

Also present for all or part of the meeting: Ward Members Councillors S Dixon and B Saunders and five members of the public.

1 Election of Chairman for the ensuing council year

1.1 Councillor Dack was proposed and seconded to be re-elected as Chairman. There were no other nominations and therefore, with a unanimous vote it was

RESOLVED

That Councillor Dack be appointed the Chairman for the ensuing Council year.

Councillor Dack signed the Declaration of Acceptance of Office of Chairman which was countersigned by the clerk as Proper Officer of the Council.

2 Elected Councillors – 7th May 2015

2.1 Prior to the start of the meeting, all Councillors read and signed the Declaration of Acceptance forms; each one was countersigned by the Proper Officer.

2.2 The clerk received new completed and signed 'Disclosable pecuniary and other interests' forms from all elected councillors. These all to be sent to CBC. **Action: KH**

3 Election of Vice Chairman for the ensuing council year

3.1 Councillor Mitchinson was proposed and seconded to be elected as Vice Chairman. There were no other nominations and therefore, with a unanimous vote it was

RESOLVED

That Councillor Mitchinson be appointed the Vice Chairman for the ensuing Council year.

Councillor Mitchinson signed the Declaration of Acceptance of Office of Chairman which was countersigned by the clerk as Proper Officer of the Council.

4 Apologies for Absence

4.1 Apologies received from Ward Member Councillor J Saunders.

5 Disclosures of Interest and Dispensation requests

5.1 No disclosures of interest and no requests for dispensation were received.

6 Council Minutes

6.1 Minutes of the meeting held on Thursday 9th April 2015 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.

7 Public Participation

7.1 No members of the Public requested to speak.

8 Parish Crime Update

8.1 PCSO Lisa Antoine advised that between 9th April and 12th May there were four new recorded crimes. These were

- Theft of pedal cycle in Hardy Way. Unknown offenders have entered a car port, cut the lock and made off with the bike in an unknown direction.
- Theft of a pedal cycle in Kingsley Avenue. Unknown offenders have taken a bike which was secured on the back of a camper van.
- Burglary other in Disraeli Place. Unknown offender has entered a garden, by unknown means. Access was gained to the shed and it was searched. Nothing was taken from the shed, however a bike was taken from the garden.
- Shoplifting in Dickens Boulevard. Unknown person has taken some items to the self service, scanned them, but made off without making payment.

9 Central Bedfordshire Council Ward Members Report

9.1 Councillor B Saunders thanked all those who voted for him, Councillor Dixon and Councillor J Saunders at the recent election. He advised there would be a full council meeting next Thursday where the cabinet positions would be announced.

10 Review of Standing Orders and Financial Regulations

10.1 Standing Orders were reviewed and adopted 12th February 2015. Financial Regulations were reviewed and no amendments required.

11 The General Power of Competence

11.1 The general power of competence is a statutory power that enables a local authority to do anything that individuals generally may do, without breaking other laws. It is found in sections 1-8 of the Localism Act 2011.

FPC meets the criteria set by the Secretary of State (Localism Act 2011 s8) to use the General Power of Competence as it has seven (100%) elected councillors and a qualified clerk.

Following a discussion it was

RESOLVED

That FPC is now eligible to use the Power of Competence as required.

The Council to review at the Annual Meeting following the next election (2019).

12 Committees

12.1 It was agreed that FPC did not require any committees at the moment.

13 Appointment of Planning Advisers

13.1 Councillors Mitchinson, Bidwell and Hanks were appointed as the three planning advisers.

14 Appointment of bank signatories

14.1 Councillors Dack, Mitchinson, Bidwell, Daffarn and Hanks were appointed as the bank signatories. **Action: KH**

15 Appointment of representatives on outside bodies

15.1 Councillor Daffarn was appointed as the representative for the Green Wheel.

15.2 Councillor Jones agreed to make enquires about Red Bear before volunteering to be the representative. FPC to appoint the representative at a subsequent meeting.

16 Appointment of Disaster Plan Co-ordinator

16.1 Councillor Bidwell was appointed as the Disaster Plan Co-ordinator.

17 Calendar of meeting dates for the ensuing council year

17.1 The meeting dates for the ensuing council year were agreed:-

Thursday 14th May 2015
Thursday 11th June 2015
Thursday 9th July 2015
Thursday 10th September 2015
Thursday 8th October 2015
Thursday 12th November 2015
Thursday 10th December 2015
Thursday 14th January 2016
Thursday 11th February 2016
Thursday 10th March 2016
Thursday 14th April 2016

The date for the Annual Parish Meeting (to be held between 1st March and 1st June 2016) to be agreed in January 2016.

Planning meetings will be arranged between meetings as required.

18 FPC email address

18.1 It was agreed that all parish councillors will have a FPC email address. **Action: BD**

19 Communication

19.1 It was agreed that FPC need to increase its communication with residents. Councillor Dack to create a page on the website with councillors' profiles and contact details. Councillor Mitchinson to look at how residents answered the communication question in the parish plan questionnaire. Councillor Hanks to look into the protocol on how to communicate via Twitter and Facebook. **Action: BD/NH/PM**

20 The Parish Plan / The Neighbourhood Plan

- 20.1 Four action groups have been created and results will be available at the next PP steering group meeting on 26th May.
- 20.2 BRCC has volunteered to help with the NHP. A NHP steering group needs to be formed. Councillors Dack, Mitchinson, Hanks, Jones and Milliken all volunteered to be involved.

21 Signs

- 21.1 HCC has advised that the Parish of Fairfield could be considered under 3.1.3 of the signing guidance or 'Local Destinations' for signage to Fairfield. The sign application would need to be made in the normal way and funded by the parish council. Costs are unknown until after an application has been made. It was agreed FPC will apply for two signs – 1) At the top of Bedford Road, the three roundabouts and 2) On Hitchin Road at the roundabout near Hitchin Garden Centre. **Action: KH**
- 21.2 Following a complaint from a resident in Fairfield Hall, CBC is proposing amending signs at the Eliot Way and Kingsley Avenue junction. Councillors Bidwell and Daffarn met with the resident and the problem is that his address is Kingsley Way but his front door is in Eliot Way. FHMC has instructed the new management agent to add some signs but there is limited amount that can be done and deliveries are between the resident and the delivery company. The clerk to advise CBC that FPC is unhappy with the signs CBC is proposing as they may be misleading. **Action: KH**

22 Speed Limit in Fairfield

- 22.1 Now the elections are over FPC to apply to CBC for a 20mph zone within Fairfield (all adopted roads and future adopted roads east of Hitchin Road, excluding Hitchin Road). **Action: KH**
Councillor Dixon offered to enquire about the process. **Action: SD**

23 Neighbourhood/Street/Speed Watch

- 23.1 The Police has asked FPC to call a public meeting to discuss getting these schemes started in Fairfield. Councillor Dack to liaise with the Police about dates. **Action: BD**

24 Land adjacent to Bowls Club

- 24.1 The Bowls Club is looking to complete an appropriate licence with FPC for the use of this land as there is concern about insurance liability for injuries to people who work on this land. FPC believes that the licence should be with the organisations who will work on the land and not with FPC as FPC's only involvement was to facilitate the meeting between the two groups. Councillor Dack to meet with the Bowls Club to discuss. **Action: BD**
Councillor Dixon offered to establish the legality of licences and contracts. **Action: SD**

25 Allotments and Recreation Space

- 25.1 It was agreed to submit a pre-application consultation request relating to the potential change of use to provide recreation and community use on the 10-15 acres of land West of Stotfold Road, known as Lower Wilbury Farm. **Action: KH**

26 Cemetery

- 26.1 FPC is waiting for a response from Stotfold Town Council and the Chairman of the Cemetery Committee to the proposal of making an agreement with Stotfold Town Council for FPC to share the long existing cemetery in Stotfold.

27 Orchard Plan

27.1 FPC is waiting for the Management Plan from BRCC.

27.2 It was agreed that FPC will ask MBS to cut down the brambles again and cut the grass. MBS has quoted the same price as last year. Councillors Dack and Bidwell to meet MBS and query why the price hasn't reduced as the brambles are not as overgrown. **Action: BD/CB**

28 West Drive

28.1 CBC has advised residents of the surfacing and lighting plans.

29 Defibrillator in Fairfield

29.1 The Defibrillator has been installed and registered. FPC to arrange training. **Action: KH**

29.2 Councillor Bidwell to do weekly checks with the assistance of Councillors Daffarn, Jones and Milliken as required. **Action: CB**

30 Litter

30.1 There has been complaints about litter in the vicinity of the Tennis Court car park and around the recycling bins. It was agreed to put an appeal in Fairfield Matters asking residents to not leave litter. **Action: KH**

31 Land to the north of Shaftesbury Avenue

31.1 FPC waiting for a response from NHS.

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

32.1 It was agreed to look into the process of Compulsory Purchase Orders.

Councillor Dixon offered to enquire about Compulsory Purchase Orders and the legal situation if Hotbed sells and FPC is not giving the right to bid on the land that is on the list of assets of community value (Localism Act 2011). **Action: SD**

33 Public Art Money (S106)

33.1 Councillor Dack to arrange meeting with FPRA and CBC's appointed artist. Councillors Mitchinson and Bidwell to attend. **Action: BD/PM/CB**

34 Transferring Community Hall to FPC

34.1 FPC is still waiting for Linden Homes to carry out the actions raised in the survey report from Templars Building Surveyors Limited. The clerk to chase up. **Action: KH**

35 Subsidence on the land at the rear of the Community Hall.

35.1 FHMC has recently changed managing agents and this will be an item for the new agents.

36 Fairfield Hall

36.1 NHBC has been doing some work on the roofs. Livesey has been on site trying to complete outstanding works but the work is either poor or dangerous so it is not going well.

37 Annual Report

- 37.1 The report to be distributed before 30th June and will include Chairman's Report, Parish Plan Report, Finance Report and profiles of all parish councillors. **Action: PD**

38 Christmas Lights

- 38.1 Councillor Daffarn is waiting for quotes from Terry Seymour and Sparks. FPRA is happy in principal for lights to be installed.

39 Planning Applications

- 39.1 CB/14/01185/FULL 5 Salisbury Close
CBC has advised that there is no policy definition of 'matching' and it is a matter of professional judgement. CBC can only use terminology in planning conditions that have some validity and are underpinned by planning legislation. CBC could 'require that material samples are submitted to the Council for approval, prior to the commencement of works'. However, if an applicant breached that condition, CBC's enforcement policy would require CBC to resolve the problem by negotiation and by making a reasonable judgement. If CBC serve an Enforcement Notice unreasonably, the property owner is entitled to appeal and make an application for an award of costs against CBC for unreasonable behaviour, which is likely to be allowed by the Planning Inspectorate.

CBC is waiting for a response from the Local Government Ombudsman regarding the complaint from a resident about CBC's actions.

- 39.2 CB/15/01061/FULL 14 Stephenson Walk
Single storey rear extension
FPC had no objections to the basic principle of the application other than there is a condition that all materials are to match existing bricks and windows. FPC requested that the planning conditions relating to construction materials are worded so there is no ambiguity and that material samples are submitted to the Council for approval, prior to the commencement of works. Suggested wording is that; "No development shall be commenced until samples of the materials to be used in the construction of the external surfaces of the extension hereby permitted have been submitted to and approved in writing by the local planning authority. The materials to be used in the construction of the external surfaces of the extension hereby permitted shall match those used in the existing building".

- 39.3 CB/15/01357/FULL 15 Brunel Walk
Loft conversion with 2 No. dormers and skylight to rear and 3 No. skylights to front roof pitch.
FPC had no objections to the basic principle of the application other than there is a condition that all materials are to match existing bricks and windows. FPC requested that the planning conditions relating to construction materials are worded so there is no ambiguity and that material samples are submitted to the Council for approval, prior to the commencement of works. Suggested wording is that; "No development shall be commenced until samples of the materials to be used in the construction of the external surfaces of the extension hereby permitted have been submitted to and approved in writing by the local planning authority. The materials to be used in the construction of the external surfaces of the extension hereby permitted shall match those used in the existing building".

- 39.4 CB/15/1355/OUT Land east of Hitchin Road South of 159 Hitchin Road
Outline application: new lower school (all matters reserved).
FPC delegated powers to Councillors Mitchinson, Bidwell and Hanks to do the response to CBC by 20th May 2015. **Action: PM/CB/NH**

- 39.5 CB/15/01620/FULL 59 Heathcliff Avenue
Single storey rear extension
Loft conversion with 2 No. dormers and skylight to rear and 3 No. skylights to front roof pitch. FPC had no objections to the basic principle of the application other than there is a condition that all materials are to match existing bricks and windows. FPC requested that the planning conditions relating to construction materials are worded so there is no ambiguity and that material samples are submitted to the Council for approval, prior to the commencement of works. Suggested wording is that; "No development shall be commenced until samples of the materials to be used in the construction of the external surfaces of the extension hereby permitted have been submitted to and approved in writing by the local planning authority. The materials to be used in the construction of the external.

40 Planning Decisions

- 40.1 CB/15/00488/FULL 30 Heathcliff Avenue
Single storey side extension, part garage conversion and fenestration alterations.
CBC granted full planning permission 16th April 2015.
- 40.2 CB/15/00880/VOC 36 Heathcliff Avenue
A variation of condition 3 of planning permission CB/14/02727/FULL (single storey rear extension) minor material amendment.
CBC granted variation of condition 30th April 2015.

41 Finance

- 41.1 It was agreed that Councillors Jones and Milliken would attend 'New Councillor Induction Training' on Wednesday 15th July at Old Walden Village Hall between 7.30 pm and 9.30 pm at a cost of £20.00 per councillor.
- 41.2 It was agreed to renew insurance with Came and Company at a cost of £413.40. This includes the Fidelity Guarantee sum insured of £250,000.
- 41.3 Councillors were provided with details of receipts totally £47,767.49 and payments totally £3,756.31 and it was
- RESOLVED**
That all monies on the payments list be paid and the receipts be noted.
- 41.4 The risk assessment and management (financial) was reviewed and agreed.
- 41.5 All councillors were supplied a copy of the report from the Internal Auditor. There were no issues with accounts for 2014/15 however there were suggestions for 2015/16. To be discussed at the June meeting. **Action: All**
- 41.6 All councillors were supplied a summary of accounts 2014/15. These were agreed and the Chairman and RFO duly signed both sections.

Year ending 31 March 2015	
Balance b/f	£ 76,431.00
(+) Annual precept	£ 88,785.00
(+) Total other receipts	£ 2,403.00
(-) Staff costs	£ 6,829.00
(-) Loan interest/ capital repayments	£ -
(-) All other payments	£ 49,775.00
(=) Balance c/f	£ 111,015.00
Total cash and short term investments	
	£ 111,015.00
Total fixed assets plus other long term investments	
	£ 7,280.00

All councillors had been supplied a copy of the Annual return for the financial year ended 31 March 2015. It was agreed to complete Section 1 with figures supplied and Section 2 with 1-9 as YES and 9 as n/a. The Chairman and RFO duly signed both sections.

The clerk to send the completed return to the external auditor. **Action: KH**

42 Correspondence

- 42.1 Resident – Beeton Court Roof. A resident now has rain coming through their light. Tesco and Aldwyck are still arguing between themselves so the resident has a meeting with someone from private sector housing CBC who can serve notice on Aldwyck to complete the repairs within one month.

43 Date of next meeting

- 43.1 The next Parish Council meeting will be held on Thursday 11th June 2015 at 7.30 pm.

Meeting closed at 9.40 pm