

Minutes of the annual meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 12th May 2016 at 7:30 pm

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

Officer present: Katrina Henshaw (Parish Clerk)

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

1 Election of Chairman for the ensuing Council year

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

RESOLVED

That Councillor Mitchinson be appointed the 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.

Councillor Mitchinson thanked Councillor Dack for being Chairman for the first three years of FPC. He acknowledged that a lot had been achieved in these three years and most of this would not have happened without Councillor's Dack determination

2 Election of Vice Chairman for the ensuing Council year

2.1 Councillor Dack 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 Dack be appointed the Vice 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.

3 Apologies for Absence

3.1 No apologies were received.

4 Disclosures of Interest and Dispensation requests

4.1 Councillor Hanks disclosed an interested in items 38.3 – 38.5 of the agenda (items 36.3 – 36.5 of these minutes) as the Developer is one of his company's clients. He is not working on the Fairfield application. It was agreed that he could stay for the discussion as his knowledge of planning would be useful but he would not vote on any decisions.

4.2 Councillor Jones disclosed an interest in item 36.1 (item 34.1 of these minutes) of the agenda as she is a Director of FHMC. It was agreed that she could stay for the discussion as her knowledge would be useful but she would not vote on any decisions.

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

5 Council Minutes

- 5.1 Minutes of the meeting held on Thursday 14th April 2016 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.

6 Public Participation

- 6.1 No members of the Public requested to speak.

7 Central Bedfordshire Council Ward Members Report

- 7.1 Councillor Dixon thanked FPC for its behaviour with recent Gypsy and Traveller incident.
- 7.2 Councillor Dixon advised that he had met with a resident from Bronte Avenue who has a parking issue currently. He has suggested asking the Police to patrol the area and he has agreed to get the resident a quote from CBC for a drop kerb. (This would be at the resident's expense).
- 7.3 The S106 agreement on the new bungalows is being drafted but unfortunately the process is taking longer than expected.
- 7.4 CBC will publish the 'Call for Sites' list in the next month.

8 Policing

- 8.1 A meeting was held between Henlow, Clifton, Lower Stondon and Fairfield to discuss Special Constables that was being promoted by the former Bedfordshire Police and Crime Commissioner, Olly Martins. It was suggested that if the scheme went ahead the Special Constables should not ideally be active in the parish they live. It was agreed to discuss this further once it is known if the newly elected Bedfordshire Police and Crime Commissioner, Kathryn Holloway, intends to continue to promote Special Constables. Speed Watch, Neighbourhood Watch and Street Watch schemes were all discussed but it was noted that when FPC facilitated a meeting on these schemes there was not much interest from residents. Henlow Parish Council will coordinate future discussions.

9 Fairfield smell

- 9.1 Anglian Water has advised that two odour abatement units have been delivered today and is confident that this should resolve the issue. FPC to publicise on website. **Action: BD**

10 Review of Standing Orders and Financial Regulations

- 10.1 Standing Orders were last adopted 12th February 2015. They have been reviewed and no amendments required. Financial Regulations were last reviewed and adopted 14th April 2016 and no further amendments required.

11 The General Power of Competence

- 11.1 As resolved in May 2015, FPC eligible to use the Power of Competence until May 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 with Councillor Hanks taking the lead role.

14 Appointment of bank signatories

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

15 Appointment of representatives on outside bodies

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

15.2 Councillor Jones was appointed as the representative of Red Bear.

16 Appointment of Disaster Plan Co-ordinators

16.1 Councillors Bidwell, Jones and Milliken were appointed as the Disaster Plan Co-ordinators with Councillor Bidwell taking the lead role.

17 Calendar of meeting dates for the ensuing Council year

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

Thursday 9th June 2016

Thursday 14th July 2016

Thursday 8th September 2016

Thursday 13th October 2016

Thursday 10th November 2016

Thursday 8th December 2016

Thursday 12th January 2017

Thursday 9th February 2017

Thursday 9th March 2017

Thursday 13th April 2017

The date for the Annual Parish Meeting (to be held between 1st March and 1st June 2017) to be agreed in January 2017.

Planning meetings will be arranged between meetings as required.

18 Gritting

18.1 There is now an agreement from CBC that FPC can grit the adopted roads. The agreement terminates 31st March 2017.

19 Change of Postal Address

19.1 Councillor Dixon advised that the Post Office has confirmed receipt of the application and has advised the process would take three months assuming no objections were received.

20 Dog Fouling around Fairfield

20.1 Awaiting FPRA and FHMC to supply FPC confirmation that the respective landowners agree to CBC taking appropriate action of any offences committed on their land.

21 Leisure Strategy Document

21.1 CBC Leisure Department is making the amendments as agreed and will send a copy to FPC shortly.

22 Allotments, Recreation Space and Cemetery

22.1 FPC is meeting with representatives from CBC Leisure Department and Assets Department on 19th May 2016.

23 Blue Lagoon

- 23.1 Green Wheel has meet with CBC Rights of Way Officer to agree footpath network as it is hoped to form part of the Green Wheel.

24 Section S106 outstanding matters and allied areas

- 24.1 Blandy and Blandy has kindly reduced their fees from £4,500 to £2,000 for work in relation of the two bungalow application and from £10,000 to £7,000 for work in connection with the conditional contract for the transfer of land as FPC is in this situation due to the incompetence of others and it is unfair that FPC is having to incur costs to resolve it.
- 24.2 The land transfer from Hotbeds is in process but the process is taking longer than hoped.

25 Orchard

- 25.1 PJ Livesey is unable to transfer the land until the planning documents are received from CBC.

26 Speed Limit in Fairfield

- 26.1 CBC has sent FPC the draft 20mph speed limit documents. These are required as part of statutory process that is needed to be carried out before introducing restrictions of this kind. One of the first steps will be to publish the notice and undertake consultation with various bodies, such as the emergency services. The legal process, including publishing the notices in the press, is likely to cost approximately £600. There will obviously be design and works costs to add, which at present are a little difficult to estimate. FPC agreed to pay the £600.

27 Additional Parking at Kipling Crescent

- 27.1 The planning application has been submitted to CBC and is waiting to be validated.

28 Inconsiderate parking and driving around the school

- 28.1 The school has installed polite notices asking people to be considerate.
- 28.2 FPC has received a letter of objection from a resident for the proposed new lollipop person.
- 28.3 FPC to meet with the School to discuss safety measures further.

29 Signs

- 29.1 New Directional signs to Fairfield from Wilbury Hills Road have been installed.

30 The Neighbourhood Plan

30.1 Update on the NHP documents

- Draft Neighbourhood Plan is with the designer who is adding pictures and amending some of the words. It will be sent to all Councillors on Monday and it was agreed that all comments will be made by Thursday 19th May. **Action: All**
- Green Infrastructure Plan has been completed by BRCC and has been approved by FPC.
- Design Statement has been completed and circulated to all.
- Consultation Statement is being completed by Councillor Dack. **Action: BD**
- Strategic Environmental Assessment has been completed by CBC and circulated to all.

It was agreed that the six week consultation period will run from the beginning June to mid-July. All documents will be available online and there will be a response form for residents to complete. The consultation will be advertised in Fairfield Matters, on noticeboards and through the email distribution list. Other interested parties will be written to. Residents will also have the opportunity to view hard copies of the documents. Councillor Mitchinson to coordinate the above. **Action: PM**

31 Fairfield Hall

- 31.1 CBC has updated the list of outstanding items and will distribute to FHMC directors this week.
- 31.2 Councillor Dixon is speaking to the Rt Hon Alistair Burt, MP to see how he can use his influence to resolve matters.
- 31.3 CBC cannot sign off Competition Certificates until it is happy that the work has been completed satisfactorily. Pressure needs to be kept on PJ Livesey to complete this work.
- 31.4 Councillor Dixon agreed to supply FPC/FHMC with monthly updates on process made.

32 Annual Report

- 32.1 To be produced by 30th June 2016. It was agreed to put an electronic copy on website and initially only print 100 copies this year. Councillor Dack to arrange. **Action BD.**

33 Christmas Lights

- 33.1 FPC has received a quote from Sparkx for lights for lampposts around urban park and the Christmas Tree. Councillor Daffarn to obtain quotes from two other companies. **Action: PD**

34 Lights on footpath alongside Cricket Pitch

- 34.1 The Directors of FHMC has advised that FPC has permission to install lights on this footpath. Land ownership issues should be resolved in the next few months. As it is an action in the Parish Plan under Community Safety to improve lighting, it was agreed that FPC will start looking at options for lighting this path. It was also agreed that it would be logical to investigate lighting the footpath between the School and the Community Hall and start looking at creating additional parking in Hardy Way. It was suggested that a consultant may be needed but a project manager from FPC would be required. Councillors Mitchinson and Dack to investigate. **Action: PM/BD**

35 Flytipping

- 35.1 Councillors Mitchinson and Dack to find local contacts for removing future Flytipping and suggest procedure for future incidents. **Action: PM/BD**

36 Planning Applications

- 36.1 CB/16/01257/FULL 167 Hitchin Road
Erection of a new 2 storey house adjacent to 167 Hitchin Road.
FPC has no objections to the basic principle of the application other than conditions are that all materials are to match existing bricks and windows.
- 36.2 CB/16/01433/FULL 61 Heathcliff Avenue
Single storey rear extension.
Fairfield Parish Council has no objection to this application other than conditions are that all materials are to match existing bricks and windows.
- 36.3 FPC had received a 'Pre-Planning Assessment Report' from Anglian Water.
- 36.4 CB/16/01454/FULL Land East of Hitchin Road South of the Former Pig Testing Unit
Erection of 2-form entry Lower School and nursery with access, parking, all-weather pitch with changing facility, landscaping and associated works.
FPC received a 'Draft community use agreement, proposed new school'
FPC to agree response after public meeting held on 19th May. **Action: PM/CB/NH**

- 36.5 CB/16/1455/OUT Land East of Hitchin Road South of the Former Pig Testing Unit
Outline Application: mixed-use development comprising flexible-use commercial unit (Use Class A1 (shop) A3 (Café) D1 (Surgery) B1 (Offices); 180 dwellings; landscaping; open spaces; access; parking and associated works (all matters reserves except access).
FPC to agree response after public meeting held on 19th May. **Action: PM/CB/NH**
- 36.6 CB/16/01500/ADV Meat and Livestock Commission, Hitchin Road
Advertisement: Installation of advertisement hoarding's fronting Hitchin Road for a temporary period of 5 years.
FPC has no objections.

37 Planning Decisions

- 37.1 CB/15/04299/OUT West Orchard
Outline: 2 No. Dormer Bungalows on the area vacant land in the northern part to the south of West Drive at Hardy Way; of the former orchard to the west of Fairfield Hall.
CBC refused planning permission 8th April 2016.
- 37.2 CB/15/15/04174/LB Fairfield Hall, Kingsley Drive
Listed Building: Replace existing gutters & associated rainwater goods with extruded aluminium products.
CBC granted listed building consent 16th March 2016.
- 37.3 CB/16/00445/FULL 15 Brunel Walk
Single storey extension.
CBC granted planning permission 8th April 2016.
- 37.4 CB/16/01034/FULL 41 Palmerston Way
Loft conversion to include pitched roof dormers to front and rear elevations.
CBC granted planning permission 28th April 2016.

38 Finance

- 38.1 Receipts and Payments
Councillors were provided with payments totally £13,689.05 and receipts totally £3,819.35. It was
RESOLVED
That all monies on the payments list be paid and receipts be noted.
- 38.2 Insurance – Following advice from BAPTC and Came and Company (FPC Insurers) it was agreed that Public liability of £10,000,000 was sufficient.
- 38.3 The risk assessment for 2016/17 had been circulated to all Councillors and was agreed.
- 38.4 Summary of accounts 2015/16

	Budget 2015/16 inc bf	Additional Income	Spent	Money cf
Administration	£ 26,536.40	£ 4.40	£15,622.91	£ 10,917.89
Recreation and Public Lands	£ 84,676.04	£ 38,845.87	£33,407.57	£ 90,114.34
Parish Plan	£ 31,196.75	£ -	£ 3,430.00	£ 27,766.75
Parking	£ 15,000.00	£ -	£ -	£ 15,000.00
Grants	£ 15,475.84	£ -	£ 7,625.21	£ 7,850.63
Reserves	£ 30,000.00	£ -	£ -	£ 30,000.00
Interest	£ 367.59	£ 406.61	£ -	£ 774.20
Vat	-£ 3,297.49	£ 3,297.49	£ 5,948.04	-£ 5,948.04
Total	£ 199,955.13	£ 42,554.37	£66,033.73	£176,475.77

	bf 2015/16	Budget 2016/17	Total
Administration	£ 10,917.89	£ 5,000.00	£ 15,917.89
Recreation and Public Lands	£ 90,114.34	£ 20,000.00	£ 110,114.34
Orchards	£ -	£ 10,000.00	£ 10,000.00
Apple Day	£ -	£ 500.00	£ 500.00
Parish Plan	£ 27,766.75	£ 1,440.00	£ 29,206.75
Cemetery	£ -	£ 10,000.00	£ 10,000.00
Parking	£ 15,000.00	£ 35,000.00	£ 50,000.00
Grants	£ 7,850.63	£ 7,000.00	£ 14,850.63
Reserves	£ 30,000.00	£ -	£ 30,000.00
Interest	£ 774.20	£ -	£ 774.20
Vat	-£ 5,948.04	£ -	-£ 5,948.04
Total	£ 176,475.77	£ 88,940.00	£ 265,415.77

38.5 The annual governance statement for 2015/16 was agreed and signed by the Chairman. Accounts to be sent for internal audit. **Action: KH**

38.6 Scout Group Grant Application for annual rent of the Community Hall

Following a discussion it was

RESOLVED

That FPC would pay one year rent to the value of £1,657.50

REASON

To support leisure activities for the youth.

The clerk to liaise with the Scout Group. **Action: KH**

38.7 Fairfield Community Church Grant Application

Following a discussion it was

RESOLVED

That FPC would purchase plants, materials and tools for the project to the value of £3,000.

REASON

To support the community project and enhance an area of scrub land.

The clerk to liaise with the Community Church. **Action: KH**

39 Correspondence

39.1 CBC – Housing Strategy Consultation closes on 24th May 2016.

39.2 CBC – Passenger Housing Consultation closes on 12th July 2016.

39.3 Friends of Bedfordshire – Bedfordshire Day 2016.

39.4 Fairfield Bowls Club – Letter of thanks for the mower.

39.5 Resident – Concern about if an old concrete lamppost on the path alongside the school is still connected to the electricity supply. It was confirmed that it is no longer connected.

40 **Date of next meeting**

40.1 The next Parish Council meeting will be held on Thursday 9th June 2016 at 7.30 pm.

Meeting closed at 9.10 pm