

Minutes of the meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 8th December 2016 at 7:30 pm

Councillors present: P Mitchinson (Chairman), C Bidwell, B E Dack, P Daffarn and T Milliken.

Officer present: Katrina Henshaw (Parish Clerk)

Also present for all or part of the meeting: Ward Member Councillor S Dixon and seven members of the public.

182 Apologies for Absence

182.1 Apologies were received from Councillors N P Hanks (work commitments) and S L Jones (illness) and Ward Member Councillor B Saunders.

183 Disclosures of Interest and Dispensation requests

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

184 Council Minutes

184.1 Minutes of the meeting held on Thursday 10th November 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.

185 Public Participation

185.1 Two members of the Public requested to speak.

185.2 One resident wished to speak on items 5.5 / 6.1 Letchworth Sewerage Works (items 186.9 and 187.1) and it was agreed it would speak prior to the item being discussed (item 186.8).

185.3 One resident wished to speak on item 16.1 Christmas Tree Collection Point (item 197.1) and Appendix D Budget – Clearance of new land (item 201.3).

- Christmas Tree Collection Point – He agreed with this suggestion but asked that the Christmas Trees that residents discarded last year also be shredded with this year's trees.
- Clearance of new land – He asked if FPC had a vision of how the land will look at the end. If no vision he suggested that FPC have one. If a vision then please share it with residents. He stated that he considered it the last area of surviving wildlife and there was a fine avenue of lime trees that should be maintained. It was an area people of Fairfield valued.

FPC agreed to ask MBS to remove all Christmas Trees. **Action: BD**

FPC explained that the first aim was to rough clear the land to see what was there and then produce a plan which will be shared with residents. The initial aim is to enhance the lime tree area and for it to become part of the orchard.

186 Central Bedfordshire Council Ward Members Report

- 186.1 Budget 2017 / 18 – Have been agreed and the consultation will be in January.
- 186.2 New Lower School – The new school will not be completed by September 2017 so a contingency plan is being discussed with the existing lower school. There are two possible options and both will have issues that CBC will need to address including parking.
- 186.3 Community Planning – Councillor Dixon encouraged FPC to attend the meeting on 9th February and reiterated that the Community Planning was not to be confused with the Local Plan.
- 186.4 Allotments, Recreation Space, Football Pitch and Cemetery – A meeting with CBC will be held on 11th January 2017 at 10.30 am in the Community Hall. All parish councillors welcome to attend. Councillor Dixon to also attend. **Action: ALL / SD**
- 186.5 Travellers on A507 – These have been moved on under the usual process. The new officer is an ex police officer and is proving to be very effective.
- 186.6 No Through Road Signs – CBC has supplied two suggested signs and will supply costs and a details of suggested locations.
- 186.7 Update of Postal Address – The Rt Hon Alistair Burt, MP is waiting for a response from Royal Mail.
- 186.8 Prior to items 186.9 and 187.1 being discussed a resident was given the opportunity to speak as per item 185.2. He was pleased that CBC had given an abatement notice on Anglian Water and advised that a letter had been sent to CBC with 89 addresses in Fairfield who had been affected by the smell. It has been alleged that the smell is making children unwell and one had severe breathing difficulties.
- The resident believed that FPC had been passive and reactive and not a firm leader to apply pressure to AW. He asked FPC to take a more dynamic leading role and to seek collaboration from nearby authorities (STC, NHDC) to also apply pressure. He advised that FPRA would support FPC.
- The chairman thanked the resident and his points were noted. He was sorry he felt that FPC had not been proactive enough and acknowledged FPC was slow at the start. However, FPC had arranged a Public Meeting to discuss the issue. CBC has the Officers and Powers to deal with the situation so CBC has naturally taken the lead. Councillor Dixon has been supplying FPC with regular updates and these have been published on the website when received. However, the mechanism in which FPC can keep the pressure on with CBC and AW will be discussed in item 187.1 and his comments will be taken into consideration.
- 186.9 Update on Letchworth Sewage Treatment Works – After the November meeting Anglian Water advised that Methane is a naturally occurring nontoxic gas. Letchworth WRC no longer produces methane gas on site this is due to the process change carried out in early 2015. The site used to run a digestion process which involved feeding 2 onsite anaerobic digesters with raw sludge that was then heated to a temperature of approx. 36 degrees C, this is called mesophilic digestion. This process created an environment in which mesophile organisms break down the sludge, a by-product of this is the creation of methane gas. This was collected and stored in a gas holder and then burnt off into the atmosphere via a gas burner. Since the choice to stop using the digestion process AW no longer heat the sludge in an anaerobic process and hence do not produce any methane gas on site. The sludge is stored in a sludge holding tank which AW then thicken in a machine called a centrifuge which removes water from the sludge by mixing with a coagulant. The final product that AW call cake is then taken to another of their sites which carries out enhanced digestion and is treated there in a similar manner to which has been described above. There is also a term called cold digestion which can take place below 36 degrees c but takes a number of weeks to produce any significant amount of methane. AW process and remove in the centrifuges approx. 350m³ of sludge per day so the sludge stored in their tanks is not held long enough for cold digestion to start taking place.

CBC has asked AW why loggers are only on site and not in Fairfield but has not received a response yet.

CBC served an abatement notice on Anglian Water on Wednesday 8th December 2016 (by hand at their Head office in Huntingdon) for the likely occurrence of a statutory nuisance from odour arising from the STW. The notice requires them to abate the nuisance by the 31st March 2017 (CBC has to allow a reasonable period of time for them to undertake any necessary works to achieve compliance with the notice).

CBC has visited the site today and met with AW and provided the following update:-

Firstly regarding the odour episode last weekend both the pumps serving the odour neutraliser on the centrifuge centrate and cake discharge area failed (one failed Friday evening and the other Saturday morning) therefore the odour neutralising sprays in this area were not operational. The pumps have been repaired/replaced on Monday and Tuesday of this week and were in operation during the site visit today. Anglian Water has also ordered spare pumps to be held on site so that they can be replaced quickly if the pumps fail in the future. In addition some of the pipes and mixing valves supplying water and air to the bloodhound odour neutralising unit covering the sludge holding tank froze and split in the subfreezing temperatures. The defective pipes have been replaced and replacement valves are on order. The bloodhound unit was in operating effectively during the site visit today. Anglian Water is sourcing suitable insulation to reduce the likelihood of the bloodhound system freezing again.

Anglian Water has received the results of the odour logging on site and a revised odour model for the sewage treatment works has been produced. These results are being used to target odour mitigation works to the areas of the site that are currently producing the highest levels of odour. It should be noted that it is not practicable to control all odour at all times from an operational sewage treatment works.

The three areas that produced the most odours during the monitoring period were The Centrifuge Centrate discharge, the Centrifuge Cake discharge and the Strainpress discharge point. Anglian Water has identified a program of permanent odour mitigation works to each of these areas and is currently obtaining contractor quotes and timescales to implement this program.

It is unknown how many log sheets CBC has received from residents but residents have expressed a wish to complete these electronically. Unfortunately that is not available at this time so residents are still being asked to complete log sheets.

Councillor Dixon invited FPC to a meeting with CBC on 14th December. It was agreed to also invite FPRA to attend.

Councillor Dixon was asked several more questions but as he did not have the answers it was agreed to discuss these in more detail at the meeting on 14th December and issue an update after then. Councillor Dixon confirmed that it was CBC with the authority and the delay had been as CBC had one chance to issue a notice and wanted to get it right. Councillor Dixon apologised to FPC if he hadn't been supplying sufficient information for FPC to be able to communicate with residents sufficiently. Councillor Dixon expressed disappointed that AW had not been present at any meetings as it was them that was actually causing the problem.

It was reported that a CBC officer had made an inappropriate comment to a resident when on site recently. Councillor Dixon asked for details and would arrange a formal apology.

Action: CB / SD

187 Letchworth Sewage Works.

187.1 FPC discussed how they could work with FPRA to resolve the ongoing problems with AW and CBC. It was agreed to nominate Councillor Bidwell to assist in resolving matters and it was agreed to give Councillors Mitchinson and Bidwell executive powers between meetings to agree how this role should operate (all councillors to be advised via email between meetings). Councillors Mitchinson and Bidwell to attend the meeting with CBC and Councillor Dixon on 14th December. **Action: PM / CB / SD**

188 Orchards

- 188.1 FPC agreed to hold an Apple Day in 2017 and it was agreed that Councillor Daffarn would ask Friends of the Orchard if anyone wished to organise it. If not Gavin and Penny would organise it again. The clerk to write to thank Gavin and Penny for organising Apple Day 2016. **Action: KH**
- 188.2 Councillor Dixon supplied FPC with two estimates of the value of the part of West Orchard gifted by PJ Livesey. It was agreed that FPC would advise Land Registry that the value was £40,000.

189 Transfer of land from Hotbed

- 189.1 FPC and FHMC had a very useful meeting with E&J Estates (Hotbed representative). There are still three areas where the boundaries need clarifying and FHMC is looking into these. Once there is an agreement the transfer of land should happen quickly and hopefully before 31st March 2017.

190 Complaints Policy

- 190.1 Further to discussions with CBC, FPC is looking to adapt the Sandy Town Council Policy and Procedure. To be agreed at the January meeting.

191 Three Counties Hospital memorabilia

- 191.1 As the owner of the memorabilia currently has some urgent family health issues taking a priority he has agreed to see it to FPC but it has been agreed to postpone the negotiating of terms of payment until the New Year.

192 Neighbourhood Plan

- 192.1 Confirmation of final consultation dates awaited.

193 Dog Control Orders

- 193.1 Further to a meeting on site with Councillor Mitchinson CBC has supplied and fixed most of the new dog control notices. Councillor Mitchinson to chase up the remaining signs. **Action: PM**

194 Dickens Boulevard Roundabout

- 194.1 Work has been completed.

195 20mph speed limit

- 195.1 Works are scheduled for week commencing 12th December 2016. There was concern about the location of some of the proposed road markings and Councillor Dixon agreed to ask for clarification on how locations were decided. **Action: SD**
- It was agreed to ask for volunteers to set up 'Speed Watch' in Fairfield. **Action: BD**

196 Christmas Tree Lights

- 196.1 On Friday 2nd December the lights were turned on.

197 Christmas Tree Collection Point

- 197.1 Councillor Dack to arrange advertising of the collection point and to request that MBS removes any Christmas Trees left from last year.

198 Town and Parish Council Conference

- 198.1 Councillor Dack attended the Conference and supplied a report of the evening. It was agreed to ask CBC for details of how to identify the vulnerable people living in Fairfield. **Action: KH**

199 Planning Applications

- 199.1 **CB CB/16/04733/FULL 29 Copperfield Close.**
Demolition of existing single storey rear extension and erection of enlarges single storey side extension.
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.
- 199.2 **CB/16/04773/FULL 1 Franklin Place.**
Double storey side (west) extension including additional single storey extension (east) for installation.
FPC has some concerns with regard to impacts on neighbouring properties, in particular potential overlooking issues for adjacent gardens and impact on the amount of daylight / sunlight enjoyed by neighbours in their properties. FPC therefore requests that the relevant officers at CBC are consulted and give due consideration to those issues
- 199.3 **CB/16/04317/FULL12 Salisbury Close.**
Incorporate existing veranda area into kitchen.
FPC has no objection.
- 199.4 **CB/16/04527/FULL 16 Dickens Boulevard.**
Infill single storey extension to rear of house, compromising of the removal of a glass lean-to roof and building a tiled roof with an added depth of 2.2 metres into the garden. Removal of existing dwarf wall, patio doors and re-positioning. The extension fits within existing walls on either side of 16 Dickens Boulevard and also number 18. (Retrospective).
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.
- 199.5 **CB/16/05161/FULL 48 Dickens Boulevard.**
Proposed extension to the rear.
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

200 Planning Decisions

- 200.1 **CB/16/04484/FULL 37 Palmerston Way.**
Single storey rear extension and raised terrace area.
CBC granted full planning permission 17th November 2016

201 Finance

201.1 Payments

To whom	Description	Total
Katrina Henshaw	November salary	£311.32
HMRC	November tax	£77.80
EE	November mobile phone	£44.98
MBS	Grass verges - November	£706.00
MBS	Dog bins - November	£38.40
MBS	Grass outside Community Hall - November	£64.99
MBS	Fleming Drive - November	£38.00
MBS	Salisbury Close - November	£32.50
MBS	West Orchard	£276.00
Qoppa software	PDF software	£107.09
Prontaprint	Neighbourhood Plan printing	£446.64
Hertfordshire Supplies	Stationery	£21.42
Total		£2,165.14

It was

RESOLVED

That payments of £2,165.14 be paid.

201.2 Budget 2017 / 18

All councillors were presented with an update on accounts 2016/17 showing expenditure against the budget.

	Budget 2016/17 inc bf	Additional Income	Spent Apr - Dec	Internal Transfer	Est Spend Jan - Mar	Money remaining
Administration	£ 15,917.89	£ 2.00	£ 9,868.42	£ -	£ 4,000.00	£ 2,051.47
Recreation & Public Lands inc Artefacts	£ 110,114.34	£ -	£22,340.77	-£10,000.00	£ 6,950.00	£ 70,823.57
Orchards	£ 10,000.00	£ -	£ 1,583.00	£10,000.00	£15,000.00	£ 3,417.00
Apple Day	£ 500.00	£ 236.26	£ 386.22	£ -	£ -	£ 350.04
PP / NHP	£ 29,206.75	£ -	£ 3,503.73	£ -	£ -	£ 25,703.02
Cemetery	£ 10,000.00	£ -	£ -	£ -	£ -	£ 10,000.00
Parking	£ 50,000.00	£ -	£ 97.50	£ -	£ -	£ 49,902.50
Grants	£ 14,850.63	£ 1,000.00	£ 9,152.50	£ -	£ -	£ 6,698.13
Reserves	£ 30,000.00	£ -	£ -	£ -	£ -	£ 30,000.00
Interest	£ 774.20	£ 81.55	£ -	£ -	£ -	£ 855.75
Vat	-£ 5,948.04	£ 9,942.14	£ 5,525.13	£ -	-£ 1,531.03	£ -
Total	£ 265,415.77	£11,261.95	£52,457.27	£ -	£24,418.97	£199,801.48

201.3 Following a discussion it was

RESOLVED

That the budget for 2017/18 would be set at £89,404. This would give a 0% increase to Band D Council Tax per parish per resident. (Remain at £77.81). The budget was set as follows:-

	Est b/f 2016/17	Estimated costs	Budget 2017/18	Balance
Administration	£ 2,051.47	£ 20,000.00	£ 20,000.00	£ 2,051.47
Recreation & Public Lands	£ 70,823.57		£ 17,904.00	-£ 476,656.43
<i>New allotments and recreation area</i>		£ 500,000.00		
<i>Artefacts</i>		£ 3,000.00		
<i>Remove stones behind community hall</i>		£ 2,500.00		
<i>Social events (eg Christmas lights, fireworks, Urban park concerts)</i>		£ 5,000.00		
<i>Tennis Courts</i>		£ 2,000.00		
<i>Green Waste facility</i>		£ 10,000.00		
<i>Urban Park</i>		£ 25,000.00		
<i>Grass verges / roundabouts</i>		£ 7,500.00		
<i>Dog Bins</i>		£ 384.00		
<i>Solicitor Fees</i>		£ 10,000.00		
Total		£ 565,384.00		
Orchards	£ 3,417.00		£ 18,000.00	£ 417.00
<i>Grass cutting</i>		£ 2,300.00		
<i>Re-planting and protecting existing trees</i>		£ 2,000.00		
<i>Clearance of new area</i>		£ 12,000.00		
<i>Contingency</i>		£ 4,700.00		
Total		£ 21,000.00		
Apple Day	£ 350.04	£ 500.00	£ 500.00	£ 350.04
Parish Plan / NHP	£ 25,703.02		£ -	£ 15,703.02
<i>Additional Lights by Community Hall</i>		£ 10,000.00		
Total		£ 10,000.00		
Cemetery	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00
Parking (Kipling Crecent and Kingsley Ave)	£ 49,902.50	£ 130,000.00	£ 16,000.00	-£ 64,097.50
Grants	£ 6,698.13	£ 7,000.00	£ 7,000.00	£ 6,698.13
Reserves	£ 30,000.00	£ -	£ -	£ 30,000.00
Interest	£ 855.75	£ -	£ -	£ 855.75
Vat	£ -	£ -	£ -	£ -
Total	£ 199,801.48	£ 1,360,268.00	£ 89,404.00	-£ 474,678.52

REASON

To manage existing areas, continue to look to meet actions from the Parish Plan and to start building funds so FPC can provide facilities and amenities for the community once land becomes available. Grants and / or loans will need to be investigated to meet any shortfall.

Some of these projects may not be started or completed during 2017/18 so unspent monies will be carried over to the following financial year.

The clerk to advise CBC. **Action: KH**

- 201.4 Appointment of Internal Auditor 2016/17
It was agreed to appoint Gill Wiggs again at a fee of £135.00. The clerk to place contract.
Action: KH

202 Correspondence

- 202.1 The Rt Hon Alistair Burt, MP – Invitation to attend a meeting on Saturday 4th February 2017 at 10.00 am – 12.00 noon at Great Barford Village Hall. Councillor Bidwell agreed to attend this meeting. **Action: CB**
- 202.2 CBC – Inviting FPC to provide street name suggestions for the new development on the former pig unit. CBC has asked for suggestions by 4th January. It was agreed to circulate suggestions to all via email and agree suggestions by 21st December. **Action: ALL**
- 202.3 Campbell and Buchanan – Request for an informal meeting with FPC to talk about their designs for land East of Hitchin Road. **Action: KH**
- 202.4 Resident – Expressing concern about poor visibility when joining Dickens Boulevard from Copperfield Close. It was agreed that Councillor Hanks would offer to meet the resident to discuss. **Action: NH**
- 202.5 Resident – Copying FPC with an email sent to The Rt Hon Alistair Burt, MP about the unsatisfactory situation in respect to the policing service on Fairfield. It was agreed that FPC would ask Kathryn Holloway, Bedfordshire Police & Crime Commissioner to confirm if there is an agreement between Bedfordshire, Hertfordshire and Cambridgeshire that the nearest vehicle would be sent to investigate a crime regardless of where the crime is taking place and which force the vehicle is from. FPC also to send a copy (if permitted by the resident) of the email to her. **Action: KH**

203 Any other business

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

- 203.1 Councillor Dixon advised he had been made aware of many street light faults around Fairfield and had requested a site visit with the CBC Officer responsible for street lighting.

204 Date of next meeting

- 204.1 The next Parish Council meeting will be held on 12th January 2017 at 7.30 pm

Meeting closed at 9.20 pm