

Draft minutes of the meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 14th December 2017 at 7:00 pm

Councillors present: C Bidwell (Chairman), B E Dack, P Daffarn and S J Jones

Officer present: Katrina Henshaw (Parish Clerk)

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

179 Apologies for Absence

179.1 Apologies for absence were received from Councillors N P Hanks (holiday) and T Milliken (holiday) and Ward Member Councillor B Saunders.

180 Disclosures of Interest and Dispensation requests

- 180.1 Councillor Jones completed a 'Change to financial and other interests already registered' form and will send this to CBC.
- 180.2 Councillor Jones reiterated her pecuniary interest on Kingsley Avenue and agreed to leave the room if this came up in any discussion.
- 180.3 No other disclosures of interest and no requests for dispensation were received.

181 Council Minutes

181.1 Minutes of the meetings held on Thursday 9th November 2017 and Monday 4th December 2017 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.

182 Public Participation Session

- 182.1 One members of the Public asked who should be contacted regarding the parking of commercial vehicles on Dickens Boulevard and was this against covenants. FPC advised that Dickens Boulevard had been adopted by CBC and not covered by covenants. If any vehicles are causing an obstruction the resident should report immediately to the Police on 101. Photographic evidence with number plates, dates, time and location would also help.
- 182.2 Another member of the Public, who was not present at the meeting, had sent a text to a parish councillor asking FPC to clarify whether there is a genuine intention to create a route along Kingsley Avenue and who will be consulting with FHMC to get permission etc. FPC will respond direct to the resident. **Action: KH**
- 182.3 Residents were reminded to send questions to the clerk and not use parish councillors' personal mobiles for official parish council correspondence.

183 Planning Applications

- 183.1 **CB/17/05604/FULL 16 Faraday Gardens**
Single storey infill between the main house and the detached garage. Change first floor of garage to flatlet.
FPC has no objections to the basic principle of the application other than conditions are that the construction should be in matching materials and follow Fairfield Neighbourhood Plan Design Statement.
It was noted, however, that the front door has been changed without permission and is not in line with the Fairfield Neighbourhood Plan Design Statement and therefore request that CBC ask the applicant to change it back.
- 183.2 **CB/17/05713/FULL 8 Faraday Gardens**
Proposed new roof lights to existing garage annex.
FPC has no objections to the basic principle of the application other than conditions are that the construction should be in matching materials and follow Fairfield Neighbourhood Plan Design Statement.
- 183.3 **CB/17/05145/FULL 23 Dickens Boulevard**
Two storey rear extension, part over existing ground floor.
FPC to request an extension to 16th January 2018 so it can be discussed at the next FPC meeting.
- 183.4 **CB/17/05763/FULL Land adjacent to 163 Hitchin Road**
Residential development of four, four bedroom semi-detached dwellings with associated access, parking and landscaping on land adjacent to 163 Hitchin Road.
FPC to request an extension to 16th January 2018 so it can be discussed at the next FPC meeting.

184 Planning Decisions

- 184.1 **CB/17/03495/FULL 165 Hitchin Road**
Erection of two, four bedroom semi-detached dwellings with associated access, parking on land formerly used as a builders yard.
CBC granted full planning permission 5th December 2017
- 184.2 **CB/TRE/17/00345 Land adjacent to and around Fairfield Hall**
Works to tree protected by a Tree Preservation Order: Various works to trees surrounding and within Fairfield Hall as shown on the Tree Report. The trees are within the Order Ref: MB/TP0/99/00001
CBC granted consent for the works 21st September 2017

The meeting closed at 7.25 pm and was re-opened at 7.30 pm for the rest of the meeting as stated on the agenda and advertised on the website and noticeboards.

185 Central Bedfordshire Council Ward Members Report

- 185.1 Budget – CBC is agreeing the final stages of the budget and there will be a consultation in the New Year.
- 185.2 Local Plan – FPC will be sent the final paperwork on 3rd January 2018.
- 185.3 Street Lights – Following Councillor Dalgarno's meeting with the traffic management team, Officers from the highways team met with planning enforcement to agree a way forward on what action can be taken to force the developers to get on with repairing the street lights which are not adopted on Fairfield. CBC is aware that the issue is leading to anti-social behaviour and Councillor Dalgarno will advise FPC on what action CBC agree to take.
- 185.4 Planning applications – The planning department has confirmed that Fairfield's NHP and Design Statement is fully recognised when making planning decisions. However, they do not apply when permission is granted under permitted development rights.

186 Battle's Over: a Nations Tribute

186.1 The 100 years of remembrance "Battle's Over: a Nations Tribute" is to be held on Sunday, 11 November 2018. CBC has circulated a revised guidance for the nation's tribute. Following a discussion it was agreed that Fairfield wish to be involved with this tribute and will purchase a beacon. **Action KH**

A meeting will be arranged with Fairfield Community Church in the New Year to discuss location and full details for the tribute. **Action KH**

187 Request for a grant from Fairfield Scouts for storage

187.1 Following a discussion it was

RESOLVED

- That FPC will pay between £15.00 and £25.00 a week for one year for storing scout equipment, FPC artefacts, inflatable arch and equipment for works to the Orchard.
- It was agreed to use Aztec.

REASONS

- To support recreation activities in Fairfield
- The Community Hall does not have sufficient storage for these items currently. Once the Community Hall is transferred to FPC, it was agreed to investigate improving storage.
- Aztec was agreed as best value and was open 7 days a week.

The clerk to liaise with the Scouts. **Action: KH**

188 Budget 2018/19

188.1 All councillors were presented with an update on accounts 2017/18 showing expenditure against the budget.

	Budget 2016/17 bf	Budget 2017/18	Additional Income	Money Spend	Money Remaining
Administration	£ 3,897.89	£ 20,000.00	£ -	£ 15,911.57	£ 7,986.32
Recreation & Public Lands inc Artefacts	£ 56,609.15	£ 17,904.00	£ 38.68	£ 16,960.56	£ 57,591.27
Orchards	£ 11,591.30	£ 18,000.00	£ -	£ 4,618.97	£ 24,972.33
Apple Day	£ 350.04	£ 500.00	£ 460.27	£ 800.83	£ 509.48
PP / NHP	£ 25,703.02	£ -	£ -	£ 50.00	£ 25,653.02
Cemetery	£ 10,000.00	£ 10,000.00	£ -	£ -	£ 20,000.00
Parking	£ 49,902.50	£ 16,000.00	£ -	£ -	£ 65,902.50
Grants	£ 15,850.63	£ 7,000.00	£ -	£ 5,535.70	£ 17,314.93
Reserves	£ 30,000.00	£ -	£ -	£ -	£ 30,000.00
Interest	£ 855.75	£ -	£ -	£ -	£ 855.75
Vat	-£ 1,005.48	£ -	£ 5,795.94	£ 4,973.79	-£ 183.33
Total	£ 203,754.80	£ 89,404.00	£ 6,294.89	£ 48,851.42	£ 250,602.27

188.2 Following a discussion it was

RESOLVED

That FPC will set a budget of £93,528.00 (£77.81 for band D - 0% change). The budget was set as follows:-

	Est b/f 2017/18	Estimated costs	Budget 2018/19	Balance
Administration	£ -	£ 25,000.00	£ 25,000.00	£ -
Publicity (Fairfield Matters)	£ -	£ 2,000.00	£ 2,000.00	
Recreation & Public Lands	£ 48,000.00		£ 41,228.00	-£ 519,877.44
<i>Grass verges / roundabouts / dog bins</i>		£ 9,505.44		
<i>Gritting</i>		£ 5,000.00		
<i>Road crossing officer</i>		£ 4,000.00		
<i>Social events (eg Christmas lights, fireworks, Urban park concerts)</i>		£ 8,000.00		
<i>Remembrance day (Beacon / refreshments)</i>		£ 600.00		
<i>Telephone box exchange library</i>		£ 2,000.00		
<i>Urban Park</i>		£ 40,000.00		
<i>Community Hall</i>		£ 10,000.00		
<i>Green Waste facility</i>		£ 10,000.00		
<i>Solicitor Fees</i>		£ 20,000.00		
<i>New allotments and recreation area</i>		£ 500,000.00		
		Total £ 609,105.44		
Orchards	£ 18,000.00		£ 5,000.00	£ 700.00
<i>Grass cutting</i>		£ 2,300.00		
<i>Re-planting and protecting existing trees</i>		£ 2,000.00		
<i>Maintenance</i>		£ 7,000.00		
<i>Orchard refurb</i>		£ 5,000.00		
<i>Tools</i>		£ 1,000.00		
<i>Contingency</i>		£ 5,000.00		
		Total £ 22,300.00		
Apple Day	£ 509.48	£ 800.00	£ 300.00	£ 9.48
Parish Plan / NHP	£ 25,653.02		£ -	£ -
<i>Additional Lights by Community Hall</i>		£ 10,000.00		
<i>Community Greenspace</i>		£ 15,653.02		
		Total £ 25,653.02		
Cemetery	£ 20,000.00		£ 10,000.00	£ 30,000.00
Parking	£ 65,902.50		£ 10,000.00	£ 75,902.50
Grants	£ 10,000.00	£ 10,000.00	£ -	£ -
Reserves	£ 30,000.00	£ -	£ -	£ 30,000.00
Interest	£ 855.75	£ -	£ -	£ 855.75
Vat	£ -	£ -	£ -	£ -
Total	£ 218,920.75	£ 1,351,916.92	£ 93,528.00	-£ 382,409.71

REASON

To manage existing areas and to continue 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 2018/19 so unspent monies will be carried over to the following financial year.

The clerk to send the Precept request to CBC before 19th January 2018. **Action: KH**

189 Community Governance review

189.1 The consultation is open from 1 November 2017 until 1 February 2018. Following a discussion it was agreed

- To ask Electors via newsletters and FPC website if they wished FPC to request changing “parish council” to “village council”. **Action: BD**
- FPC will request CBC change the parish boundary to include the second farmhouse that fronts Stotfold Road.

190 Orchards

190.1 There has been one session of successful pruning and another is planned for this week. Councillor Daffarn’s meeting with Colin Carpenter regarding new trees was rescheduled due to the recent bad weather. FPC to agree works once Colin has submitted a quotation.

191 S106 Public Art money for the Orchards

191.1 Councillor Daffarn met with Wendy Briggs, Julia Scott, CBC, Richard Lawrence, BRCC and Cliff Andrews, BRCC to discuss Wendy’s suggestions. These suggestions were discussed and FPC had the following comments:-

Nature Trail to include a series of bollards (approximate 30) - FPC do not want 30 and suggested a maximum of 6 as markers to identify route.

Information boards - FPC suggested two at the start of the walk (on FPC land) with descriptions on both sides.

Curved seating with text listing the varieties of fruit trees, in the orchard, each with their corresponding identity number – FPC liked this idea but careful thought needs to be given to their placing.

It was agreed to invite Wendy Briggs to the February Parish Council meeting. **Action: PD**

192 Chaos at Dickens Boulevard bus stop in the morning

192.1 Although the children are behaving themselves there is still concern about the number of children waiting there. Railings are not something CBC or the Police would encourage as it can cause more danger by allowing people to climb on them and can also stop people from getting out of the road quickly. It was felt that the best solution was education by parents and school. Councillor Dixon to raise this matter with School Transport. **Action: SD**

193 CBC – Rural Match Funding Application 2018/2019

193.1 Applications for Rural Match funding for 2018/2017 must be submitted in full by Friday 9th January 2018. FPC agreed to apply for funding to improve the visibility for pedestrians at crossing points and junctions and to increase safety of pedestrians and reduce parking over crossing points and on and around junctions to allow drivers to see oncoming traffic and reduce the risk of accidents due to high levels of inconsiderate parking. **Action: CB/KH**

194 Request to purchase and install a phone box exchange library

194.1 FPC will need to inform planning of the plans but it will be granted under permitted development rights. FPC to confirm cost of the box and to request tenders for the construction of the base and to convert the box to include book shelves. **Action: CB**

195 Road sweeping

195.1 FPC to review in March if it is considered that CBC is sweeping the roads to the required standard.

196 Parish Council Vacancy

- 196.1 Following the resignation of Councillor S Foster a Public Notice was displayed on 15th November 2017 advising a vacancy has arisen in the Office of Councillor for Fairfield Parish Council. This will be filled by an election as requested by 10 electors and the cost will be paid by FPC. (Last bi-election was contested and cost £3,088.77). Date of election is 8th February 2018 and applications must be submitted to CBC any date after 4th January 2018 and before 4pm on 12th January 2018.
- 196.2 The February meeting will be rearranged to 1st February.

197 Gritting

- 197.1 The areas and split costs are still being agreed between FPRA, FPC and MBS but it has been agreed in principal that FPC will pay 75% of the costs and FPRA will pay 25%. Once agreed MBS will quote for the cost for
1. Roads and footpaths on a public holiday
 2. Roads and footpaths at a weekend
 3. Roads and footpaths on a normal MBS working day
 4. Putting men on standby during Christmas week

It was agreed to write to MBS to thank them for the gritting they did on Sunday with the understanding that they would send an invoice once the terms and conditions were agreed.

Action: KH

As Copperfield Close is used frequently by parents dropping off children at the school and Community Hall it was agreed to ask residents if they would like FPC to provide a salt bin if they wish to grant permission to grit this road and pavement or if they would like it left alone. This road has never been gritted in the past and is a private road so can only be done with the permission of all residents. **Action: KH**

CBC is offering 3 tonnes of salt again this year. The clerk to liaise with MBS on how to collect the salt. **Action: KH**

198 Recent new odour problems

- 198.1 FPC wrote to AW CEO regarding the misleading information being given by AW. The CEO took very quick and positive action and the problem was solved very quickly.

199 Traffic Lights on Hitchin Road

- 199.1 The traffic lights are temporary and are regularly reviewed. At peaks times the lights have been replaced with men and signs to try and increase traffic flow.

200 Town and Parish Council Conference

- 200.1 Councillors Dack and Daffarn attended the conference on 21st November 2017.

201 Meeting with Community Police

- 201.1 Councillor Bidwell met with PC Sally Bonham and Stephen Hyde (Director of FHMC) on 27th November 2017 to discuss recent problems around Fairfield.

The meeting covered the number of the vehicles illegally parked in and around Fairfield Parish as well as concerns that the Bannatyne's car park was a location for possible drug use. PC Bonham offered to install signage indicating Police patrols cover the area. This was agreed by the FHMC director present as the signs would be on the wall of the car park.

The control of the electronic gates to Kingsley Avenue and the attendance of emergency services was also covered and PC Bonham stated the Police can hold keys to a property but these will be kept at Biggleswade Police Station, and would need to be brought to site, this would cause delay in the police accessing into the Hall or Kingsley Avenue. PC Bonham also said Police vehicles and officers do not routinely carry keys which can be used to override electronic locking systems.

The question of taking photos of minors was also raised. PC Bonham said this was not illegal but there had to be strict controls. It was agreed that this be the subject of an article submitted to Fairfield Matters. **Action: CB / BD**

202 Quad bike and scramblers

202.1 FPC has requested that the Community Police patrol the shelter belt that leads from West Drive, Arlesey to the Blue Lagoon as there has been recent reports of quad bikes and scramblers in that area.

203 Christmas Tree Collection

203.1 Information on locations and dates will be included on the FPC website and will be in the newsletter that is email to residents on the mailing list. **Action: BD**

204 Trees around Dickens Boulevard roundabout

204.1 CBC has agreed to look at the trees and arrange any necessary works.

205 Finance

205.1 Appointment of Internal Auditor 2017/18

It was agreed to appoint Gill Wiggs again at a fee of £135.00. The clerk to place contract. **Action: KH**

205.2 Receipts

From whom	Description	Total
HMRC	VAT repayment 010417 to 311017	£4,782.72
Total		£4,782.72

It was

RESOLVED

That receipts of £4,782.72 be noted.

205.3 Payments

To whom	Description	Total
Katrina Henshaw	November wages and mileage	£475.71
HMRC	November Tax	£114.40
Herts Full Stop	Stationery	£37.93
EE	Mobile phone	£46.09
Post Office	Stamps	£9.55
MBS	Maintenance contract - November	£914.55
SLCC	GDPR Training cheque cancelled	-£40.00
SLCC	GDPR Training	£10.00
Gavin Daffarn	Tools for orchard	£83.97
Fairfield Scouts	Community Hall November rent	£150.00
	Community Hall December rent	£85.00
Colin Carpenter	Orchards	£2,500.00
Prontaprint	Printing	£22.25
Total		£4,409.45

It was

RESOLVED

That payments of £4,409.45 be paid and it was noted that £250 had been transferred to the cash plus card.

206 Correspondence

- 206.1 **Smaller Authorities Audit Appointments** – PKF LITTLEJOHN LLP has been appointed as the external auditor for FPC.
- 206.2 **Henlow Church of England Academy** – Six week consultation on proposed changes to their admission policy. The consultation runs until 12th January 2018.

207 Any other business

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

- 207.1 Thanks were expressed to Councillor Daffarn for arranging the Christmas lights this year.

208 Date of next meeting

- 208.1 The next Parish Council meeting will be held on 11th January 2018 at 7.00 pm for planning and 7.30 pm for all other matters.

Meeting closed at 9.30 pm