

Date: Friday 4th May 2018

Councillors:

C Bidwell (Chairman), B E Dack, P Daffarn, N P Hanks, A M Hunt, S L Jones and T Milliken.

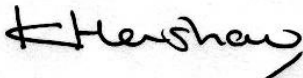
You are hereby summoned to attend the following meeting:

Fairfield Parish Council Annual Meeting

Date/ Time: Thursday 10th May 2018 at 7.00 pm for Election of Chairman and planning and 7.30 pm for all other matters.

Venue: Fairfield Community Hall, Kipling Crescent.

Members of the press and public are invited to attend.



Katrina Henshaw, Parish Clerk

Meeting Agenda

1 Election of Chairman for the ensuing council year

- 1.1 To consider that under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 that the public and press should be excluded from a discussion prior to item 1.2 of this agenda in view of the confidential nature of the business to be transacted.
- 1.2 To elect the Chairman and the Chairman to sign a Declaration of Office.

2 Election of Vice Chairman for the ensuing council year

- 2.1 To elect the Vice Chairman and the Vice Chairman to sign a Declaration of Office.

3 Apologies for Absence

- 3.1 To receive any apologies for absence from Councillors.

4 Disclosures of Interest and Dispensation requests

- 4.1 To receive any declarations of interest from Councillors on matters contained in the agenda. If, at any time during the meeting, a Councillor feels they have an interest in an item being discussed they should declare it at that point.
- 4.2 To receive written requests for dispensations for declarable interests.
- 4.3 To grant any requests for dispensation as appropriate.

5 Council Minutes

- 5.1 To approve and sign as a correct record the minutes of the Parish Council meeting held on 19th April 2018.

6 Public Participation Session for planning applications

- 6.1 Fifteen minutes is allocated for public participation. Up to five members of the public will be given no more than three minutes each to speak, provided the correct notice has been given to the Parish Clerk prior to the meeting.

Planning (Between 7.00 pm and 7.25 pm)

7 Planning

- 7.1 CBC has advised that the planning teams will be reminded of the Neighbourhood Plan and the very useful Design Statement. CBC agree they should be referencing this when responding to permitted development enquiries to encourage people to have regard to the architectural features of Fairfield. When considering planning applications CBC will also need to have regard it.

8 Planning Applications

- 8.1 **CB/18/00981/OUT Land at 157 and 159 Hitchin Road**
Outline: Residential Development consisting 4 No. new dwellings and access and new detached garage for no. 159
- 8.2 Any urgent planning applications received between 4th and 10th May 2018.

9 Planning decisions

- 9.1 **CB/18/00777/FULL 5 Hardy Way**
Loft conversion with installation of Veluz type windows to front and rear elevations.
CBC granted full permission 18th April 2018
- 9.2 **CB/18/00941/FULL 16 Salisbury Close**
Single storey rear extension
CBC granted full permission 27th April 2018

Rest of the meeting (From 7.30 pm)

10 Public Participation Session

- 10.1 Fifteen minutes is allocated for public participation. Up to five members of the public will be given no more than three minutes each to speak, provided the correct notice has been given to the Parish Clerk prior to the meeting.

11 Central Bedfordshire Council Ward Members Report

- 11.1 To receive a report from a CBC Ward Members on matters pertaining to Fairfield.

Annual reviews and appointments

12 Review of Standing Orders and Financial Regulations

- 12.1 Standing Orders were last adopted 12th February 2015 and Financial Regulations were last adopted 14th April 2016; both have been reviewed annually since with no amendments. The clerk has reviewed the Standing Orders and has circulated some amendments which are to be discussed and agreed.

13 Review of insurance cover arrangements and asset register

13.1 The clerk reviewed insurance arrangements and the asset register in advance of the insurance renewal. These were agreed the FPC meeting held on 19th April 2018.

14 Review of Finance Risk Assessment

14.1 This was agreed the FPC meeting held on 19th April 2018.

15 Review of the Council's and Clerk's membership of other bodies

15.1 Fairfield Parish Council is currently a member of BAPTC (including NALC affiliation), SLCC and ICO (The Information Commissioner).

16 Review of the Council's Complaints Procedure, Freedom of Information Policy and Procedure and Policy for dealing with the press/media.

16.1 The Complaints Procedure Freedom of Information Policy and Procedure and Policy for dealing with the press/media have been reviewed and circulated to all. Councillors to agree any amendments and adopt.

17 Review of the Council's employment policies and procedures

17.1 The employment policies and procedures have been reviewed and circulated to all. Councillors to agree any amendments and adopt.

18 Review of the Council's expenditure incurred under s137 of the Local Government Act 1972 or the general power of competence.

18.1 No expenditure was made under the s137 of the Local Government Act 1972 or the general power of competence.

19 The General Power of Competence

19.1 FPC eligible to use the Power of Competence as required until May 2019.

20 Committees

20.1 To discuss if FPC require any committees and if so appoint members.

21 Appointment of Lead Planning Adviser

21.1 To appoint lead planning adviser.

22 Appointment of Lead Councillor for Orchard Maintenance

22.1 To appoint lead councillor for orchard maintenance.

23 Appointment of Lead Councillor for Rural Match Funding Grant

23.1 To appoint lead councillor for Rural Match Funding Grant.

24 Appointment of bank signatories

24.1 To appoint bank signatories.

25 Appointment of representatives on outside bodies

25.1 To appoint a representative for the Green Wheel.

26 Appointment of Emergency Plan Co-ordinator

26.1 To appoint Emergency Plan Co-ordinators.

27 Calendar of meeting dates for the ensuing council year

27.1 To agree meeting dates for the ensuing council year. (Appendix A).

Decision items

28 GDPR

28.1 To discuss and agree Privacy Notices, Consent forms and Policies.

29 Urban Park

29.1 To discuss FPC contributing to this project.

30 Security on Fairfield Phone Box library

30.1 FPC to discuss security and agree action.

31 MBS' new sweeper

31.1 Councillor Bidwell to give an overview of the new sweeper. FPC to discuss requesting quotations on the new service.

32 "Stotfold" Care Home

32.1 FPC to discuss if this is an appropriate name for the building as declared on boards outside the Fairfield Gardens. FPC to agree what action to take.

33 Public electric car charging points on Fairfield

33.1 To discuss having one in Fairfield.

Information items

34 Local Plan

34.1 Central Bedfordshire Local Plan was submitted to government on 30 April 2018 and will now be subject to an independent examination by a Planning Inspector. The examination is likely to include a series of hearings on what the Inspector deems to be critical issues affecting the Plan. Respondents who have made representations, proposing changes to the Plan in order to make it sound and legally-compliant, may be invited to participate in a hearing. The selected respondents will be contacted by the Programme Officer once the hearing timetable has been finalised. During the examination period, the submission and examination material will be available to be inspected by the public.

35 Recommendations for changes to bin collections

35.1 CBC has had a huge response to this consultation with over 15,000 people taking part. CBC's primary objectives are to:

1. drive up recycling rates by making it as easy as possible for our residents to recycle;
2. give our customers a consistent service; and
3. deliver best value to our rate payers.

The following recommendations have been put forward to Executive are designed to help deliver these objectives:

1. Weekly food waste collection for everyone.
2. Maintaining free garden waste collection as this was the least popular of the options with residents. However, CBC will offer residents the choice of a bin or reusable bags where possible as many of them wanted this flexibility.
3. Possible separate glass collection in the future. The majority of residents wanted this new service. However, the government has recently announced a new national Deposit Return Scheme for drink containers made from plastic, glass and metal. Clearly, this could impact on the frequency required for kerbside collection of glass and possibly eliminate the need for it completely. Therefore, CBC will build flexibility into the new contract to enable us to introduce this when more is known about the impact of this new scheme.
4. In terms of three-weekly black bin collections CBC know residents had some concerns about how they would manage this at the moment. CBC has listened to this and are therefore proposing to move to three-weekly collections in the longer term. In the meantime, CBC will work with residents to help them recycle as much as possible, and the new services we are proposing to introduce should help with this. This will, of course, reduce the amount of waste going into residents' black bins. So, in the future CBC can move to a three-weekly collection more easily, which in turn will save money.

The papers for Executive, including the consultation results, are available on the CBC website. If Executive agree these changes, the new contract will start in the Autumn 2019.

36 Maintenance Contract

36.1 Four companies have been asked to quote and one has declined the invitation. To be agreed at the June meeting.

37 Kathryn Holloway PCC Annual Report - Two Years On

37.1 To receive a report from Councillors Hunt and Jones

38 Local Governance Review

38.1 CBC's draft recommendations are: -

- That the parish name of Fairfield should remain unchanged;
- That the parish style is changed to Fairfield Village Council;
- That the number of parish councillors on Fairfield Village Council remain unchanged (seven); and
- That no change should be made to the parish boundary of Fairfield.

39 S106 Public Arts

39.1 Councillor Daffarn to give an update.

40 A Nation's Tribute & WWI Beacons of Light

40.1 To receive an update from Councillors Dack and Daffarn

41 Litter Collection Day

41.1 To receive an update from Councillor Jones.

42 Speed Watch Training

42.1 This will be held on Saturday 9th June and Nick Reynolds has volunteered to be the coordinator.

43 Apple Day 2018

43.1 The event will be held on Saturday 29th September between 12.00 pm and 4.00 pm.

44 Meeting with Management Companies

44.1 To receive an update in responses.

45 Annual Report

45.1 To be completed by 30th June 2018.

Finance and Correspondence

46 Finance

46.1 The 2017/18 accounts have been sent to the internal auditor.

46.2 To receive receipts and agree payments. (Appendix B).

46.3 To consider that under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 that the public and press should be excluded from item 46.4 of this agenda in view of the confidential nature of the business to be transacted.

46.4 Councillors to discuss the Annual review of salary for parish clerk.

47 Correspondence

47.1 Any urgent correspondence received between 4th and 10th May 2018.

48 Any other business

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

49 Date of next meeting

49.1 The next Parish Council meeting will be held on 14th June 2018 at 7.00 pm for planning and 7.30 pm for all other matters.

Appendix B

Receipts

From whom	Description	Total
HMRC	VAT	£5,593.87
	Total	£5,593.87

Payments

To whom	Description	Total
Katrina Henshaw	April wages and mileage	£745.90
HMRC	April Tax and NI	£264.27
EE	Mobile phone	£27.82
MBS	Maintenance contract - April	£914.55
Fairfield Community Hall	Scouts - April 18 rent	£112.50
Fairfield Community Hall	Scouts - May 18 rent	£127.50
Ebuyer	Printer toner	£117.87
Came & Company	Insurance	£504.54
Keech Cottage	Grant for Toys and Tots	£250.00
Express Exhibition	FPC Flags	£209.92
Blandy and Blandy	Legal advice	£6,536.40
	Total	£9,811.27

Cash Plus

£300.00 transferred 25/4/2018

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