

Minutes of the annual meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 10th May 2018 at 7:15 pm

Councillors present: C Bidwell (Chairman), B E Dack, P Daffarn, A M Hunt, S J Jones and T Milliken

Officer present: Katrina Henshaw (Parish Clerk)

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

1 Election of Chairman for the ensuing council year

1.1 Under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, it was agreed that the public and press should be excluded prior to item 1.2 of this agenda and minutes in view of the confidential nature of the business to be transacted.

1.2 Councillor Bidwell 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 Bidwell be appointed the Chairman for the ensuing Council year.

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

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 Apologies for absence were received from Councillor N P Hanks (work commitments) and Ward Member Councillor B Saunders.

4 Disclosures of Interest and Dispensation requests

4.1 Councillors Bidwell, Dack, Daffarn, Hunt and Milliken declared a pecuniary interest on item 29 of the agenda (Item 30 of these minutes) as they all pay rent charge to FPRC. Dispensation was granted to all of them as without the dispensation so great a proportion of the council would be prohibited from participating in this business as to impede the Council's transaction of the business.

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

5 Council Minutes

- 5.1 The request from the Chairman of the Directors of FHMC to amend the minutes was discussed and it was unanimously agreed not to make the amendments as the suggested amendment did not reflect what was agreed at the meeting.
- 5.2 Minutes of the meeting held on Thursday 19th April 2018 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 Session for planning.

- 6.1 No members of the public requested to speak

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.
FPC has no objections to the basic principle of the application subject to no objections from neighbours and there are conditions that the construction should be in matching materials and follow Fairfield Neighbourhood Plan Design Statement.

9 Planning Decisions

- 9.1 **CB/18/00777/FULL 5 Hardy Way**
Loft conversion with installation of Velux 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

The meeting closed at 7.44 pm and was re-opened at 7.45 pm for the rest of the meeting as stated on the agenda and advertised on the website and noticeboards.

10 Public Participation Session for the rest of the meeting

- 10.1 No member of public requested to speak.

11 Central Bedfordshire Council Ward Members Report

- 11.1 Councillor Dixon advised that he had requested a CBC Officer visits the Blue Lagoon site following a report from a resident that the large area that overlooks the Blue Lagoon to the South West of Fairfield has been strimmed flat by a tractor with a flail behind. The resident expressed concern regarding the timing as he believed this is probably the best wildflower meadow around here with over twenty species of moth and butterfly having been recorded on it and the profusion of wild flowers, just emerging now, include orchids.

- 11.2 Councillor Dixon has asked CBC Officers to repair the damage to the crossing points on Dickens Boulevard and investigate ways to prevent future incidents from occurring.
- 11.3 Councillor Dixon advised that CBC consulted on possible changes to bin collections for Central Bedfordshire houses (not flats) from 26 February until 20 April 2018.
- Residents were overwhelmingly supportive of recycling more and the majority also supported saving money in the service.
- As a result, CBC will be introducing weekly food waste collections for everyone and potential kerbside glass collections for all. These are in addition to the fortnightly recycling collection residents already get.
- CBC has discarded the idea of charging for garden waste, as this was the least favoured option. Instead we will continue to provide a free fortnightly collection as we do now. Residents did ask for more flexibility in the service though. So, we will be offering residents a choice of a wheelie bin or two reusable bags for garden waste collections.
- After listening to residents' concerns about three-weekly black bin collections, CBC are not proposing to introduce this service at this point. However, in recognition of the fact that more than a third of residents favoured this option and others were open to the possibility, CBC are committed to put in place other measures to support people to recycle as much as possible, which might make three-weekly collections more manageable in the longer term.
- The new contract for bin collections would start in the Autumn 2019.

12 Review of Standing Orders and Financial Regulations

- 12.1 Following new Model Standing Orders being issued by NALC, the clerk reviewed FPC Standing orders and circulated draft amended Standing Orders to all councillors. Following a discussion, it was

RESOLVED

That these Standing Orders be adopted by FPC.

The clerk to distribute and put on website. **Action: KH**

- 12.2 Financial Regulations were last adopted 14th April 2016 and were reviewed 12th May 2016 and 11th May 2017. These had been reviewed and it was agreed no amendments were required.

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 at the FPC meeting held on 19th April 2018.

14 Review of Finance Risk Assessment

- 14.1 This was agreed at 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 circulated to all. To be reviewed at June meeting.

17 Review of the Council's employment policies and procedures

- 17.1 The employment policies and procedures have been reviewed and circulated to all.

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 It was agreed that FPC did not require any committees currently.

21 Appointment of Lead Councillor for Planning

21.1 Councillor Hunt was adopted lead councillor for planning Adviser and Councillor Bidwell was appointed vice lead councillor for planning. All decisions to be made at a full council meeting.

22 Appointment of Lead Councillor for Orchard Maintenance

22.1 Councillor Daffarn was appointed lead councillor for orchard maintenance and Councillor Milliken was appointed as the vice lead councillor for orchard maintenance.

23 Appointment of Lead Councillor for Rural Match Funding Grant

23.1 Councillor Milliken was appointed as lead councillor for the rural match funding grant and Councillor Dack was appointed as the vice lead councillor for the rural match funding grant

24 Appointment of Lead Councillor for Christmas Lights

24.1 Councillor Hunt was appointed as the as lead councillor for Christmas lights and Councillor Daffarn was appointed as the as vice lead councillor for Christmas lights.

25 Appointment of bank signatories

25.1 It was agreed that Councillors Bidwell, Dack, Daffarn and Hanks would continue as the appointed bank signatories.

26 Appointment of representatives on outside bodies

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

27 Appointment of Emergency Plan Co-ordinator

27.1 Councillors Jones and Milliken were appointed as the Emergency Plan Co-ordinators.

28 Calendar of meeting dates for the ensuing council year

28.1 The following dates were agreed

- Thursday 14th June 2018
- Thursday 12th July 2018
- Thursday 13th September 2018
- Thursday 11th October 2018
- Thursday 8th November 2018

- Thursday 13th December 2018
- Thursday 10th January 2019
- Thursday 14th February 2019
- Thursday 14th March 2019
- Thursday 11th April 2019
- APM date to be set between 1st March and 1st June 2019.
- Additional planning meetings to be set when required.

29 GDPR

29.1 Draft Privacy Notices, Consent forms and Policies were circulated along with a GDPR jargon and acronym buster and it was

RESOLVED

To adopt

- Privacy Notice
- Employee Privacy Notice
- Councillor Privacy Notice
- Neighbourhood Plan Notice
- Social Media and Electronic Communication Policy
- Consent – Contact Information
- Consent – Employee information
- Consent notice to use when contacted by email
- Consent notice to use when contacted by phone
- Consent Neighbourhood Plan
- Retention of Documents and Records
- Data Breach Record
- Application to amend, remove or restrict or object to processing
- Rights associated with automated decision making
- Application for Data Portability

The clerk to distribute policies and publish on website. **Action: KH**

All councillors completed the 'General Data Protection Awareness – checklist for councillors' and the Chairman was authorised to sign the 'Check list questions – Privacy notices'.

The clerk completed the Employee Information Consent form.

The email disclaimer was agreed, and the clerk will ask Chris Brown to amend all email signatures which will then be supplied to each councillor to install. **Action: KH**

Councillor Dack and the clerk to ensure that everyone who has subscribed to the newsletter has given consent. There is already the option to unsubscribe at any time. **Action: BD / KH**

The clerk to complete the

- Risk assessment
- Information Asset Register
- Assessment of personal data held by FPC

Action: KH

30 Urban Park

30.1 Following a discussion, it was

RESOLVED

To contribute £15,000 towards the Urban Park refurbishment

REASON

To enhance the area for the benefit of the whole community

The clerk to advise FPRA and arrange payment. **Action: KH**

It was also agreed to request electric cables are installed to the tree, so lights can be used to decorate the tree at Christmas. **Action: CB**

It was suggested that FPC may consider pay ongoing electricity costs as they will be used for community events. Councillor Jones to liaise with the chairman of FPRA. **Action: SJ**

FPC is also considering sponsoring the opening event once full details are available.

31 Security on Fairfield Phone Box library

31.1 FPC discussed the security and it was agreed to monitor after installation and agree action if required.

32 MBS' new sweeper

32.1 Councillor Bidwell advised that the new sweeper is multipurpose so can sweep and grit and can do footpaths and roads. It was agreed to wait until maintenance contracts have been renewed before deciding if to request quotations for this service.

33 "Stotfold" Care Home

33.1 Following a discussion, it was agreed that FPC would speak to the Care Home to explain the confusion "Stotfold" Care Home (as advertised on boards outside Fairfield Gardens) would cause if they used that name. **Action: KH**

34 Public electric car charging points on Fairfield

34.1 Following a discussion, it was agreed to investigate having a public electric car charging point in Fairfield. Councillor Dixon offered to investigate how CBC can assist. **Action: SD**

It was agreed to appoint Councillor Jones as the lead councillor for this project and Councillor Hunt as the vice lead councillor.

35 Local Plan

35.1 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 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.

36 Maintenance Contract

36.1 Five companies have been asked to quote and one has declined the invitation. To be agreed at the June meeting. Councillor Bidwell and Councillor Dack will be present when FPRA interview the companies. **Action: CB / BD**

37 Kathryn Holloway PCC Annual Report - Two Years On

37.1 Councillors Hunt and Jones attended the meeting. Most of the meeting was about knife crime and the work the Police are doing with schools to educate children. Councillor Jones will follow up FPC's enquiry regarding funding a PCSO to patrol Fairfield on Friday and Saturday evenings. **Action: AH**

38 Local Governance Review

38.1 CBC's draft recommendations are: -

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

39 S106 Public Arts

39.1 Councillor Daffarn advised that FPC do need to give final approval on designs before anything will be ordered. She would ask CBC if they have asked permission from the school and Hotbed as previously agreed. If they have not, then FPC will request the appropriate permission. **Action: PD / KH**

40 A Nation's Tribute & WWI Beacons of Light

40.1 Councillors Dack reported that he had received a good response from organisations wishing to be involved with the tribute but was waiting for a few more responses. Councillors Dack and Daffarn to arrange a meeting with the volunteers to discuss ideas. **Action: BD / PD**

41 Litter Collection Day

41.1 It was agreed that the Litter Collection Date would be 8th September 2018. Councillor Jones to arrange and Councillor Bidwell to do the risk assessment. **Action: SJ / CB**

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 and Councillor Daffarn and her husband Gavin have offered to organise it again this year. Councillor Bidwell will complete the risk assessment. **Action: CB / PD**

44 Meeting with Management Companies

44.1 The meeting will be held on Thursday 28th June 2018 at 7.00 pm in the middle room of the Community Hall.

45 Annual Report

45.1 To be completed by 30th June 2018. **Action: BD / KH**

46 Finance

- 46.1 Internal Audit 2017/18 - Gill Wiggs has carried out an internal audit and has completed 'Annual internal audit report 2017/18'. She has not raised any concerns and her only recommendation is that the parish council considers adopting the recently revised NALC Standing Orders. This has been done in item 12.1

Although the accounts are all complete and are ready for FPC to approve them, it was agreed to do this at the June meeting as the internal audit has only just been completed. This still gives time for the inspection period for the public to exercise their rights which must be thirty working days and must include the first ten working days of July, so this period will be between 18th June and 27th July.

46.2 Receipts

From whom	Description	Total
HMRC	VAT 2017/18 refund	£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

It was

RESOLVED

That receipts of £5,593.87 be noted and payments of £9,811.27 be paid. It was noted that £300 was transferred to the cash plus card on 27th April 2018.

- 46.3 Under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, it was agreed that the public and press should be excluded from item 46.4 of this agenda and of these minutes in view of the confidential nature of the business to be transacted.

- 46.4 Councillors had all been supplied the 2018-2019 National Salary Award guidelines from NALC. In a closed session it was

RESOLVED

The clerk will be paid SCP27 from 1st April 2018 as recommended by NALC E01-18.

47 Correspondence

- 47.1 Resident – Concern about the electric fence near the lagoon as there was no warning sign nor were there any animals in the field so has requested for the farmer to put up warnings on the

fencing so that Fairfield residents and their pets know which areas are safe and which are not. With permission of the resident, FPC forwarded this to CBC who advised the resident that the enforcing authority for Health and Safety at Work on Farming premises is the Health and Safety Executive (HSE) and concerns can be made on line to them.

- 47.2 Tesco – In response to the complaint from FPC, Tesco have apologised for the condition of the area around the Dickens Boulevard store. They have advised that the bollards and paving slabs will be fixed, and the graffiti will be removed. The bin will be checked and emptied on a regular basis. Unfortunately, they cannot specify times for deliveries to arrive as the lorries are servicing several stores in the area. They do have to be within Tesco appointed delivery timescales and they should park where the delivery risk assessment has allocated. The milk delivery drivers will be reminded that they should park in the correct area.

48 Any other business

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

- 48.1 Councillor Bidwell reported that there were only two complaints about the odour from the Anglian Water Site this Easter compared to approximately fifty received last year. However, there are still unanswered questions as to why the pits remain uncovered and still work to do.
- Wilbury Farm was visited by CBC yesterday and allegedly they do not appear to have a license to store or spread cake. FPC is waiting for a full update.

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.

Meeting closed at 9.40 pm