Date: Friday 6th July 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

Date / Time: Thursday 12th July 2018 at 7.00 pm for 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  Apologies for Absence
   1.1 To receive any apologies for absence from Councillors.

2  Disclosures of Interest and Dispensation requests
   2.1 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.
   2.2 To receive written requests for dispersions for declarable interests.
   2.3 To grant any requests for dispensation as appropriate.

3  Council Minutes
   3.1 To approve and sign as a correct record the minutes of the parish council meeting held on 14th June 2018.

4  Public Participation Session for planning applications
   4.1 15 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)

5 Planning Applications
5.1 CB/18/02126/FULL 12 Bronte Avenue
    Single storey rear extension
5.2 CB/18/02244/FULL 22 Beatrice Place
    Proposed standalone garage
5.3 CB/18/02526/FULL Land adjacent to 161 Hitchin Road
    Temporary school access
5.4 Any urgent planning applications received between 5th and 12th July 2018

6 Planning Decisions
6.1 FPC to discuss its process for checking conditions on all applications CBC grant permission for to ensure the Design Statement and any other requests are included and agree what action to take if they are not.
6.2 CB/17/05974/RM Land at East Lodge off Elliott Way
    Reserved matters approval is sought for access, appearance, landscaping, layout and scale pertinent to outline approval reference CB/16/03885/OUT
    Reserved matters granted by CBC 21st June 2018
6.3 CB/18/01689/FULL 10 Livingstone Way
    New Orangery
    CBC granted full permission 13th June 2018
6.4 CB/TRE/18/00166 Church at Fairfield Hospital, Hitchin Road
    Works to trees protected by a Preservation Order: Prune 3 Holm Oak trees located to the west of the Church. The trees are listed as T111, T127 and T128 within TPO Ref: MB/TPO/99/00001
    Preserved Tree - Grant Consented by CBC 13th June 2018

Rest of meeting (From 7.30 pm)

7 Public Participation Session for rest of the meeting
7.1 15 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.

8 Central Bedfordshire Council Ward Members Report
8.1 To receive a report from a CBC Ward Members on matters pertaining to Fairfield.
8.2 To receive an update on the missing bollards from Dickens Boulevard and Bronte Avenue and to receive an update on the proposed barrier to prevent cars parking at the junction.

Decision items

9 GDPR
9.1 FPC to review and adopt the risk assessment, information asset register and assessment of personal data held by FPC.
10 **Maintenance Contract**

10.1 FPC to agree who to award the contract to.

11 **Dickens Boulevard Roundabout**

11.1 FPC has requested quotations to weed, cut the grass, trim shrubs. FPC to agree budget and agree to delegate powers to a decision can be made before September.

12 **Urban Park**

12.1 The parish council has requested quotations to install an electricity supply. FPC to agree budget and agree to delegate powers to a decision can be made before September.

13 **Rural Match Funding**

13.1 CBC will shortly advertise waiting restrictions covering the junction of Dickens Boulevard and Kipling Crescent. A draft scheme drawing is attached. This includes the build out to protect people crossing on the raised table. FPC to advise CBC of comments. (Appendix A).

14 **Burial Ground / Cemetery**

14.1 FPC to discuss the request from a resident that FPC should negotiate with Stotfold Town Council so that residents of Fairfield can go there if they wish without penalty.

15 **Additional Bottle Bank**

15.1 To receive a report from Councillors Bidwell and Daffarn on the site meeting with CBC and agree any action.

16 **Hydrant licence and equipment**

16.1 To agree to purchase a licence from Affinity Water at a cost of £601.45 + vat to allow watering of orchards, urban park and the area of the community garden.

16.2 To agree purchasing a sprinkler (£11.00), sprinkler stand (£24.00), fittings (£15.00 approximately), 100m hose (£140.00) and a hose trolley (£350.00). Total cost £540.00 + vat approximately.

17 **Christmas Tree Lights**

17.1 FPC to agree budget for lights. (Quotation from Sparkx is £2,916.24 + vat).

18 **Blue Lagoon**

18.1 FPC to discuss the ongoing problem of motor bikes around the blue lagoon and riding down footpaths and the damage caused to gates.

19 **Joint meeting**

19.1 To receive a report on the joint meeting and agree any actions.

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**Information items**

20 **WW1 Battles Over Tribute**

20.1 Councillor Daffarn to report on the inaugural meeting with volunteers arranging the event.
21 **Orchard Maintenance**

21.1 FPC stated at the April minutes (item 301.2) that it has been maintaining the orchards under licence from Hotbed as the council believed a licence continued for maintenance. However, since that meeting the council has been made aware that this may not be correct so the council has suspended all work in the orchard and has asked the landowner permission to continue maintenance.

22 **Work to sycamore trees on west orchard**

22.1 FPC has asked Hotbed for permission to lift the overhanging branches from the Sycamores on the inside of the west orchard which run parallel to the old road behind the school of Hardy Way that are growing out over the brash pile, several of which are overshadowing a line of fruit trees and there is huge concern that they will diminish if they do not have more sunlight.

23 **Public Art Project**

23.1 FPC has asked Hotbed for permission to install seating in the West Orchard and a sign on the school fence by the disused roadway in Kingsley Avenue as well as seating and two boards in the East Orchard.

24 **Speed Watch Update**

24.1 Volunteers have completed training and have now been out on Dickens Boulevard twice and Bronte Avenue once for forty minutes at each location. Checked one hundred vehicles which all slow down when they see the speed watch sign and display so only one vehicle was noted speeding at 24 mph. Other locations have been approved or awaiting approval. Several residents have approach the volunteers and have thanked them for taking time to do the speed watch and feel it will help reduce speed around Fairfield.

25 **Telephone Box Library**

25.1 The estimated delivery date is 12\textsuperscript{th} July. FPC to arrange insurance.

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**Finance and Correspondence**

26 **Finance**

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

27 **Correspondence**

27.1 Any urgent correspondence received between 5\textsuperscript{th} and 12\textsuperscript{th} July 2018

28 **Any other business**

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

29 **Date of next meeting**

29.1 The next Parish Council meeting will be held on 13\textsuperscript{th} September 2018 at 7.00 pm for planning and 7.30 pm for all other matters.
## Appendix B

### Payments

<table>
<thead>
<tr>
<th>To whom</th>
<th>Description</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Katrina Henshaw</td>
<td>June wages and reimbursement for recorded delivery</td>
<td>£593.31</td>
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<tr>
<td>HMRC</td>
<td>June Tax and NI</td>
<td>£159.52</td>
</tr>
<tr>
<td>EE</td>
<td>Mobile phone</td>
<td>£9.98</td>
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<tr>
<td>Unity Trust</td>
<td>Service charge</td>
<td>£24.00</td>
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<tr>
<td>MBS</td>
<td>Maintenance contract - June</td>
<td>£914.55</td>
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<tr>
<td>Ebuyer</td>
<td>Printer Toner</td>
<td>£118.98</td>
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<tr>
<td>Blandy and Blandy</td>
<td>Legal advice</td>
<td>£5,280.00</td>
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<tr>
<td>Chris Brown</td>
<td>Email signatures</td>
<td>£40.00</td>
</tr>
<tr>
<td>Fairfield Community Hall</td>
<td>May Rent – Youth Club</td>
<td>£150.00</td>
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<tr>
<td>Fairfield Community Hall</td>
<td>June Rent – Youth Club</td>
<td>£120.00</td>
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<tr>
<td>Fairfield Community Hall</td>
<td>June Rent – Scout Club</td>
<td>£150.00</td>
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**Total** £7,560.34

29/06/2018 - £300 transferred to cash plus