

## Minutes of the meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 14<sup>th</sup> June 2018 at 7:00 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 three members of the public.

### **56 Apologies for Absence**

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

### **57 Disclosures of Interest and Dispensation requests**

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

### **58 Council Minutes**

58.1 Minutes of the annual meeting held on Thursday 10<sup>th</sup> May 2018 and the planning meeting on Thursday 7<sup>th</sup> June 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.**

### **59 Public Participation Session for planning.**

59.1 No members of the public requested to speak

### **60 CB/17/05974/RM Land at East Lodge Off Eliot Way, Fairfield**

60.1 FPC to consider PJ Livesey's responses to the following objections that FPC sent to CBC January 2018.

FPC objected to this application and if officers are minded to recommend it for approval FPC request it is called into the Development Management Committee for determination. Brick, windows and external door appear not to be as per Fairfield Neighbourhood Plan Design Statement. No provision or allowance has been provided for the proposed cycle path along the Hitchin Road side of the development. There is concern over off street parking as three-bedroom houses appear to have one garage parking with one offered place. There is no visitor parking provided.

FPC agreed to ask CBC Planning Officers to confirm if the visitor parking layout is compliant with the Central Bedfordshire Design Guidance for parking and will request that if the application is granted all items that PJ Livesey has agreed to do are conditions and not undertakings. FPC will send a representative to the Development Management Committee meeting. **Action: KH**

## 61 Planning Applications

### 61.1 CB/18/01980/VOC St Luke's Church, Eliot Way

Variation of condition: to condition 13 to be changed to the development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans, numbers: 14-01; 14-02; 14-03; 14-04; 14-05; 14-06; 14-07; BE137-BR-001 A; BE137-BR-010 A; BE137-BR-011 A; BE137-BR-012 A; BE137-BR-013 B; BE137-BR-015 A; BE137-BR-101 E; BE137-BR-102 E; BE137-BR-103 C; BE137-BR-104 A; BE137-BR-107 B; BE137-BR-121 B; BE137-BR-123 B;

FPC has no objections subject to no objections from Historic England and any conditions they suggest are imposed.

### 61.2 CB/18/01873/FULL 25 Livingstone Way

Proposed side infill extension. Opening up rear kitchen gable wall for glazing. Landscaping works to garden.

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.

## 62 Planning Decisions

### 62.1 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

CBC granted outline permission 30<sup>th</sup> May 2018

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.

## 63 Public Participation Session for the rest of the meeting

63.1 No member of public requested to speak.

## 64 Central Bedfordshire Council Ward Members Report

64.1 Councillor Dixon reported that there was a strong indication that there would be a decision on the Local Plan by the end of the year.

64.2 FPC requested that Councillor Dixon chased up CBC with regards to the problems for a resident on Hitchin Road and he agreed to do that and update the resident. **Action: SD**

64.3 FPC thanked Councillor Dixon for attending a recent site meeting regarding the traffic lights on Hitchin Road. Although the lights are working better there is still more disturbance to come so FPC request there is better organisation and communication.

## 65 Maintenance Contract

65.1 Councillors Dack and Daffarn participated in the meetings between FPRA and the four companies quoting for both the maintenance contracts in Fairfield. As no one is in a position to make a decision yet this item will be discussed again at the July meeting. In the meantime, it was agreed to extend the current contract with MBS until 31<sup>st</sup> August 2018 and rolling thereafter until a decision is made. **Action: KH**

## 66 FPC Policies and GDPR

66.1 Following a discussion, it was

### **RESOLVED**

**To adopt the new Data Protection Policy.**

- 66.2 The clerk to complete the
- Risk assessment
  - Information Asset Register
  - Assessment of personal data held by FPC
- Action KH**

## 67 Anglian Water

- 67.1 It was agreed to wait until after the summer before discussing the offered donation from Anglian Water so that FPC can access if the problem has been resolved. To be discussed at September meeting.

## 68 Hitchin Road

- 68.1 CBC has confirmed the proposed six-week closure will not occur. Temporary traffic lights along the Hitchin Road, the current two-way lights, will remain until the end of June. These will then be moved into the Hertfordshire section and will be in place until September. CBC is working with HCC to ensure a smooth transition.
- 68.2 With regards to the school works CBC is looking to collaborate but is awaiting a programme which will be shared in due course.
- 68.3 FPC discussed the new 30mph proposals for Hitchin Road and it was agreed to ask CBC to make from the A507 roundabout to the end of the Fairfield Development boundary a 30 mph with a 20-mph zone during peak school hours. **Action: KH**

## 69 Urban Park

- 69.1 FPC received a letter of thanks from FPRA for the recent donation towards Urban Park.
- 69.2 It was agreed that FPC would cover the cost of the installation of cable and electricity running costs. Councillors Bidwell and Dack to write a specification to enable the clerk to obtain three quotations. **Action: CB/BD/KH**

## 70 Outdoor Gym

- 70.1 Four residents responded to the recent article in Fairfield Matters with positive comments. As this is in the Neighbourhood Plan, it was agreed to proceed with the project. Councillor Hunt to meet with FPRA to agree locations and then request three quotations. **Action: AMH**
- The clerk to investigate if there are any grants that could be applied for. **Action: KH**

## 71 Formal approval and adoption of Etonbury Green Wheel Masterplan 2018

- 71.1 Following a discussion, it was
- RESOLVED**
- That FPC would formally approve and adopt 'formal approval and adoption of the Etonbury Green Wheel Masterplan 2018.**

## 72 Recreation Facilities, Allotments and Garden of Rest / Cemetery

- 72.1 Councillor Dixon agreed to ask CBC for an update regarding land for the facilities previously requested and to discuss how this matter can be moved on as some considerable time has elapsed since it was first discussed. **Action: SD**

### **73 Change of style of parish council to village council**

73.1 The current governance review can only designate the style when a new parish is created and whilst CBC has included FPC change in the current draft recommendations to reflect the new requested style CBC advises that the power to change is a decision for the parish council. Consequently, as soon as practicable after passing such a resolution, the parish authority must give notice of the change of style to the Secretary of State, the Local Government Boundary Committee for England, the Office of National Statistics, the Director General of the Ordnance Survey and of course CBC.

In summary therefore, once resolved, CBC will still refer to Fairfield Parish (which will not change) but councillors will be elected to Fairfield Village Council it will be served by Fairfield Village Councillors, chaired by the Chairman of the Village Council etc.

It was agreed to discuss this further in September when more information is available.

### **74 Additional Bottle Banks**

74.1 Following another two incidents of the bottle bank being overflowing, FPC discussed having additional recycling banks. It was agreed to ask CBC for a site meeting to discuss possible suitable locations. Councillor Dixon offered to attend the meeting with Councillors Bidwell and Daffarn. **Action: CB/PD/SD**

### **75 Salvation Army Clothing Recycling Bank**

75.1 FPC discussed the request to install a clothing recycling bank in Fairfield but there is no suitable location at the moment. It was proposed to consider the new retail outfit when it is built. The clerk to advise the Salvation Army. **Action: KH**

### **76 Speed Watch**

76.1 Speed Watch training took place on Saturday 9<sup>th</sup> June with five volunteers attending. There are two police approved locations and a further two areas being considered. It was agreed that FPC would share a speed indicating device with other villages and would look to purchasing its own device in the future if this does not work.

### **77 Parking problems in Eliot Way**

77.1 FPC discussed the recent inconsiderate parking by contractors parking. Eliot Road is an unadopted Road with no parking restrictions so unless the parking is dangerous and a police matter there is no action that can be taken. Councillor Dixon will ask the contractors not to block the road and to schedule deliveries. **Action: SD**

### **78 WW1 Beacon of Light**

78.1 A meeting has been arranged for 27<sup>th</sup> June to discuss this event.

### **79 Orchard – DNA Fingerprints**

79.1 Councillor Daffarn has sent off the samples and is waiting for the results.

### **80 Public Arts Project**

80.1 Councillors Dack and Daffarn, Wendy Briggs and Julia Scott, CBC met with two of the Directors of FHMC to discuss the proposals. The two Directors seemed to be in general agreement and agreed to discuss with the other Directors. FPC has not had a response from Hotbed yet to FPC's emails requesting permission. It was therefore agreed to send a letter to Hotbed (cc FHMC) by recorded delivery stating that if we have not had a response by 1st July we will assume Hotbed has no objections. (The same letter will be sent regarding the proposed work to the sycamore trees as Hotbed has not responded to that request either). **Action: KH**

## 81 Finance

- 81.1 The accounting statement and annual governance statement 2017/18 were completed and signed. The clerk to send to the external auditor. **Action: KH**
- 81.2 The period for the exercise of public rights for the accounts ended 31 March 2018 will be between 18<sup>th</sup> June and 27<sup>th</sup> July 2018.

### Payments

| To whom                               | Description  | Total             |
|---------------------------------------|--|-------------------|
| Katrina Henshaw                       | May wages and mileage                                  | £791.36           |
| HMRC                                  | May Tax and NI   | £259.94           |
| EE                                    | Mobile phone   | £9.98             |
| Local Council Public Advisory Service | Data Protection Officer                                | £125.00           |
| Herts Full Stop                       | Stationery   | £37.22            |
| MBS                                   | Maintenance contract - May                             | £914.55           |
| Fairfield Community Hall              | Youth Club - April18 rent                              | £70.00            |
| Rocket Genius                         | Gravity forms for website                              | £45.18            |
| Gill Wiggs                            | Internal Audit   | £135.00           |
| Blandy and Blandy                     | Professional charges in connection with odour nuisance | £1,104.00         |
| FPRA                                  | Contribution to Urban Park                             | £15,000.00        |
|                                       |  |                   |
|                                       | <b>Total</b>   | <b>£18,492.23</b> |

It was

### **RESOLVED**

**That payments of £18,492.23 be paid.**

## 82 Dates of next meetings

- 82.1 A joint meeting with management companies has been arranged for Thursday 28<sup>th</sup> June 2018.
- 82.2 The next Parish Council meeting will be held on 12<sup>th</sup> July 2018 at 7.00 pm for planning and 7.30 pm for all other matters.

Meeting closed at 9.10 pm