

Date: Friday 5th October 2018

Councillors:

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

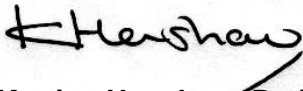
You are hereby summoned to attend the following meeting:

Fairfield Parish Council

Date / Time: Thursday 11th October 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 dispensations 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 13th September 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/18/03253/FULL 165 Hitchin Road**
Erection of detached double garage
- 5.2 **CB/18/18/03260/RM Land East of Hitchin Road and South of the Former Pig Testing unit**
Reserved matters: Erection of 180 dwellings with landscaping, open space and associated works pursuant to Outline planning permission reference CB/16/01455/OUT dated 30th June 2016
- 5.3 **CB/18/02858/FULL 4 Cavell Walk**
Rear dormer extension with 2no. rooflights to the front elevation
- 5.4 **CB/18/03241/FULL 3 Fleming Drive**
Proposed single storey rear and side infill.
- 5.5 **CB/18/03611/FULL 6 Franklin Place**
Single storey extension
- 5.6 Any urgent planning applications received between 5th and 11th October 2018

6 Planning Decisions

- 6.1 **CB/18/02569/FULL 163 Hitchin Road**
Demolition of existing buildings and erection of 2 new detached 4-bedroom dwellings including garages, parking, landscape and associated works including new highway access.
CBC granted full permission 7th September 2018
- 6.2 **CB/18/02566/FULL 2 Burton Close**
Single storey side extension
CBC granted full permission 7th September 2018
- 6.3 **CB/18/02704/FULL 6 Franklin Place**
New single storey garage extension
Application withdrawn 17th September 2018
- 6.4 **CB/18/03023/FULL 80 Heathcliff Avenue**
Single storey rear extension
CBC granted full permission 14th September 2018

7 Presentation from Shane Scollard

- 7.1 To receive a presentation on Homes England development proposals for land north of Fairfield Park and west of Hitchin Road

Rest of meeting (From 7.30 pm)

8 Public Participation Session for rest of the meeting

- 8.1 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.

9 Central Bedfordshire Council Ward Members Report

- 9.1 To receive a report from a CBC Ward Members on matters pertaining to Fairfield.
- 9.2 To receive an update on the transfer to middle school issues.

Decision items

10 Protocol on the recording and filming of Council meetings

- 10.1 FPC to adopt the protocol on the recording and filming of Council meetings and agree to the chairman reading a notice and announcement at each FPC meeting on openness and transparency. **(Appendix A)**

11 Appointment of representative for Fairfield Community Hall

- 11.1 To appoint a representative to act as Liaison between the Trustees and FPC who should not be an existing Trustee.

12 Community Governance Review - Change of Style

- 12.1 The current governance review can only designate the style when a new parish is created and whilst CBC has included FPC's proposed change to a village council in the current draft recommendations to reflect this new style CBC advise that the power to change is a decision for FPC.

FPC to discuss passing such a resolution. If agreed FPC 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 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.

13 Anglian Water

- 13.1 FPC to discuss how to spend the £7,000 donation from Anglian Water.

14 S106 from Land East of Hitchin Road and South of the Former Pig Testing Unit.

- 14.1 FPC to discuss if there any specific projects for CBC to request for 106 contributions to community facilities.

15 Outdoor Gym

- 15.1 To receive an update from Councillor Hunt on the meeting with FPRA concerning the request for the use of land for the outdoor gym and to agree next action.

16 Etonbury Green Wheel delivery funding 2019/20 and 2020/21

- 16.1 To ensure progression of the Etonbury Green Wheel including the creation of missing links and the upgrading of certain sections, funding will be required to support delivery by Bedfordshire Rural Communities Charity (BRCC) from April 2019 onwards. FPC to discuss committing to two years of funding (i.e. 2019/20 and 2020/21) at the current funding level of at least £1,500 per year

17 Bronte Avenue Trees

- 17.1 Hislop & Co Horticultural has quoted £115 + vat for removal of the Hornbeam outside of no. 46 currently partially blocking the view of the signpost. CBC has granted permission for this work to be done at FPC's cost. FPC to discuss and agree.
- 17.2 Hislop & Co Horticultural has advised that the that the Avenue of Hornbeam trees do not require any pruning at present.

18 Youth Council

18.1 FPC to discuss forming a Youth Council. This would be run on a democratic basis with an elected chair etc.

Information items

19 Litter Day

19.1 To receive an update from Councillor Jones

20 WW1 Battles Over Tribute

20.1 Councillor Daffarn to report

21 Apple Day

21.1 To receive an update from Councillor Daffarn.

22 Orchard 2018 DNA Fingerprinting Scheme

22.1 East Malling have sent Peter Laws the “plate lists” which catalogue the extracted DNA samples being processed. He is pleased to say that all the submitted samples were included in the total of 1,066 samples received this year. The next stage is the analysis of the fingerprints against the reference databases and he is told by East Malling that they expect to be on time against the originally published timetable:

Results circulated	DNA Analysis will take several months. EMR will email results to fruit ID for review with NFC and then forward to participants by email. Scheme results will also be downloadable from fruitID.com
Expected by the end 2018	
Discussion	Discussion of detailed results by Orchard Groups. Unmatched results may be considered for the Register of Local Cultivars.

23 Public Art Project

23.1 To receive an update from Councillor Daffarn.

24 Meeting with the Management Companies

24.1 FPC is trying to arrange a meeting to be held in October.

Finance and Correspondence

25 Finance

25.1 Audit for 2017/18 accounts – The 2017/18 Annual Return for Fairfield Parish Council was approved at the Parish Council meeting held on 14th June 2018 following review and verification by an independent internal auditor. The external auditor, Mazars LLP, completed their external audit on 24 September 2018 and concluded that in their opinion the information in Sections 1 and 2 of the Annual Governance and Accountability is in accordance with proper practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. The closure of accounts notice has been displayed on the noticeboards and website.

25.2 To receive Q2 summary and comparison with budget (**Appendix B**)

- 25.3 To receive receipts and agree payments. **(Appendix C)**
- 25.4 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 25.5 of this agenda in view of the confidential nature of the business to be transacted and that this item be discussed after all other business has been concluded.
- 25.5 Councillors to discuss and agree next steps for the use of land in Fairfield

26 Correspondence

- 26.1 CBC – CBC has been granted an injunction to prevent unauthorised encampments. The injunction bans eleven named individuals from setting up unauthorised encampments anywhere in Central Bedfordshire over the next two years. These named individuals and their families moved from site to site across Central Bedfordshire last year causing disruption, anti-social behaviour and large clean-ups that impacted on local communities. The injunction also stops any unauthorised encampments on specific parcels of land in Ridgmont, Husborne Crawley, Brogborough, Salford, Lidlington, Marston Moretaine, Lower Shelton and Wootton. These were 'hot spots' last year but it is particularly difficult to block access to these sites, hence the injunction protects them specifically. Full details can be viewed on CBC website.
- 26.2 Any urgent correspondence received between 5th and 11th October 2018

27 Any other business

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

28 Date of next meeting

- 28.1 The next Parish Council meeting will be held on 8th November 2018 at 7.00 pm for planning and 7.30 pm for all other matters.

Protocol on the recording and filming of Council meetings.

1. Except where members of the public have been excluded due to the confidential nature of the business, any person may film, photograph, audio record or use social media to report on meetings of the Council including any public participation session.
2. Reporting is restricted by legislation to the proceedings of the meeting, in other words from calling to order to the official closure of the meeting.
3. In accordance with Government guidelines, council policy does not permit the filming or photographing of persons under the age of eighteen or vulnerable adults without permission of a responsible adult. Any persons who object to being filmed or photographed and have moved to an area designated for this purpose should also not be filmed or photographed. However, the Council cannot guarantee that anyone will not be filmed or photographed.
4. Any person intending to report should give notice before the commencement of the meeting to the Clerk or Chairman of the Council. This will enable reasonable facilities to be afforded.
5. A notice indicating that meetings may be reported by use of filming etc. will be displayed at the meeting venue and a statement about reporting will also be included in relevant notices of meetings.
6. At the start of each meeting, the Chairman will announce that proceedings may be filmed, photographed or recorded and invite any members of the public not wishing to be filmed or photographed to move to the designated area.
7. Any filming or recording of meetings should be conducted overtly from a fixed point in an area of the meeting room specified by the Clerk or Chairman.
8. Live oral commentary will not be permitted at any time.
9. The use of flash photography or additional lighting will not be allowed unless agreement has been reached in advance of the meeting.
10. Recordings will not be made for reporting by the Council or any other person during any part of the meeting when the public and press are excluded.
11. Persons reporting on a meeting who act improperly or in a disruptive manner could be excluded from the meeting. 'Disruptive behaviour' would include any action or activity which disrupts the conduct of the meeting or impedes other members of the public from being able to see, hear or film etc., the proceedings. This might include:
 - Moving outside designated public areas
 - Excessive noise during debate
 - Intrusive lighting and use of flash photography
 - Asking people to repeat for the purpose of recording
 - Failure to observe this protocol

12. Those reporting on meetings should not edit the recordings, films or photographs in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being photographed, filmed or recorded.
13. Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those recording and reporting to ensure compliance, including data protection and defamation. They will be responsible for any allegations of breaches of the law which may result from their use of recorded material and are admitted to the Council Meeting on the basis that they accept this responsibility. The Council reserves the right to initiate legal proceedings in appropriate circumstances.
14. The Council takes no responsibility for any recording made by others. It also takes no responsibility where a recording which it makes is subsequently used by any third party. Any third party making or editing a recording of a meeting shall in doing so be taken to have indemnified the Council against all actions, proceedings, costs, claims, demands, liabilities, losses and expenses whatsoever relating to the making or use of that recording.
15. The Council asserts no copyright or control over recordings of meetings made by itself or others whilst on Council premises, subject to paragraph 12 above.
16. Generally, archived recordings made by the Council will be available on request.

Notice and announcement by the Chairman of this Fairfield Parish Council meeting on openness and transparency.

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council when they are open to the public. This does not extend to live verbal commentary.

Filming and photography will only be permitted from the area designated. No flash photography or additional lighting should be used without prior consent.

Anyone wishing to report on the meeting should notify the Clerk or Chairman so that they can be afforded reasonable facilities.

People under the age of 18 or other members of the public not wishing to be filmed or photographed should notify the Clerk or Chairman and should sit in the area designated for this purpose.

Improper conduct or any disruptive behaviour could result in expulsion from the meeting.

Appendix B

Q2 summary and comparison with budget

	Budget 2017/18 bf	Budget 2018/19	Additional Income	Money Spent	Money Remaining
Administration	£ 3,124.15	£ 27,000.00	£ -	£ 21,500.17	£ 8,623.98
Recreation & Public Lands inc Artefacts	£ 32,610.69	£ 41,228.00	£ 7,000.00	£ 24,987.39	£ 55,851.30
Orchards	£ 24,099.33	£ 5,000.00	£ 3,180.00	£ 4,066.45	£ 28,212.88
Apple Day	£ 509.48	£ 300.00	£ -	£ 470.00	£ 339.48
PP / NHP	£ 25,653.02	£ -	£ -	£ -	£ 25,653.02
Cemetery	£ 20,000.00	£ 10,000.00	£ -	£ -	£ 30,000.00
Parking	£ 65,902.50	£ 10,000.00	£ -	£ -	£ 75,902.50
Grants	£ 13,866.11	£ -	£ -	£ 980.00	£ 12,886.11
Reserves	£ 30,000.00	£ -	£ -	£ -	£ 30,000.00
Interest	£ 855.75	£ -	£ -	£ -	£ 855.75
Vat	-£ 5,593.87	£ -	£ 9,139.12	£ 4,031.68	-£ 486.43
Total	£ 211,027.16	£ 93,528.00	£ 19,319.12	£ 56,035.69	£ 267,838.59

Appendix C

Receipts

To whom	Description	Total
Anglian Water	Gesture of good will	£7,000.00
BRCC	Contribution towards orchard maintenance	£3180
	Total	£10,180.00

Payments

To whom	Description	Total
Katrina Henshaw	September wages	£502.58
HMRC	September Tax and NI	125.60
EE	Mobile phone - September	£9.98
Unity Trust	Service charge	£21.30
Cash Plus	Annual card fee	£69.00
Herts Full Stop	Stationery	£36.23
Mazaars	Audit	£360.00
Information Commissioner	Data Protection annual registration	£35.00
MBS	Maintenance contract – August	£320.10
Hislop & Co Horticulture Ltd	Maintenance – September	£1,200.00
Fairfield Community Hall	2018/2019 rent	£2,640.00
Fairfield Community Hall	Scout rent – July 18	£112.50
SLCC	Membership	£115.00
Koncept	Bouncy castle for apple day	£280.00
Love Brewing	Apple press and crusher	£520.14
Lady Haigs Poppy Factory	Poppies	£227.00
Expert PDF	Software	£54.98
Gary Shanahan	Installation of Box library	£1,167.00
Bullfinch	Battle's Over Beacon	£432.00
	Total	£8,228.41

21.9.2018 £300.00 transferred to Cash Plus card