

Minutes of the meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 13th September 2018 at 7:00 pm

Councillors present: B E Dack (Chairman), P Daffarn, A M Hunt and T Milliken

Officer present: Katrina Henshaw (Parish Clerk)

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

125 Apologies for Absence

125.1 Apologies for absence were received from Councillor C Bidwell (holiday), Councillor N P Hanks (work commitments), Councillor S L Jones (prior appointment) and Ward Member Councillor B Saunders.

126 Disclosures of Interest and Dispensation requests

126.1 Councillor Daffarn declared a personal interest in item 6.1 of the agenda (130.1 of the minutes) as it is one of her neighbours, so she will not participate in the discussion or vote.

126.2 Councillor Dack declared a pecuniary interest in item 22.2 of the agenda (146.2 of the minutes) as he is a Trustee and Treasurer of the Community Hall so will not be present when this item is discussed.

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

127 Council Minutes

127.1 Minutes of the meeting parish council meeting held on 12th July 2018 and the planning meetings held on 1st and 28th August 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.

128 Public Participation Session for planning.

128.1 No members of the public requested to speak

129 Open Planning Applications

129.1 **CB/18/01615/OUT Land adjacent to Wilbury Hills Cemetery**

Erection of crematorium, including vehicular access to Arlesey New Road, internal access roads, car parking and service areas, alterations to levels, landscaping and memorial gardens and related works.

FPC discussed comments from Consulo Limited and agreed no additional comments need to be made to the following objection sent to CBC 9th June 2018: -

FPC objects to this application for the following reasons: -

The East of Arlesey proposals in the CBC Local Plan fall within 300 metres of the chimneys so would be at risk of debris

There is also possible contamination of the Blue Lagoon that would become a central feature of the Country Park in the CBC Local Plan.

The chimney is possibly too close to Arlesey New Road, so the road could be at risk of debris.

Its catchment area is North Herts so cremations involving Royston and Baldock residents will use the A507 and then the Hitchin Road/Stotfold Road to Arlesey Road. Both the A507 and this road are already very busy and with 400 hundred extra properties being built in Fairfield the problems will increase. They plan on one cremation every half an hour when it is established so the number of vehicles could be excessive. FPC disagree with the report that heavily implies that the route to the crematorium would be via Letchworth.

130 New Planning Applications

130.1 Councillor Daffarn refrained from participating in the decisions or voting on this application as she had declared a personal interest in item 2 of the agenda (item 126.1 of the minutes).

CB/18/03090/FULL 51 Hardy Way

Single storey side extension, loft conversion with front and rear dormers and proposed raised decking area.

Although there are no issues with the ground floor proposals, FPC **OBJECT** to the rest of the application and if officers are minded recommending it for approval FPC request it is called into the Development Management Committee for determination.

- There is no bearing or consideration given to the Fairfield Neighbourhood Plan Design Statement.
- It is not in keeping with any aspect of Fairfield architecture.
- The roof lines of the Victorian style houses would be ruined by the proposed 'box' structure extension that would look 'stuck on' and the aesthetics of the existing house and neighbouring houses would be destroyed.

The architects need to refer and reference the Fairfield Neighbourhood Plan Design Statement. Pages 18-19 show suitable options for roof windows in extensions or conversions to the roof void.

130.2 **CB/18/03219/VOC Land East of Hitchin Road**

Variation of Conditions 13 and 14 on application CB/17/02639/VOC.

Condition No 13 to be rephrased to read; Within 12 months of the first occupation of the school building the off-site highway works shown for indicative purposes on plans 102 and 103 shall be constructed in accordance with full engineering details to have been first submitted to and approved by the Local Planning Authority. Reason: To ensure the provision of appropriate access arrangements and associated off-site highways works in the interests of highways safety in accordance with Policy DM3 of the Core Strategy and Development Management Policies 2019.

Condition No 14 to be redrafted to read; Within 12 months after occupation of the school shown of plan 38149-C-102-C1 shall be fully constructed in accordance with the approved details.

FPC has no comments on this as it is a decision for Highways.

131 Planning Decisions

131.1 **CB/18/01632/FULL Playing Field, Letchworth**

Change of use to land as a community hub for dog training and exercising and use of one portable building as shelter.

CBC granted full permission 3rd September 2018

- 131.2 **CB/18/02526/FULL Land adjacent to 161 Hitchin Road**
Temporary school access
CBC granted full permission 23rd August 2018
- 131.3 **CB//18/02678/FULL 31 Hardy Way**
Single storey rear extension, to include insertion of roof lights in proposed pitched roof and existing pitched roof
CBC granted full permission 24th August 2018

The meeting closed at 7.15 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.

132 Public Participation Session for rest of the meeting

- 132.1 No members of the public requested to speak.

133 Central Bedfordshire Council Ward Member report

- 133.1 CBC is working with the developer to try and accelerate work so the traffic lights on Hitchin Road are no longer required.
- 133.2 The school has been completed and handed over to CBC. The school is scheduled to open after the October half term.
- 133.3 CBC is planning for future school places and is looking to move to two tier schools in areas that want to (seven out of eight areas have expressed an interest). No timelines have been set yet as it will be led by growth and there are not enough resources to do all in one go.
Sixth Form is also being looked into for A Levels and Apprenticeships.
- 133.4 Traffic Management will be discussing the proposed double yellow lines on Dickens Boulevard at a public meeting on Wednesday 19th September 2018. Councillor Dixon asked for FPC views on this proposal. FPC acknowledged that double yellow lines are unsightly but can also be effective. Following a discussion, it was agreed to request that the knee rail is installed first and depending on how effective this is will decide if double yellow lines are proceeded with. Ideally the Order will be made, and it will then be CBC's discretion as to if and when they are put in. **Action: SD**
- 133.5 Dean and Katie Whybrow from Lower Wilbury Farm have been nominated for a 'New Entrant Award: Against the odds' in the British Farming Awards 2018. FPC to write to congratulate them on this nomination and the success of the farm. **Action: KH**
- 133.6 The travellers in Stotfold were there to attend a funeral in Potton. The Police and CBC have been dealing with the unacceptable behaviour. CBC is looking at ways to ensure recent events do not happen again.

Councillor Dack thanked Councillor Dixon for his prompt action when the travellers were in Fairfield

134 Standing Orders

- 134.1 Following advice from NALC, FPC

RESOLVED

To adopt amended standing orders 17(d)(ii), 21(a), 15(b)(ix) and 18.

135 Anglian Water

135.1 Following a discussion, it was

RESOLVED

That FPC would accept Anglian Water's donation of £7,000 as a gesture of goodwill and agree not to pursue this matter through legal channels.

REASON

It would be an unprecedented case and would be lengthy and costly with no guarantees of winning.

The clerk to write to Anglian Water. **Action: KH**

FPC to discuss how to spend this money at the October meeting but it was agreed that FPC need to ask residents for suggestions. **Action: All**

136 Urban Park

136.1 As agreed at the July meeting (item 94.1), FPC delegated powers to Councillors Bidwell, Dack and Daffarn so a decision could be made on the electrics contract between meetings. It was agreed to award the contract to Switched-On Electrical Services as they were considered best value. The work will commence 24th September 2018.

136.2 FPRA is planning to hold a 'Food Market' in the Market Place area of the Urban Park. No date has yet been set, but it would be the intention to hold it late October or early November. There would be approximately six to nine stalls, each stall holder would be required to hold a street traders' licence and to comply fully with food hygiene regulations. Stall holders will also be required to remove all rubbish from the site. FPRA are aiming for a mix of local and foreign food stalls. There is no intention to have music or a pa system.

The event will be publicised only locally through Fairfield Matters, FPRA website and Facebook page, parish and community hall noticeboards, FPRA email group. The event will not be publicised outside of Fairfield.

It is intended that residents will walk to the event and this will be encouraged. The school will be approached to let their car park be used for the stallholder's vehicles. The community hall toilet facilities will be made available to stall holders and market attendees.

There will be no charge for entry to the market.

All stall holders will carry the minimum public liability insurance of £5 million. A risk assessment will be carried out for events in the Urban Park.

This type of event was requested by the residents in the Fairfield Parish Questionnaire.

CBC has been consulted by FPRA and said that FPC should be approached, but that they do not need any type of licence to be issued. FPRA has therefore asked FPC to consider whether they have any objection to the holding of this event, or whether there are any conditions that they would like to be met. Although this is a single event, FPRA would be keen to hold such a market up to four times a year. The market will be open between 9.00 am and 1.00 pm. A representative of the FPRA will be in attendance. The stall holders will be fully briefed as to their responsibilities and their expectations.

FPC supported these proposals and stated that FPRA should discuss any possible future markets outside the hours of 8.00 am and 6.00 pm with FPC before agreeing to them. The clerk to advise FPRA. **Action: KH**

136.3 FPC discussed if it should have a small fire work display near or on November 5th in the urban park and it was agreed not to do anything this year as it was too late and FPC was involved in organising the WW1 celebrations for November 11th. It was agreed to discuss possible 2019 fireworks at the January meeting. **Action: KH**

137 Orchard Maintenance

137.1 FHMC (on behalf of Hotbed) approved the following on 1st August 2018:

1. That FPC and the "Friends of the Orchard" volunteer group can continue to carry out maintenance to the fruit bearing trees and grass areas as per your current management plan. This permission does not extend to the trees forming the boundaries of the orchards which remain under the maintenance control of FHMC.
2. That the Fairfield Community can continue to collect apples for their own use.
3. That Apple Day can take place on 29 September 2018 which will involve the collection of apples and pressing into cider to be given free to the community.
4. That the area between the Community Hall and Icknield House can be used to host the Apple Day event.
5. That FPC can continue to cut the grass areas and manage brambles in the East and West Orchards.
6. That FPC can continue to cut the grass area between the Community Hall and Icknield House.

Approval is granted annually and therefore will be reviewed again no later than 31st July 2019 and is granted on the understanding that there will be no cost liability to either Hotbed or FHMC.

137.2 FPC discussed the quotation from Hislop & Co Horticulture and it was

RESOLVED

That FPC would pay £450.00 for Hislop & Co Horticulture to carry out one grass and bramble cut in both the West and East Orchard in October. Grass to be cut and dropped, trees to be strimmed around at base. Price is for each cut.

REASON

Hislop & Co Horticulture has recently awarded the maintenance contract and will be on site.

The clerk to place the contract. **Action: KH**

Permission to maintain the Orchards to be requested from FHMC in January 2019 so the contract can run March to October 2019. **Action: KH**

Subject to permission, the 2019 contract to be agreed at the February meeting. **Action: KH**

138 Work to sycamore trees on west orchard

138.1 With respect to FPC's proposal to undertake limited trimming of sycamores that line the school side of the West Orchard, FHMC reserved permission until they have viewed the trees in question and understand what work is required. FPC and FHMC met in August and agreed that FPC will supply full details of the works to be done once the fruit and holiday season has ended. Bob Lever will be in Fairfield Orchards on 16th October to do the annual orchard survey and will include the sycamores in the survey. **Action: KH**

139 Public Art Project

139.1 FHMC granted approval on 30th July 2018 for this project based on the designs, materials as proposed and locations per the documents which FPC submitted in support of FPC's application. Approval is granted on the understanding that there will be no cost liability to either Hotbed or FHMC.

140 Outdoor Gym

- 140.1 FPC agreed to ask FPRA if Councillor Hunt can attend the FPRA meeting in October to discuss this project and if FPRA is happy to proceed with it to establish what land is available.
Action: KH

141 Bottle Banks outside Tesco

- 141.1 A resident has complained about the noise from the bottle bank outside Tesco. FPC was very sympathetic about this situation and agreed to speak to CBC to see if there are any suggestions on making them quieter and if a polite notice could be added asking residents to only use it between 8.00 am and 8.00 pm. **Action: KH**

142 Litter Day

- 142.1 It was agreed to hold the Litter Day on 10th November, in preparation for the WW1 celebrations on 10th November. **Action: SJ**

143 WW1 Battles Over Tribute

- 143.1 Following a discussion, it was agreed to set a budget of £1,000 to organise the event. This would include rent of the Community Hall for the Church on Sunday 11th November (£66), 150 poppies (£225), troughs, floodlights, refreshments, banner, Order of Service, advertising and fuel for the beacon. A risk assessment needs to be completed. **Action: CB/PD**

144 Apple Day

- 144.1 Councillor Daffarn confirmed that all the preparations are done for the fourth Fairfield Day on Saturday 29th September and full details can be found in Fairfield Matters. The risk assessment has been completed and sent to the insurance company.

145 Telephone Box Library

- 145.1 The telephone box is now operational and is very popular.

146 Finance

- 146.1 Following a discussion, it was

RESOLVED

To set up a direct debit for £35.00 for the annual data protection fee.

As Councillor Dack had declared a pecuniary interest he left the meeting whilst item 146.2 was discussed. Councillor Milliken was voted as Chairman for this item.

- 146.2 Following a discussion. It was

RESOLVED

To agree the 10% price increase from the Community Hall for rent. This is the first price increase since the hall opened. The new rent is £2,640.00 and includes storage and use of the Hall as required by FPC, subject to availability.

- 146.3 Receipts

To whom	Description	Total
Central Bedfordshire Council	18/19 Precept	£46,764.00
HMRC	VAT refund April -July	£3,545.25
	Total	£50,309.25

Payments

To whom	Description	Total
Katrina Henshaw	July wages	£533.24
HMRC	July Tax and NI	£133.40
Katrina Henshaw	August wages	£908.40
HMRC	August Tax and NI	£373.98
EE	Mobile phone - July	£9.98
EE	Mobile phone – August	£9.98
Herts Full Stop	Stationery	£98.00
Ebuyer	Stationery	£133.29
MBS	Maintenance – July	£914.55
BRCC	Contribution towards BRCCs work developing the Green Wheel	£1,500.00
Affinity Water	Hydrant Licence	£653.85
X2 connect	Telephone box	£3,780.00
Local Council Public Advisory Service	GDPR Update presentation 18 th May 2018	£25.00
Barrie Dack	Licence to use images for website	£38.40
T&J Seymour	Installing and removing Christmas lights	£90.00
B&Q	Hose pipe	£76.00
Amazon	Hose pipe reel	£62.99
Chris Bidwell	Reimbursement to move concrete blocks to the gap near the compound to prevent vehicles accessing the orchard	£260.00
Barrie Dack	Reimbursement for signs for the telephone box library	£41.16
The Sign Shed	Danger unsafe signs	£80.26
Amanda Wilkinson	Face painting for apple day	£160.00
Koncept Castles	Deposit for bouncy castle for apple day	£30.00
	Total	£9,912.48

It was

RESOLVED

That receipts of £50,309.25 be noted and payments of £9,912.48 be paid.

147 Any other business

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

147.1 Councillors Bidwell and Dack attended a police priority setting meeting on the 14th August and raised the concern that when Fairfield residents contacted Bedfordshire Police force control room they were being told to call Hertfordshire. This issue should now be resolved. Additionally, Fairfield Crime Statistics are no longer included in Stotfold Crime Statistics and is now a recognised village.

148 Date of next meeting

148.1 The next Parish Council meeting will be held on 11th October 2018 at 7.00 pm for planning and 7.30 pm for all other matters.

Meeting closed at 8.40 pm