

## Minutes of the meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 19<sup>th</sup> April 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 (from 7.40 pm) and four members of the public.

### **287 Apologies for Absence**

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

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

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

### **289 Council Minutes**

289.1 Minutes of the meeting held on Thursday 8<sup>th</sup> March 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.**

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

290.1 One member of the public (Director of Middlemarch Resident Company) requested to speak on item 5.4 of the agenda (item 291.4 CB/18/01032/FULL Fairfield Hall, Kingsley Avenue). He reminded parish councillors that when the parish council was set up, the two prime objectives were (1) financial and (2) to bring unity and to have one voice for Fairfield despite there being three management companies. The first objective has been achieved but he is hugely saddened that the second objective hasn't been achieved yet. He therefore requests that parish council and the management companies find a way to work together as this would be much more beneficial to all residents.

FPC confirmed it would like to achieve this and will try and arrange a joint meeting.

### **291 Planning Applications**

#### **291.1 CB/18/00941/FULL 16 Salisbury Close**

Single storey rear extension.

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.

- 291.2 **CB/TRE/18/00076 Fairfield Hall Grounds, Kingsley Avenue**  
Works to trees protected by a Tree Preservation Order: Prune Trees within the grounds located as shown on the Map provided with the application. The trees are within TPO Ref: MB/TPO/99/00001 and are listed as T89, T96, T100, T101, T109, T111, T136 & T239. FPC has no objections.
- 291.3 **CB/18/00996/FULL 8 Faraday Gardens**  
Part rear, part side single storey extensions  
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.
- 291.4 **CB/18/01032/FULL Fairfield Hall, Kingsley Avenue**  
Installation of metal gates within existing apertures to 2Nr. Walled garden locations  
**CB/ 18/01033/LB Fairfield Hall, Kingsley Avenue**  
Listed Building Installation of metal gates within existing apertures to 2Nr. Walled garden locations.  
FPC request that the planning application is declared invalid as there are misleading statements in the application. There is no indication that the application is for security gates which will be locked at set times despite Fairfield Hall Management Company advising Hall residents of both these facts. If the application is unable to be declared invalid, FPC requests it is called into the Development Management Committee with all the full facts for determination. If the application is granted, FPC request that a condition is added to state that the gates are to be freely available for the passage of persons at any time day or night and no locking mechanism shall be used to secure the gates in a closed lock position. A separate application for locking the gate is required. FPC has no objection to the design of the gate.
- 291.5 **CB/17/05974/RM Land at East Lodge off Eliot Way, Fairfield SG5 4AA**  
Reserved matters approval is sought for access, appearance, landscaping, layout and scale pertinent to Outline approval reference CB/16/03885/OUT.  
FPC has no objections.
- 291.6 **CB/18/01152/FULL 14 Hardy Way.**  
Erection of single storey conservatory to rear elevation  
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.

## 292 Planning Decisions

- 292.1 **CB/17/05763/FULL Land adjacent to 163 Hitchin Road**  
Residential development of four, four-bedroom semi-detached dwellings with associated access, parking and landscaping on land adjacent to 163 Hitchin Road.  
**Application withdrawn 4th April 2018**
- 292.2 **CB/17/05966/VOC Former Pig Testing Unit**  
Removal of Condition No. 16 of planning permission ref: CB/15/03182/FULL dated 18/12/15  
**Variation of Condition – Refused 28th February 2018**
- 292.3 **CB/18/00444/FULL 38 Heathcliff Avenue**  
Retention of already built roof design revised during construction of approved extension. (Retrospective).  
**CBC granted full permission 15th March 2018**
- 292.4 **CB/18/00386/FULL Fairfield Bowls Club**  
Extension to existing pavilion  
**CBC granted full permission 28th March 2018**

The meeting closed at 7.35 pm and was re-opened at 7.40 pm for the rest of the meeting as stated on the agenda and advertised on the website and noticeboards.

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

293.1 No member of public requested to speak.

## 294 Central Bedfordshire Council Ward Members Report

294.1 It is expected the Local Plan will be approved for submission to the Secretary of State at the full council meeting that is being held on 26<sup>th</sup> April 2018. Councillor Dixon advised he was not aware of any proposed amendments that affected Fairfield or Arlesey.

294.2 Councillor Bidwell advised Councillor Dixon that Officers in building control are not making residents aware of the Fairfield Neighbourhood Plan Design Statement for permitted development applications. It was agreed that FPC will send a formal request to the Head of Planning and Councillor Dixon will support the request. **Action: SD / KH**

## 295 Anglian Water

295.1 Councillor Bidwell reported that there was a smell again at the weekend and today. AW site manager claims the smell is not from the AW site but FPC dispute this but do acknowledge that there have been times when the smell has been from a different source. It was reported that AW have not done all Derek Manning's suggestions so FPC has suggested the site manager speaks to him again and listens to his suggestions.

There have been allegations that sometimes the smell is coming from Wilbury Farm when cake has been spread. Allegedly the cake is not ploughed in and when it rains it allegedly runs to the drain adjacent to the AW site. CBC has agreed to investigate these allegations.

FPC will be visiting the Biogen Site when the manager returns to work.

There is a smell on occasion from the new chicken farm in Astwick when the sheds are being cleaned out, but this is different from the recent smell in Fairfield.

Residents are encouraged to keep a diary of smells and report all smell occurrences to CBC.

FPC will be arranging another meeting with AW and CBC regarding the recent unacceptable smell.

295.2 Following a discussion, it was agreed unanimously to ask Blandy and Blandy for more advice regarding the compensation at a cost of £1,000 approximately. **Action: BD**

It was also agreed to respond to AW's recent compensation offer stating FPC did not consider it to be a fair offer and advising them that FPC was taking legal advice as was aware of other compensations offers AW had previously made to other communities. **Action: CB**

## 296 CBC Service Level Agreement

296.1 Following a discussion, it was

### **RESOLVED**

**That FPC will continue to do grass cutting on verges in adopted roads between 1<sup>st</sup> April 2018 and 31<sup>st</sup> March 2021.**

### **REASON**

**To maintain the same standard off grass cutting on verges for both adopted and unadopted roads.**

The clerk to sign the agreement with CBC. **Action: KH**

## **297 General Data Protection Regulations – Appointment of a Data Protection Officer**

297.1 As a public body, FPC must designate a Data Protection Officer (DPO). The DPO needs to be independent, suitably trained and able to assist the controller or the processor to monitor internal compliance with this Regulation. The clerk supplied three quotations and following a discussion it was

### **RESOLVED**

**To appoint the Local Council Public Advisory Service (LCPAS) as a DPO at a cost of £125 per year with an additional fee of £250 for a site fee (this can be split with other parish councils).**

### **REASON**

**LCPAS meet the criteria and the cost was considered to be best value. As the service is shared with other parish councils there will be a local network of support.**

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

## **298 Maintenance Contract**

298.1 The maintenance contract with MBS expires 30<sup>th</sup> June 2018. It was agreed that FPC would request quotations from the companies FPRC has requested quotations from. **Action: KH**

## **299 Grant request from Keech Hospice Care**

299.1 FPC had received a grant application of £500 towards Tots and Toys sessions and help contribute to the invaluable support they provide their patients and families.

Following a discussion, it was

### **RESOLVED**

**To award a grant of £250 towards Tots and Toys sessions.**

### **REASON**

**To acknowledge the support that Keech Cottage gave to three child patients and their relatives from Fairfield in 2016/17.**

The clerk to advise Keech Cottage. **Action: KH**

## **294 Fairfield Fun and Run**

294.1 Following a discussion, it was

### **RESOLVED**

**To purchase two zip teardrop outdoor flags with the FPC logo from Express Exhibition Displays at a cost of £80.99 each.**

### **REASON**

**To enable FPC to show sponsorship of this and future events. Express Exhibition Displays offered a competitive price for the flags.**

The clerk to purchase the flags. **Action: KH**

## **295 Planning Law and Practice for Parish Councils**

295.1 No one was available to attend the Landmark Chambers Seminar on Monday 30<sup>th</sup> April 2018.

## **296 Parking on / damaging grass verges on CBC adopted roads**

296.1 There are several crossing points on Dickens Boulevard that people have caused damage to with their cars. Councillor Dixon agreed to find out what action CBC can take if provided evidence of the culprits and to prevent future incidents occurring. **Action: SD**

## 297 Request for parking restrictions

297.1 Councillor Dixon has asked CBC to consider installing parking restriction to the cul de sac road adjacent to the new school and care home facilities but has been told it is highly unlikely as it would be difficult to enforce. There will be eighty parking spaces at the care home which is believed to be sufficient.

## 298 Concerns raised at APM regarding area around Tesco

298.1 Following a discussion, it was agreed to write to Tesco CEO, Head of Maintenance and Head of Health and Safety regarding the maintenance required to the car park (brickwork needing relaying and broken bollards), concerns about the general upkeep and tidiness and chaos caused by delivery trucks (milk lorry cab sticking across junction and several lorries delivery at the same time). **Action: KH**

## 299 WW1 Beacon of Light

299.1 It was agreed that Councillors Dack and Daffarn would lead the project and meet with the church, scouts and youth club. **Action: BD / PD**

## 300 Kingsley Avenue

300.1 It was agreed FPC would respond to the letter from Longmores Solicitors with what was agreed at the March meeting. **Action: KH**

## 301 Orchards

301.1 Following a discussion, it was

### **RESOLVED**

**That MBS will process the brash piles of wood in East Orchard, chipping the recently added apple branches and compacting/tidying the current brash piles at a cost of £300**

**That MBS will lift the overhanging branches from surrounding trees in West Orchard, subject to no objections from CBC or Hotbed at a cost of £1,130.**

### **REASON**

**To continue maintenance of the orchard.**

The clerk to place contacts, subject to no objections from CBC or Hotbed. **Action KH**

301.2 As FPC has been maintaining the orchards under licence from Hotbed and has spent a great deal of time and money on them, it was agreed that FPC would ask Blandy and Blandy to write to Hotbed solicitors to ask them to transfer the orchards to FPC. It was also agreed to ask for the land behind the community hall to be transferred as FPC has been maintaining that too. **Action: BD**

## 302 Finance

302.1 Risk Assessment – FPC reviewed the Risk Assessment 2018/19 and is satisfied it covers all required items.

302.2 Insurance – Following a discussion it was

### **RESOLVED**

**To renew the insurance with Came and Company.**

### **REASON**

**The price was still competitive, and the service received has been very good.**

The clerk to arrange renewal. **Action: KH**

302.3 Assets

Description	Date acquired	Value (purchase).	Value (insurance)	Location
Samsung Series 3 NP370R5E 15.6" Laptop	09/09/2013	£499.99	£499.99	Clerk's office
HP LaserJet Pro M1536dnf monochrome all in one laser printer	09/09/2013	£199.99	£199.99	Clerk's office
Noticeboard	25/06/2014	£1,270.00	£1,270.00	Community Hall
Noticeboard	25/06/2014	£1,019.00	£1,019.00	End of Hardy Way
Noticeboard	25/06/2014	£1,895.00	£1,895.00	Park by Tesco car park
Memorial Sign	04/07/2014	£246.92	£246.92	Burial Ground
Defibrillator and cabinet	12/01/2015	£0.00	£2,000.00	Tesco outside wall next to cash point
Apple iPhone 6S	21/01/2016	£552.00	£552.00	Clerk's office
Filing cabinet	03/02/2016	£99.00	£99.00	Community Hall
Bollard	01/02/2016	£185.00	£185.00	TBA
Bollard	09/03/2016	£280.00	£280.00	Between Community Hall and School
Part of West Orchard	04/01/2017	£0.00	£40,000.00	West Orchard
Fairfield Artefacts	13/01/2017	£4,750.00	£4,750.00	Community Hall
Bench	23/01/2017	£0.00	£439.00	Stotfold Road
Inflatable Arch	06/04/2017	£875.00	£875.00	Community Hall
Microphone	28/04/2017	£165.00	£165.00	Community Hall
BenQ MH760 Projector	18/01/2018	£995.00	£995.00	Community Hall
HP Spectre Laptop	08/02/2018	£1,025.93	£1,025.93	Clerk's office
Logitech Keyboard	08/02/2018	£52.07	£52.07	Clerk's office
Dell Monitor	13/02/2018	£305.77	£305.77	Clerk's office
		<b>£14,415.67</b>	<b>£56,854.67</b>	

302.4 Summary of accounts 2017/18

	<b>Budget 2016/17 bf</b>	<b>Budget 2017/18</b>	<b>Additional Income</b>	<b>Money Spend</b>	<b>Money Remaining</b>
<b>Administration</b>	£ 3,897.89	£ 30,000.00	£ -	£ 30,773.74	£ 3,124.15
<b>Recreation &amp; Public Lands</b> inc Artefacts	£ 56,609.15	£ 7,904.00	£ 214.26	£ 32,116.72	£ 32,610.69
<b>Orchards</b>	£ 11,591.30	£ 18,000.00	£ -	£ 5,491.97	£ 24,099.33
<b>Apple Day</b>	£ 350.04	£ 500.00	£ 460.27	£ 800.83	£ 509.48
<b>PP / NHP</b>	£ 25,703.02	£ -	£ -	£ 50.00	£ 25,653.02
<b>Cemetery</b>	£ 10,000.00	£ 10,000.00	£ -	£ -	£ 20,000.00
<b>Parking</b>	£ 49,902.50	£ 16,000.00	£ -	£ -	£ 65,902.50
<b>Grants</b>	£ 15,850.63	£ 7,000.00	£ -	£ 8,984.52	£ 13,866.11
<b>Reserves</b>	£ 30,000.00	£ -	£ -	£ -	£ 30,000.00
<b>Interest</b>	£ 855.75	£ -	£ -	£ -	£ 855.75
<b>Vat</b>	<b>-£ 1,005.48</b>	<b>£ -</b>	<b>£ 5,788.20</b>	<b>£ 10,376.59</b>	<b>-£ 5,593.87</b>
<b>Total</b>	<b>£ 203,754.80</b>	<b>£ 89,404.00</b>	<b>£ 6,462.73</b>	<b>£ 88,594.37</b>	<b>£ 211,027.16</b>

302.5 Budget 2018/19 with balance b/f

	<b>Budget 2017/18 bf</b>	<b>Budget 2018/19</b>	<b>Total</b>
<b>Administration</b>	£ 3,124.15	£ 27,000.00	£ 30,124.15
<b>Recreation &amp; Public Lands</b> inc Artefacts	£ 32,610.69	£ 41,228.00	£ 73,838.69
<b>Orchards</b>	£ 24,099.33	£ 5,000.00	£ 29,099.33
<b>Apple Day</b>	£ 509.48	£ 300.00	£ 809.48
<b>PP / NHP</b>	£ 25,653.02	£ -	£ 25,653.02
<b>Cemetery</b>	£ 20,000.00	£ 10,000.00	£ 30,000.00
<b>Parking</b>	£ 65,902.50	£ 10,000.00	£ 75,902.50
<b>Grants</b>	£ 13,866.11	£ -	£ 13,866.11
<b>Reserves</b>	£ 30,000.00	£ -	£ 30,000.00
<b>Interest</b>	£ 855.75	£ -	£ 855.75
<b>Vat</b>	<b>-£ 5,593.87</b>	<b>£ -</b>	<b>-£ 5,593.87</b>
<b>Total</b>	<b>£ 211,027.16</b>	<b>£ 93,528.00</b>	<b>£ 304,555.16</b>

302.6 Receipts

<b>From whom</b>	<b>Description</b>	<b>Total</b>
Central Bedfordshire Council	18/19 Precept	£46,764.00
	<b>Total</b>	<b>£46,764.00</b>



## 302.7 Payments

To whom	Description	Total
Katrina Henshaw	March wages and mileage	£677.54
HMRC	March Tax and NI	£197.76
EE	Mobile phone	£9.60
Unity Trust Bank	Bank charges	£24.15
MBS	Maintenance contract - March	£914.55
Fairfield Community Hall	Scouts - March 18 rent	£150.00
Fairfield Community Hall	Youth Club - March 18 rent	£150.00
Fairfield Lower School PTA	Grant for bouncy castles	£420.00
Fairfield Community Church	Grant for Community Garden Project	£2,000.00
Blandy and Blandy	Professional services for CBC Local Plan response	£4,527.00
CSA Environmental	Local Plan report	£5,017.60
Herts Full Stop	Stationery	£12.26
Home Bargains	Bowls club path	£150.00
Character Signs	New noticeboard lock	£13.20
Colin Carpenter	Orchards	£3,373.00
Olive Press	Printing	£32.40
BAPTC	2018 - 19 Affiliation fees	£516.00
	<b>Total</b>	<b>£18,185.06</b>

It was

### **RESOLVED**

**That receipts of £47,764.00 be noted and payments of £18,185.06 be paid. It was noted that £300 was transferred to the cash plus card on 22<sup>nd</sup> March 2018.**

### **303 Correspondence**

- 303.1 Carbon Smart – Funding is available to conduct renewable energy feasibility studies.
- 303.2 CBC – Community Led Housing Workshops - a collaborative approach to housing for older people and the wider community – 14th May 2018
- 303.3 CBC – Central Government consultation on powers to deal with unauthorised traveller encampments. Councillor Hunt to complete. **Action: AMH**

### **304 Any other business**

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

- 304.1 KaarbonTech have been carrying out a county-wide tree survey for CBC Highways. Every tree either on/near the highway or within falling distance of the highway will be surveyed. CBC will use the results pick up any issues and carry out works before they become a serious problem.
- 304.2 Litter Collection Day will be held in June / July.

### **305 Date of next meeting**

- 305.1 The next parish council meeting will be the annual meeting and will be held on 10<sup>th</sup> May 2018 at 7.00 pm for election of Chairperson and planning and 7.30 pm for all other matters.

Meeting closed at 9.35 pm

Signed by Chairman \_\_\_\_\_ Date \_\_\_\_\_

Print name of Chairman \_\_\_\_\_