

Minutes of the meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 11th October 2018 at 7:00 pm

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

Officer present: Katrina Henshaw (Parish Clerk)

Also present for all or part of the meeting: Ward Members Councillors S Dixon and B Saunders, Shane Scollard (AECOM) and Zabir Moghal (Homes England) and eighteen members of the public.

149 Apologies for Absence

149.1 Apologies for absence were received from S Jones (family commitments).

150 Disclosures of Interest and Dispensation requests

150.1 Councillor Dack declared a pecuniary interest in item 14.1 of the agenda (138.1 of the minutes) as he is a Trustee and Treasurer of the Community Hall and requested special dispensation to take part in the discussion. This was discussed and with a unanimous vote it was agreed that special dispensation would be granted for this discussion.

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

151 Council Minutes

151.1 Minutes of the parish council meeting held on 13th September 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.

152 Public Participation Session for planning.

152.1 No members of the public requested to speak

153 Planning Applications

153.1 **CB/18/03253/FULL 165 Hitchin Road**

Erection of detached double garage

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.

153.2 **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.

FPC is unable to make comments as the detail is confusing and therefore request a full explanation on what is being removed. Councillor Dixon to request information from CBC.

Action: SD

- 153.3 **CB/18/02858/FULL 4 Cavell Walk**
Rear dormer extension with 2no. rooflights to the front elevation.
FPC's previous objections remain: -
FPC object to this 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.

- 153.4 **CB/18/03241/FULL 3 Fleming Drive**
Proposed single storey rear and side infill.
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.

- 153.5 **CB/18/03611/FULL 6 Franklin Place**
Single storey 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.
FPC does however request that a condition is added to state that the garage is not to be used for living accommodation.

154 Planning Decisions

- 154.1 **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
- 154.2 **CB/18/02566/FULL 2 Burton Close**
Single storey side extension
CBC granted full permission 7th September 2018
- 154.3 **CB/18/02704/FULL 6 Franklin Place**
New single storey garage extension
Application withdrawn 17th September 2018
- 154.4 **CB/18/03023/FULL 80 Heathcliff Avenue**
Single storey rear extension
CBC granted full permission 14th September 2018

155 Presentation from Shane Scollard, AECOM

- 155.1 FPC received a presentation on the Homes England development proposals for land north of Fairfield Park and west of Hitchin Road.
- 155.2 After the presentation FPC made the following comments: -
- Disappointed that the access is from Hitchin Road and suggested Homes England tried to negotiate with PJ Livesey for access via Eliot Way as the new development has not started building yet.

- The junction to Hitchin Road would cross a cycle path that is used by many including school children.
- Although the parking spaces does meet CBC guidelines, FPC requested additional parking spaces.
- FPC explained the recent problems with the sewage and asked Homes England where the sewage would be going and what assurances they had from Anglian Water.

The meeting closed at 7.45 pm and was re-opened at 7.50 pm for the rest of the meeting as stated on the agenda and advertised on the website and noticeboards.

156 Public Participation Session for rest of the meeting

- 156.1 One member of the public requested to speak on item 9.2 of the agenda (item 157.1 of these minutes). It was agreed he would speak after the Ward Member made his report.

157 Central Bedfordshire Council Ward Member report

- 157.1 Councillor Dixon explained that an official statement from CBC would be released very shortly about the middle school transfer and until then unfortunately CBC has an embargo on discussions until this statement is issued. He did confirm that there was a delay in Pix Brook opening which was primarily caused by funding. CBC will be holding an open evening at Fairfield Lower School in November 2018. FPC asked to be invited to this meeting. **Action: SD**

The meeting closed for the public participation session (item 156.1) where Councillor Dixon was asked how and why this had happened now when CBC had had fourteen years to plan for this. Councillor Dixon explained that Fairfield was in the Shefford/Stotfold Area School cluster and there were many factors to consider. Part of the problem was the houses in Arlesey had not been built, the three-tier system and having academies that are not run by CBC. Councillor Dixon did express his disappointment that the opening of Pix Brook would be delayed but did reassure parents that new arrangements would be made to meet the demand for school places, and these would be announced very shortly.

- 157.2 Fairfield Lower School has been handed over to the school and is due to be opened after half term. Councillor Dixon apologised again for the delay. Councillor will confirm when the new crossing point will be installed on Hitchin Road, but he would expect it to be in place before the school opened. **Action: SD**
- 157.3 Councillor Dixon has asked Highways to look at the signage on Hitchin Road (coming from the A507) as it is currently directing all Fairfield traffic down Eliot Way. It was also suggested that the 'Welcome to Fairfield' sign should be moved to include Fairfield Gardens is included. **Action: SD**
- 157.4 Councillor Dixon confirmed that CBC was looking at installing knee rails on the crossing points at Dickens Boulevard to prevent people parking in these areas. Bollards had not been replaced as they just kept being knocked over. However, it was agreed that Councillor Dixon would ask CBC to consider using Fairfield as a trial for bollards with pictures of school children on them. **Action: SD**
- 157.5 Councillor Dixon agreed to walk around Fairfield with Councillor Bidwell to see which street lights on adopted roads are not working. **Action: SD/CB**
- 157.6 CBC has been granted an injunction to prevent unauthorised encampments. Further details are under correspondence (item 175.1).
- 157.7 Councillor Dixon advised that some planning applications were approved under Permitted Development Rights (PDR) which does not take into consideration Neighbourhood Plans. FPC to discuss if to apply to the Secretary of State for an Article 4 (removal of PDR) at the November meeting. As some areas of Fairfield had PDR removed when the houses were built, Councillor Dixon agreed to request a map detailing the areas with PDR and those without it. **Action: SD**

158 Protocol on the recording and filming of Council meetings

158.1 Following a discussion, it was

RESOLVED

That FPC 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.

159 Appointment of representative for Fairfield Community Hall

159.1 Following a discussion, it was agreed to appoint Councillor Hunt as a representative to act as liaison between the Trustees and FPC who should not be an existing Trustee.

160 Community Governance Review - Change of Style

160.1 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. CBC would 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.

Following a discussion, it was agreed that Fairfield would remain as Fairfield Parish Council and would not pass a resolution to be called Fairfield Village Council. (Five councillors voted in favour of remaining as a parish council and one councillor abstained from voting). The clerk to advise CBC. **Action: KH**

161 Anglian Water

161.1 FPC discussed how to spend the £7,000 donation from Anglian Water and it was agreed for Councillor Bidwell to investigate the possibility of buying a stage for the Community Hall. This and any other suggestions will be discussed at the November meeting. **Action: ALL**

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

162.1 FPC is aware that the Community Hall Trust is planning new LED lights, screening the floors and emergency lighting and the Bowls Club is planning an extension. The clerk to advise CBC of these projects and ask how much money is available and what the time limit is to spend the money. **Action: KH**

163 Outdoor Gym

163.1 Councillor Hunt advised that FPRA has no problem with allocating land for an outdoor land on the condition that residents in the proposed areas are consulted first. The areas proposed are next to the Tesco Play Park, land opposite Emily Place and the Western Shelter Belt. FPC to send proposals to the residents. **Action: AMH/KH**

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

164.1 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. Following a discussion, it was

RESOLVED

That FPC would commit to two years of funding (i.e. 2019/20 and 2020/21) at the current funding level of at least £1,500 per year.

The clerk to advise BRCC. **Action: KH**

165 Bronte Avenue Trees

165.1 Hislop & Co Horticultural has quoted £115 + vat for removal of the Hornbeam outside of no. 46 currently partially blocking the view of the signpost and obstructing the driveway. CBC has granted permission for this work to be done at FPC's cost. Following a discussion, it was

RESOLVED

That FPC would award Hislop & Co Horticultural the contract to remove the tree.

REASONS

The tree needs to be removed as causing an obstruction.

The quote was considered best value as Hislop & Co Horticultural will do the work whilst on site.

The clerk to send the contract to Hislop's. **Action: KH**

165.2 Hislop & Co Horticultural has advised that the that the Avenue of Hornbeam trees do not require any pruning at present.

166 Youth Council

166.1 FPC agreed to defer discussing forming a Youth Council until the November meeting.

167 Litter Day

167.1 The clerk to request an update from Councillor Jones between meetings as the day is scheduled for 10th November 2018. **Action: KH**

168 WW1 Battles Over Tribute

168.1 Councillor Daffarn reported they will be advertising the events of the day next week. There will be a wreath from FPC.

168.2 Councillor Bidwell to do the Risk Assessment. **Action: CB**

169 Apple Day

169.1 Councillor Daffarn advised that the day was a marvellous success and thanked everyone for their support in organising it.

170 Orchard 2018 DNA Fingerprinting Scheme

170.1 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.

171 Public Art Project

171.1 Councillor Daffarn to give an update at the November meeting. **Action: PD**

172 Meeting with the Management Companies

172.1 FPC is trying to arrange a meeting to be held in October. **Action: KH**

173 Finance

173.1 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.

173.2 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

173.3 Receipts

To whom	Description	Total
Anglian Water	Gesture of good will	£7,000.00
BRCC	Contribution towards orchard maintenance	£3,180.00
	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

It was

RESOLVED

That receipts of £10,180.00 be noted, payments of £8,228.41 be paid and the transfer of £300 to the cash plus card be noted.

173.4 Under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, it was agreed that the public and press should be excluded from item 25.5 of this agenda (item 149.5 of these minutes) in view of the confidential nature of the business to be transacted and this item was discussed after all other business was concluded.

173.5 FPC discussed land in Fairfield and agreed next action.

174 Suspending standing orders

174.1 It was agreed to suspend standing orders item 3x and extend the meeting to longer than 2.5 hours to enable all items on the agenda to be discussed.

175 Correspondence

175.1 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.

175.2 Resident – Advising that the new street sign coming from the A507 before the Eliot Way roundabout is confusing as it points Fairfield to Eliot Way. Councillor Dixon has asked CBC Highways to look at this. (See item 157.3 – Ward Councillors Rept).

175.3 Resident – Concerns over the inconsiderate and potentially dangerous parking at the crossing points on Dickens Boulevard. This was discussed in item 157.4 (Ward Councillor Report).

175.4 CBC Town and Parish Council Conference – Thursday 8th November. As this is the date of the FPC meeting FPC to send apologies. **Action: KH**

175.5 Crime Statistics for September – There have been three reported crimes in Fairfield (Two assaults without injury and one burglary).

175.6 CBC Monitoring Officer – Decision Notice on the formal complaints from Messrs Longmores Solicitors on behalf of Fairfield Hall Management Company Limited sent to CBC on 26th January 2018. (The allegations fell under two heads 1. About Councillors Bidwell, Dack, Daffarn, Hanks and Milliken and 2. About Councillor Bidwell). The Independent Person advised that there does not appear to be any breaches by the Subject Members and that there should be no further action. The Monitoring Officer concurs and has decided that no further action. The full Decision Notice will be available on the FPC website.

176 **Date of next meeting**

176.1 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.

Meeting closed at 10.20 pm