

Date: Friday 10th May 2019

Councillors:

C Bidwell, N Andrews, B E Dack, P Daffarn, A M Hunt, S Little, S Reader and N Reynolds

You are hereby summoned to attend the following meeting:

Fairfield Parish Council Annual Meeting

Date/ Time: Thursday 16th May 2019 at 7.00 pm for Election of Chairman and Vice Chairman and 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 Election of Chairman for the ensuing council year

1.1 To elect the Chairman and the Chairman to sign a Declaration of Office.

2 Elections – 2nd May 2019

2.1 N Andrews, B E Dack, P Daffarn, A M Hunt, S Little, S Reader and N Reynolds were elected as Parish Councillors for Fairfield. All councillors to sign 'Declaration of Office' forms in front of the Proper Officer prior to the start of the meeting. All councillors to send CBC their Declaration of Interest forms and expense forms within twenty-eight days of this election.

2.2 S Dixon, N Harris and B Saunders were elected as Ward Councillors for the Stotfold and Langford Ward which includes Fairfield.

3 Election of Vice Chairman for the ensuing council year

3.1 To elect the Vice Chairman and the Vice Chairman to sign a Declaration of Office.

4 Apologies for Absence

4.1 To receive any apologies for absence from councillors.

5 Chairman's Notice

5.1 The chairman to read out the announcement on openness and transparency.

6 Disclosures of Interest and Dispensation requests

- 6.1 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.
- 6.2 To receive written requests for dispensations for declarable interests.
- 6.3 To grant any requests for dispensation as appropriate.

7 Council Minutes

- 7.1 To approve and sign as a correct record the minutes of the parish council meeting held on 11th April 2019.

8 Public Participation Session for planning applications

- 8.1 Fifteen 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)

9 Planning Applications

- 9.1 **CB/19/00843/FULL 8 Edison Way**
Rear single storey extension
- 9.2 **CB/19/01039/FULL 2 Copperfield Close**
Proposed single storey side/front extension
- 9.3 **CB/19/00780/FULL 40 Charlotte Avenue**
Proposed rear extension (orangery)
- 9.4 **CB/19/01140/FULL 56 Bronte Avenue**
Replacement windows (from timber frames to UPVC)
- 9.5 Any urgent planning applications received between 10th and 16th May 2019.

10 Planning decisions

- 10.1 **CB/ CB/19/00428/FULL 4 Franklin Place**
Single storey rear extension following demolition of the existing Sun Room, and first floor rear extension.
Full permission granted by CBC 15th April 2019
- 10.2 **CB/19/00855/full 1 Livingstone Way**
Single storey rear extension
Full permission granted by CBC 9th May 2019

Rest of the meeting (From 7.30 pm)

11 Public Participation Session

- 11.1 Fifteen 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.

12 Central Bedfordshire Council Ward Members Report

12.1 To receive a report from a CBC Ward Members on matters pertaining to Fairfield.

Annual reviews and appointments

13 Review of Standing Orders and Financial Regulations

13.1 Standing Orders were last adopted 13th September 2018 and Financial Regulations were last adopted 14th April 2016; with the latter having been reviewed annually since with no amendments. Councillors to agree any amendments and adopt.

14 Review of Code of Conduct

14.1 The Code of Conduct was adopted 13th May 2013.

15 Review of insurance cover arrangements and asset register

15.1 The clerk reviewed insurance arrangements and the asset register in advance of the insurance renewal. These were agreed the FPC meeting held on 11th April 2019.

16 Review of Finance Risk Assessment

16.1 This was agreed the FPC meeting held on 11th April 2019.

17 Review of the Council's and Clerk's membership of other bodies

17.1 Fairfield Parish Council is currently a member of BAPTC (including NALC affiliation), SLCC and ICO (The Information Commissioner).

18 Review of the Council's Complaints Procedure, Freedom of Information Policy and Procedure and Policy for dealing with the press/media.

18.1 The Complaints Procedure Freedom of Information Policy and Procedure and Policy for dealing with the press/media have been reviewed and circulated to all. Councillors to agree any amendments and adopt.

19 Review of the Council's employment policies and procedures

19.1 The employment policies and procedures have been reviewed and circulated to all. Councillors to agree any amendments and adopt.

20 Review of the Council's expenditure incurred under s137 of the Local Government Act 1972 or the general power of competence.

20.1 No expenditure was made under the s137 of the Local Government Act 1972 or the general power of competence.

21 The General Power of Competence

21.1 FPC meet the criteria set by the Secretary of State (Localism Act 2011 s8) by having seven elected councillors and a qualified clerk. FPC to resolve to be eligible to use the Power of Competence as required.

22 Committees

22.1 To discuss if FPC require any committees and if so appoint members.

23 Appointment of Lead Planning Adviser

23.1 To appoint lead planning adviser.

24 Appointment of Lead Councillor for Orchard Maintenance

24.1 To appoint lead councillor for orchard maintenance.

25 Appointment of bank signatories

25.1 To appoint bank signatories.

26 Review of Direct Debits

26.1 To review direct debits that are set up.

- EE monthly payment of mobile phone – currently £8.54 + vat.
- Information Commissioner annual fee for data protection registration – currently £35.

27 Appointment of representatives on outside bodies

27.1 To appoint a representative for the Green Wheel.

27.2 To appoint a representative for the Community Hall and to agree if this person is a representative of the Management Group or just a liaison person.

28 Appointment of Emergency Plan Co-ordinator

28.1 To appoint Emergency Plan Co-ordinators.

29 Appointment of Defibrillator Inspector

29.1 To appoint someone to maintain and inspect the Defibrillator by Tesco.

30 Calendar of meeting dates for the ensuing council year

30.1 To agree meeting dates for the ensuing council year. **(Appendix A).**

Decision items

31 The Transfer of the Community Hall

31.1 It seems now that the Community Hall is split across three different titles owned by Fairfield Redevelopments Limited. The two titles received to date are very lengthy and relate to large areas of land (including parts of the Community Hall). Investigating the various title entries will therefore take some time. The third title is also still to be received.

Given the number and size of the titles, the typical title due diligence exercise will take much longer than Blandy and Blandy would normally anticipate. FPC to confirm they wish Blandy and Blandy to carry out the usual pre-contract searches i.e. local authority search, drainage/water, chancel repair, environmental, Land Registry searches, and other typical due diligence investigations.

Blandy and Blandy have still yet also to receive any draft documents for approval, and the terms that the transferor is going to propose are again not clear at this point in time.

32 Footpath adjacent to cricket pitch

32.1 To appoint a parish councillor to lead this project to improve the lighting on this path and discuss suggestions.

33 Grant Application from FHMC

33.1 To discuss grant application of £550.00 to buy and install posts and a net for the tennis courts to get it operational.

34 Brambles by the Balancing Lake

34.1 To agree for FPC to arrange to have the brambles cut to 1.5 m from the line of the path as agreed with the Directors of FHMC.

35 Hedge between bollard on Kingsley Avenue and Hardy Way

35.1 FHMC has agreed to do the weed killing along this section but has asked if FPC can arrange to have the hedge cut to half a metre maximum.

36 Bollards at the top end of Kingsley Avenue

36.1 FHMC has agreed that four bollards can be installed to prevent people driving along the path and will arrange to have them installed. FPC to agree to purchase them. Cost is £115 per bollard + delivery (Additional cost of £100 if removable option is required).

37 Proposed Outdoor Gym and Trim Trail

37.1 To agree next action.

38 Christmas Lights

38.1 To discuss and agree action on Christmas lights for 2019.

Information items

39 Central Bedfordshire Local Plan Examination

39.1 FPC, CSA, Blandy and Blandy will be participating on Hearing day 9 (Tuesday 18th June) on Matter 6, Issue 11 and on Hearing Day 16 (Wednesday 24th July 2019) on Matter 14, issue 5.

40 Training for new parish councillors

40.1 The clerk is doing an induction for the new councillors.

40.2 All new councillors are encouraged to attend one of the BAPTC Training Sessions.

40.3 A training session on ongoing projects will be arranged.

41 Green Wheel

41.1 The walking route of the Etonbury Green Wheel will be launched on Sunday 19th May at 3pm. Guided walks will be offered from the three main communities of Arlesey, Fairfield and Stotfold to arrive at the Fox & Duck, Stotfold before 3pm. The official 'launch' will take place at 3.00 pm at Etonbury Wood, the hub of the green wheel, which will be followed by a guided tour of Etonbury Wood and an Explorer event for the children. Refreshments will be available from the Fox & Duck between 2.00 pm and 5.00 pm. Further details will be provided closer to the date.

42 Apple Day 2019

42.1 This will be held on Saturday 28th September. Face painting and Glitter Tattoos have been booked and £295 has been paid in advance from the Apple Day budget.

43 Crime figures for April 2019

43.1 There were six crimes during April. These included two residential and dwellings burglaries, one building and community burglary, one assault occasioning actual bodily harm, one harassment without violence and one theft.

44 Annual Report

44.1 To be completed by 30th June 2019.

Finance and Correspondence

45 Finance

- 45.1 The internal audit took place on 1st May 2019 and the report from the Internal Auditor has been circulated to all. The overall internal audit assurance rating is GOOD. The clerk is working through the list of recommendations.
- 45.2 To complete accounting statement and annual governance statement 2018/19. These were agreed in principal at the April meeting (Items 367.5 and 367.6) **(Appendix B)**.
- 45.3 The period for the exercise of public rights for the accounts ended 31st March 2019 will be between 3rd June and 12th July 2019.
- 45.4 To receive bank reconciliation to 30th April 2019. **(Appendix C)**.
- 45.5 To receive receipts and agree payments. **(Appendix D)**.

46 Correspondence

- 46.1 CBC – How to develop a community-led approach to age friendly housing in Central Bedfordshire.
- 46.2 CBC – Your guide to council services, spending and key contacts 2019/20
- 46.3 Any urgent correspondence received between 9^h and 16th May 2019.

47 Any other business

NB This is for exchange of information only. No discussions can take place, nor can any decisions or actions be agreed at this time.

48 Date of next meeting

48.1 The next Parish Council meeting will be held on 13th June 2019 at 7.00 pm for planning and 7.30 pm for all other matters.

Appendix A

Calendar of meeting dates for the ensuing council year

Thursday 16th May 2019 – Annual Meeting

Thursday 13th June 2019

Thursday 11th July 2019

Thursday 12th September 2019

Thursday 10th October 2019

Thursday 14th November 2019

Thursday 12th December 2019

Thursday 9th January 2020

Thursday 13th February 2020

Thursday 12th March 2020

Thursday 9th April 2020

APM date to be set between 1st March and 1st June 2020.

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

FAIRFIELD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

16/05/2019

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.fairfieldparishcouncil.gov.uk AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2018/19 for

FAIRFIELD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	203,755	211,027	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	89,404	93,528	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	6,462	30,323	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	7,211	10,431	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	81,383	129,995	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	211,027	194,452	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	211,027	194,452	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	14,416	28,734	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

16/05/2019

I confirm that these Accounting Statements were approved by this authority on this date:

16/05/2019

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Appendix C

Bank Reconciliation at 30th April 2019.

Where the money is	Value
Unity Trust	£240,585.35
Cash Plus Card	£143.10
Petty Cash	£0.00
Total Money	£240,728.45 (1)
Cash Book	
Total Receipts	£50,681.00
PLUS balance carried over 1 st April 2019	£194,451.94
LESS Total Payments	£4,404.49
Total Money in cash book	£240,728.45 (2)

As (1) and (2) are equal there are no issues to report.

Appendix D

Payments

To whom	Description	Total
Katrina Henshaw	April wages	£958.02
HMRC	April Tax and NI	£401.39
EE	Mobile phone	£10.25
Hislop & Co Horticulture Ltd	Maintenance contract	£1,200.00
Hislop & Co Horticulture Ltd	Bramble cut	£600.00
Ebuyer	Stationery	£68.49
LBM UK Limited	Stationery	£5.99
Siteground	2-year website hosting	£344.45
Came and Company	Insurance	£518.18
BAPTC	2019/20 Affiliation fees	£537.00
GeoXphere Ltd	Parish On-Line Annual subscription	£54.00
Amanda Wilkinson	Face painting and glitter tattoos for Apple Day	£295.00
ACM Business Services Limited	Internal Audit	£150.00
	Total	£5,142.77

10/4/2019 £400.00 transferred to Cash Plus

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