

Date: Friday 5th April 2019

Councillors:

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

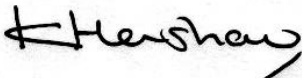
You are hereby summoned to attend the following meeting:

Fairfield Parish Council

Date / Time: Thursday 11th April 2019 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 Chairman's Notice

- 2.1 Councillor Bidwell to read out the announcement on openness and transparency.

3 Disclosures of Interest and Dispensation requests

- 3.1 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.
- 3.2 To receive written requests for dispensations for declarable interests.
- 3.3 To grant any requests for dispensation as appropriate.

4 Council Minutes

- 4.1 To approve and sign as a correct record the minutes of the parish council meeting held on 14th March 2019.

5 Public Participation Session for planning applications

- 5.1 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)

6 Planning Applications

- 6.1 **CB/19/00428/FULL 4 Franklin Place**
Single storey rear extension following demolition of the existing Sun Room, and first floor rear extension.
- 6.2 **CB/19/00855/full 1 Livingstone Way**
Single storey rear extension
- 6.3 Any urgent planning applications received between 5th and 11th April 2019

7 Planning Decisions

- 7.1 **CB/19/00297/FULL 1 Shaftesbury Drive**
Proposed single storey rear extension and front extension.
Full permission granted by CBC 25th March 2019
- 7.2 **CB/19/00349/FULL 60 Bronte Avenue**
Single storey rear extension.
Full permission granted by CBC 26th March 2019
- 7.3 **CB/TRE/19/00037 Land at Fairfield**
Works to trees protected by a Preservation Order: Pruning works to 1 Ash tree (T1), 1 Horse Chestnut (T2), a line of 6 Elm trees (G3), 1 Elm tree (T4) and 1 Sycamore tree (T5). The trees are protected by TPO Ref: MB/99/00001 and are within G4 (T1&2), W6 (G3 & T4) and W3 (T5) as shown on the plan supplied with the application.
CBC granted consent for these works 14th March 2019

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 land for allotments, garden of remembrance and recreation space.
- 9.3 To receive an update on the sewage smell at the new school and sewage connection for the Crest Nicholson site.
- 9.4 To discuss the road surface on Hitchin Road.
- 9.5 To advise what CBC can do to put pressure on Lochailort to fully restore the area at the bottom of Dickens Boulevard.
- 9.6 To receive an update on the recent parking issues on Eliot Way and Hitchin Road.
- 9.7 To discuss if no parking signs should be displayed on lamp posts near the new double yellow lines on Dickens Boulevard.
- 9.8 To receive an update on what 'children crossing' signs CBC will be providing in Fairfield.

Decision items

10 Central Bedfordshire Local Plan Examination

10.1 The Secretary of State has appointed Planning Inspectors Matthew Birkinshaw BA(Hons) MSc MRTPI and Helen Hockenhull BA(Hons) B.PI MRTPI to conduct an Examination into the soundness and legal compliance of the Plan. Hearing sessions, which are part of the overall Examination into the Plan will commence at 10.00am on Tuesday 21st May 2019. FPC to discuss if any action is required.

11 The Transfer of the Community Hall

11.1 To review the engagement letter from Blandy and Blandy. Fees can only be properly estimate fees as and when further details as to title and the terms of the transaction have been received. Time recorded to date currently stands at approximately £400 to £500 plus VAT.

12 New Litter Bin adjacent to cricket pitch

12.1 This has been delivered to Hislop's. After a site visit Hislop's, have quoted £350 to lay 1no 1x x 1m square poured concrete slab base, allowing to dig down flush to ground level and to bolt down litter bin. FPC to discuss quotation.

13 Footpath adjacent to cricket pitch

13.1 FPC to discuss improving the lighting on this path and agree action.

14 Outdoor Gym

14.1 FPC to discuss objections and to agree next action.

15 Tree Policy (Appendix A)

15.1 The draft policy has been circulated to all councillors, FHMC, FPRA, Middlemarch Resident Association and the new steering group at Fairfield Gardens. FPC to discuss adopting the policy.

16 Grant application from Fairfield WI

16.1 To discuss grant application for a start up amount of £250 to help with hire of hall costs etc.

17 Tennis Court

17.1 FPC to discuss making a contribution to restoring the tennis courts so they can be used by the residents of Fairfield. Preim have kindly offered £500 towards a FPC project and indicated this would may be a suitable one.

Information items

18 Dickens Boulevard roundabout

18.1 FPC to meet CBC to discuss this.

19 Elections

19.1 The next elections for Fairfield Parish Council are on 2nd May 2019 with eight nominations.

20 Adoption of Eliot Way

20.1 CBC have advised that they are still in the normal process for this stage of a road adoption. There are queries to work through, inspections and re-inspections. They're getting closer to the stage where they're satisfied that the road is up to being maintained from the public purse.

21 Noticeboards around the Hall

21.1 One has been installed near the barrier for Bannatynes car park by Middlemarch. The second will be installed on the path near St Luke's church towards the Bedford Wing.

22 Noticeboard on West Drive

22.1 It has been suggested that this board be relocated nearer Middlemarch.

23 Speed Watch Signs

23.1 These have been installed.

24 New Posts on Dickens Boulevard

24.1 The white bollards have been updated. The black posts will be replaced with metal ones and two additional ones will be replaced on the opposite side of the road.

25 Green Wheel

25.1 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.

26 Annual Parish Meeting

26.1 The APM took place on 28th March with reports from the FPC Chairman, Ward Councillors and Mr Steve Adams, the newly appointed principal at Pix Brook Academy. The meeting was attended by twenty-six residents. Draft minutes will be available on the website shortly.

27 Meeting with Management Companies

27.1 This took place on 4th April and notes will be available shortly.

28 Central Beds Crime Figures

28.1 13 - 26 March 2019 – 1 burglary in Fairfield

Finance and Correspondence

29 Finance

29.1 To receive a Summary of accounts 2018/2019

29.2 To receive a Budget 2018/19 with balance b/f

29.3 To receive a summary of the Assets Register

29.4 Internal Audit – This will be carried out on 1st May 2019.

- 29.5 Annual Governance Statement 2018/19 – This has been circulated for councillors to review.
- 29.6 Accounting Statements – A draft has been circulated to review.
- 29.7 The period for the exercise of public rights for the accounts ended 31st March 2019 will be between 3rd June and 12th July 2019.
- 29.8 As funds exceed £100,000, FPC need to develop and adopt a formal Investment Policy / Strategy.
- 29.9 Risk Assessment and review of internal controls – FPC to agree. **(Appendix B)**.
- 29.10 Insurance – FPC to agree to renew with Came and Company at a fee of £518.18
- 29.11 To agree receipts and payments. **(Appendix C)**.

30 Correspondence

- 30.1 Seafarers – Fly the Red Ensign for Merchant Navy Day on 3rd September. **(Appendix D)**
- 30.2 Any urgent correspondence received between 5th and 11th April 2019

31 Any other business

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

32 Date of next meeting

- 32.1 The next Parish Council meeting will be the annual meeting and will be held on 16th May 2019 at 7.00 pm for planning and 7.30 pm for all other matters.

Tree Replacement Policy

Introduction

There are approximately over 2,000 trees within the village of Fairfield, growing in a wide variety of locations including woods, parks, school grounds, cemeteries, hedge rows, open space areas, along footpaths and streets.

This means there are many landowners responsible for trees, including local authority, Central Bedfordshire Council, Fairfield Parish Council, several management companies, individual householders and sporting venues.

This Policy sets out the tree management to maximise their benefits to the environment and surrounding scenery in our open spaces, street views and within private gardens.

It was approved by the full Fairfield Parish Council at a meeting held on *****

Tree protection and enhancement sets out our overall vision and background to this document. It also sets out a policy that will inform how we will protect the village tree population, as a whole, with specific reference to tree preservation orders, development control and tree canopy cover enhancement through public and partnership engagement.

Our Vision

"To manage trees in Fairfield so as to maximise the benefits they offer, whilst ensuring that the trees we leave for future generations, and the character they bring to our village, are better than those we have inherited".

The tree population contributes greatly to the character and is integral to providing cleaner air, filtered storm water and lower temperatures within shaded areas such as woodlands. Trees, shrubs and other plants create an important habitat for birds and insects and make the environment beautiful. Streets, parks and gardens filled with trees can also have psychological benefits in reducing stress and providing spaces for relaxation and contact with nature.

The Council will work to ensure a resilient tree population that respects Fairfield's unique character, responds to climate change and urban expansion and underpins the health, liveability and well being for its inhabitants by taking an integrated approach to the management of the trees, regardless of ownership.

This integrated management approach to achieving the Council's long-term vision has the following aims:

- To sustainably manage the Council's own trees and those it manages by agreement.
- To develop a system of replacement and tree maintenance alongside the relevant management companies in Fairfield

- To foster a resilient tree population that responds to the impacts of climate change and urban expansion.
- To raise awareness of trees being a vital community asset, through promoting continued research, through education via the provision of advice and through partnership working.
- To make efficient and strategic use of this Council's and those of Central Bedfordshire Council regulatory powers for the protection of trees of current and future value.

The strategy takes three approaches to the delivery of the Council's vision and aims, namely:

To protect existing trees, where appropriate, through the Council's responsibilities; and through the provision of tree management advice and where considered necessary by having a tree preservation order (TPO) to protect a tree(s)

To enhance tree cover, through the Council's responsibilities; through education; through public engagement; and through new tree planting.

To manage sustainably, the Council's tree stock and those we maintain by agreement, in accordance with current best practice and within the resource allocated.

This sets out the Council's overall vision and background to the policy. It also sets out how the Council will inform all parties and protect the tree population, as a whole, with specific reference to tree preservation orders, development control and tree canopy cover enhancement through public and partnership engagement by working alongside the various management companies.

Tree management policies

This part sets out the background and policy as to how the Council's own tree stock should be sustainably and responsibly managed. It also provides guidance on how to inform the public on tree-related matters and on their rights and responsibilities. The Council employs several arborists who offer advice and provide the maintenance to their tree stock. The management companies also have their own arborist, and it may prove beneficial to all to have an overall tree management covering all areas within the village using one organisation for best value.

To maintain the tree growth and tree numbers the Council's aim is to have a tree replacement program, providing a ratio of a minimum of 1:1 replacement and where it is deemed acceptable and advisable the replacement is of the same species. Where a tree cannot be replaced by the same species then an alternative species which has similar growth and provides shelter and habitat should be used after seeking professional advice from an arborist

Action plan

This part sets out actions, timescales and responsibilities with regards to implementing the Council's tree policy.

Tree management is an important part of keeping the health and maintenance of the Council's tree stock by sustainably and responsibly managed.

Provide information and guidance to inform the public on tree-related matters and on their rights and responsibilities.

Action plan (work in progress) will set out actions, timescales and responsibilities with regards to implementing our tree policy. Using all experts and advice from various groups and organisations.

Currently, the Council owns the orchard (Hardy Way location). Those under the responsibility of Fairfield Hall Management Company are being maintained by volunteers under guidance from two fruit tree arborists. At the end of each year a report is provided to the Council on what action is required to maintain these trees. New areas of planting more fruit trees has taken place and forms part of the maintenance and replacement.

Other trees within the orchard are also inspected and an action plan to reduce low overhanging branches and number of trees such as sycamore are included in the maintenance. The removal of sycamores does not require replacement as these are not considered beneficial to be kept.

It is hoped that Fairfield Park Residents Company, Fairfield Hall Management Company Middlemarch Management Company and Fairfield Gardens Management Company and any other residential or business developments who have tree maintenance as part of their overall responsibility, will all adopt this document and its aims and objectives, **"To protect and improve the tree environment of village of Fairfield for all"**.

The replacement of trees is dependent on the species, location, time of year and weather conditions. It is hoped all trees will be replaced within a six-month program from the date of felling to replanting.

Central Bedfordshire Council is currently engaging consultants to review a Tree Plan which it is hoped will cover the whole of Central Bedfordshire, along with the Council's own document which will also form part of how the Council will provide for replanting and information to the public.

Fairfield Parish Council

Risk assessment review of Internal Controls for the period 1 April 2019 to 31st March 2020

Risk	Procedures to address	Reassess / carry out
Lack of general financial control		
1 Lack of RFO	Appointment of RFO	When clerk resigns
2 Out of date Financial Regulations	Review Financial Regulations	Annually
3 Lack of overview	Internal Auditors report RFO to provide regular comparison of Budget v Actual to all Councillors	Annually Quarterly
4 Lack of power to spend	RFO to check Council is spending within powers	Ongoing
5 Loss/destruction of financial documentation	RFO to store safely and securely	Ongoing
6 Loss of computerised records	Back up of computerised systems in the cloud	Weekly
7 Lack of skill in systems	Training of RFO	As required
Money not received		
1 Precept not received	RFO to monitor and check bank statements when Precept is expected	Bi annually
2 Grant money not received	RFO to monitor and check bank statements when grants are expected	Ongoing
Accounting errors		
1 Incorrect data entries by Bank/RFO	RFO to do bank reconciliation	Monthly
2 Error in paying invoices	Two Councillors to compares invoices with payments and sign all invoices	Monthly
3 VAT discrepancies	Claim VAT regularly	Quarterly
Budget overspend		
1 Precept does not cover annual expenditure	Budget to be agreed and set before Precept is agreed	Annually
2 Overspend against budget	RFO to check sufficient funds in budget before expenditure agreed	Ongoing
3 Lack of resources to meet contract requirements	Review contracts versus budgets	Quarterly
Bank Collapse		
1 Bank collapsing and FPC having more than the compensation scheme (£75,000) in account	FPC to review risk of bank and open new accounts if necessary	Annually and as necessary

Fairfield Parish Council

Risk assessment review of Internal Controls for the period 1 April 2019 to 31st March 2020

Risk		Procedures to address	Reassess / carry out
Misappropriation of public funds			
1	Expenditure payment without authority	Prior approval for spending authorised by Council	Ongoing
2	Cheque misuse	All cheques to be signed by two of the four signatories	Ongoing
3	Online authorisation misuse	All transactions to be authorised by two of the four signatories	Ongoing
4	Theft of funds	Bank statements to be reconciled and signed by RFO	Monthly
		Ensure Fidelity Insurance in place against theft of funds by staff, councillors and other persons	Annually
Under Insurance of Council Assets			
1	Level of cover inadequate	Reviewed by RFO in association with Chairman	Annually and as necessary
2	Inadequate records of possessions	Asset Register maintained by the Clerk	Annually
Public Liability to provide a Duty of Care			
1	Injury to public	H&S checks to be carried out on play areas / facilities Visual inspections of other open spaces Visual inspections of trees Adequate insurance of risk	Annually and as necessary Annually and as necessary Annually and as necessary Annually and as necessary
Employers Liability			
1	Compensation claim from employee	Contract of employment in place after confirmation of permanent employment Job description reviewed at appraisal Matters relating to staff discussed in confidential session Appropriate training offered for identified needs Assessment of employee's work station Adequate insurance of risk	On appointment Annually When appropriate Ongoing Annual or when circumstances change Annually
Members Interests			
1	Conflicts of interest	Update the declarations of interests register	Ongoing
Minutes			
1	Accurate and legal	Review and agree at following meeting	Monthly

Appendix C

Receipts

From whom	Description	Total
CBC	Precept	£50,681.00
BRCC	Grant towards the overall Orchard art/ nature trail project	£6,000
Total		£56,681.00

Payments

To whom	Description	Total
Katrina Henshaw	March wages and travel expenses	£1,078.01
HMRC	March Tax and NI	£460.83
EE	Mobile phone	£9.98
Unity Trust	Service Charge	£24.90
Office Outlet	Stationery	£98.26
Hislop & Co Horticulture Ltd	Maintenance contract	£1,200.00
Hislop & Co Horticulture Ltd	Orchards	£7,614.00
Hislop & Co Horticulture Ltd	Installing a dog bin	£180.00
Affinity Water	Hydrant Licence	£886.28
Central Bedfordshire Council	Rural Funding regarding Dickens Boulevard	£6,950.00
Now	Headed paper	£60.00
Barrie Dack	Images for website	£38.40
Fairfield Community Hall	Scout rent for April	£176.00
Auckland Manufacturing	Speed Watch signs	£198.00
Broxap	Litter Bin	£862.74
Total		£19,837.40

MERCHANT NAVY FUND SUPPORTING PARTNERS



MERCHANT NAVY WELFARE BOARD



The Chair
Fairfield Parish Council
9 Franklin Place
Fairfield Park
Hitchin
Bedfordshire
SG5 4GT

358

March 2019

Dear Chair

Please 'Fly the Red Ensign for Merchant Navy Day' on 3 September

This is a formal invitation from Seafarers UK for your council to support this year's campaign to raise awareness of the UK's ongoing dependence on Merchant Navy seafarers.

If your council has been involved in previous years you will know what we ask you to do - and how easy it is to participate:

1. Please arrange to fly a Red Ensign - the British Merchant Navy's official flag - on a civic building and/or flagpole in a public place, on Merchant Navy Day, that falls on 3 September
2. If you can, please organise a flag-hoisting ceremony for local dignitaries, VIPs, Merchant Navy veterans, Sea Cadets, media guests, etc.
3. Promote your support for this important annual campaign via social media and local PR.

When you let us know what you have planned, Seafarers UK will include your council on a prestigious 'Roll of Honour' at www.merchantnavyday.uk Note: if your council was listed last year and the contact details have not changed *it is not necessary to register again*.

Our new guide to taking part is enclosed with this letter, together with a promotional poster that I hope you will wish to copy and display with details of your local activity inserted.

If you have any queries please contact me.

Yours sincerely

Nick Harvey
Campaigns Manager

Email: nick.harvey@seafarers.uk

Phone: 020 7932 5969

P.S. Please accept my apologies if you have supported our campaign in previous years and are wondering why you have received this letter. To be able to contact *all* UK councils we have to rent a mailing list (compiled from information that is in the public domain) from an external supplier and I regret it has not been possible to extract our previous or existing contacts, or to remove duplicates.

The Merchant Navy Fund is administered by Seafarers UK (King George's Fund for Sailors), a registered charity in England and Wales, No. 226446, incorporated under Royal Charter. Registered in Scotland SC038191. Registered office: 8 Hatherley Street, LONDON, SW1P 2QT. Tel: 020 7932 0000

Email: mfund@seafarers.uk www.merchantnavyfund.org