

Date: **Wednesday 4th December 2019**

Councillors:

B E Dack (Chairman), N Andrews, P Daffarn, A M Hunt, S Little, S Reader and N Reynolds

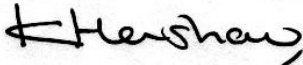
You are hereby summoned to attend the following meeting:

Fairfield Parish Council

Date/ Time: Monday 9th December 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

286 Apologies for Absence

286.1 To receive any apologies for absence from Councillors.

287 Chairman's Notice

287.1 FPC's statement on commitment to openness and transparency is presented with the meeting sign-in sheets. The chairman to confirm members of the public have read the announcement on openness and transparency.

288 Purdah

288.1 The pre-election period prior to the General Election, known as purdah, started when Parliament was dissolved on 6 November. Although local Councils will not be holding elections on 12th December, NALC has reissued Legal Briefing L01-19 (sent to all Parish Councillors) on the code of recommended practice on local authority publicity and recommends everyone reacquaints themselves with the requirements. While NALC feels that the legal risks to Councils around this time are low, there could still be risks related to public perception and local media. Councils are advised to be cautious around any activity or communications that could be perceived to be political or controversial.

289 Disclosures of Interest and Dispensation requests

289.1 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.

289.2 To receive written requests for dispensations for declarable interests.

289.3 To grant any requests for dispensation as appropriate.

290 Council Minutes

- 290.1 To approve and sign as a correct record the minutes of the Parish Council ordinary meeting held on 14th November 2019.

291 Public Participation Session for planning applications

- 291.1 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)

292 Planning Applications

- 292.1 CB/19/03845/FULL 8 Fleming Drive. Deadline for comments to CBC is 13th December 2019. Single storey rear extension.
- 292.2 CB/19/03887/RM 153 Hitchin Road. Deadline for comments to CBC is 17th December 2019. Reserved Matters: to planning permission CB/17/04818/OUT Erection of four dwellings with associated parking and amenity details relating to access, appearance, landscaping, layout and scale.
- 292.3 CB/19/04025/FULL 28 Faraday Gardens. Deadline for comments to CBC is 31st December 2019. Loft conversion with rear dormer and rooflights to front, addition of front porch.
- 292.4 Any urgent planning applications received between 4th and 9th December 2019.

293 Restricting PDR

- 293.1 To receive an update on the proposed PowerPoint presentation in Priority House Foyer.

294 St Luke's Church

- 294.1 To receive an update.

295 Planning Decisions

- 295.1 CB/19/02961/FULL 4 Shaftesbury Drive.
Sunroom extension with black plinth to match existing.
FPC had no objections to the basic principle of the application subject to no objections from neighbours and there are conditions that the construction, including the door openings, should be in matching materials and follow Fairfield Neighbourhood Plan Design Statement.
CBC granted full permission on 2nd December 2019.
- 295.2 CB/TRE/19/00476 Fairfield Orchards.
Works to trees subjected to a TPO: various works to TPO CB/10/0010 G1 and G2
FPC submitted the application.
CBC granted consent on 3rd December 2019.

Rest of the meeting (From 7.30 pm)

296 Public Participation Session for the rest of the meeting

- 296.1 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.

297 Central Bedfordshire Council Ward Members Report

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

Decision items

298 Grant application from Friends of Fairfield (Appendix A)

298.1 To discuss the application of paying to hire the Community Hall for monthly meetings, quarterly events, speakers, entertainer and insurance. This is a friendship group with the aim of bring Fairfield Senior Citizens together reducing loneliness and isolation. Total estimated cost is £780.00 per year.

299 Orchards

299.1 CBC has granted permission for works to trees with TPOs as per Bob Lever's report.

299.2 To receive an update from Councillor Daffarn on the Tree pruning sessions held on 24th November and 8th December.

299.3 To discuss and agree quotes from Hislops for cutting the Orchards between April and October 2020 to include cutting the hedges once on disused road between Hardy Way and Kingsley Avenue.

299.4 To receive an update from Councillors Andrews and Daffarn on the quotes being sought from three civil engineers for the removal of the concrete bund from outside the compound at the bottom of Eliot Way.

299.5 To receive an update from Councillors Andrews and Daffarn on the quotes being sought from three landscapers to develop the bottom of the West Orchard into a Wildflower Garden / Orchards over a three-year plan.

300 Garden of Remembrance / Cemetery

300.1 To receive the results of the public consultation with Fairfield residents and agree the next actions.

301 Friendly Bench

301.1 To receive an update from Councillor Andrews on grants available and agree next actions.

302 Investment Policy

302.1 To receive proposals to implement plan and agree next actions.

303 Neighbourhood Watch Scheme

303.1 A resident has expressed an interest in setting up the scheme. The Police has advised that the resident needs to register with OWL. FPC to agree next actions.

304 Fairfield security CCTV / ANPR / Patrols etc

304.1 In view of public comments following a recent incident to review the matter and agree the next actions.

Ongoing matters

305 The Transfer of the Community Hall

305.1 To receive an update from Councillors Hunt and Reader.

306 Halloween 2020

306.1 To receive an update on the consultation with the Police and CBC.

307 Lighting on footpath adjacent to cricket pitch

307.1 To receive an update from Councillor Reader on the replacement lights.

308 Community Library

308.1 To receive an update from Councillor Reader on the vent holes.

308.2 To receive an update from Councillor Hunt on the storage area.

309 New shelter for Community Events

309.1 Councillor Andrews purchased the new shelter and it was used at the Food Market on 30th November 2019.

310 Christmas Tree collections

310.1 To receive an update from Councillor Dack.

311 Proposed Outdoor Gym and Trim Trail

311.1 To receive an update from Councillors Hunt, Little, Reader and Reynolds.

312 Dickens Boulevard Roundabout / Bronte Avenue Tree Planting

312.1 The new tree has been planted. Hislops will be quoting for the aftercare maintenance.

313 VE Day

313.1 To receive an update from Councillor Hunt.

314 Cricket Club and Orchard Perimeter

314.1 To receive an update from Councillor Dack.

315 Dead trees around the Cricket Club

315.1 To receive an update from Councillor Dack on the Cricket Club replacing the recently removed dead trees.

316 Storage for FPC, Scouts, Cricket Club and Bowls Club

316.1 To receive an update from Councillor Dack on the discussions with FHMC, Cricket Club and Bowls Club regarding a new storage facility.

317 Protocol for marking the death of a senior national figure

317.1 The Community Hall Trust has advised it has no problem with using the Hall when it is open for residents to sign a condolence book if the need arrives following the death of a senior national figure. FPC will provide the book and will take responsibility for reviewing comments made in it. The Trust will not take responsibility for what residents write in the book or its safekeeping but will do everything it can to prevent such occurrences. The Clerk has ordered a Book of Condolences (loose leaf).

318 FPC Policies and Procedures

318.1 The clerk is working on the following

- Finance Regulations
- Finance Risk Assessment.
- Revised guidelines for grant applications.

318.2 Councillors Dack, Andrews and Daffarn are drafting a Communication Plan.

319 Training

319.1 Public training on using the Defibrillator has been booked for Thursday 27th February 2020. This is open to all residents of Fairfield.

319.2 Training on the Emergency Plan has been booked for Thursday 5th March 2020. This is for FPC and is open to all residents of Fairfield.

Information items

320 Crime figures for November 2019

320.1 During November there were seven reported crimes in Fairfield. These were

- 2 x Theft from a motor vehicle
- 2 x Assault without injury – common assault and battery
- Criminal damage to a dwelling (£5,000 and over)
- Burglary – residential (dwelling)
- Attempted robbery (personal) (indictable)

Finance and Correspondence

321 Finance

321.1 Parish Council Precept 2020 / 21 – FPC need to advise CBC of FPC's precept requirements by 17th January 2019. All Councillors to supply the Clerk with details of projects and estimated costs so a Draft budget can be agreed.

321.2 To receive bank reconciliations to 30th November 2019. **(Appendix B).**

321.3 To receive receipts and agree payments. **(Appendix C).**

322 Correspondence

322.1 Best Bedfordshire Schools Trust - Consultation on the Admission Arrangements for September 2021. The consultation started on 4th December 2019 and runs until 15th January 2020.

322.2 Any urgent correspondence received between 4th and 9th December 2019.

323 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.

324 Date of next meeting

324.1 The next Parish Council meeting will be held on Thursday 9th January 2020 at 7.00 pm for planning and 7.30 pm for all other matters.

Glossary of acronyms

ANPR	Automatic number-plate recognition
CBC	Central Bedfordshire Council
CCTV	Closed-circuit television
FHMC	Fairfield Hall Management Company
FPC	Fairfield Parish Council
NALC	National Association of Local Councils
NB	Nota bene (Latin phrase meaning 'note well')
PDR	Permitted Development Rights
TPO	Tree Preservation Order

APPLICATION FOR FINANCIAL ASSISTANCE
TO VOLUNTARY ORGANISATIONS

Please fill in all sections in black ink and refer to the attached guidance notes for assistance in completing your application. Should you wish to expand on a question, please enclose additional information on separate sheets. Please ensure that the declaration at the end of the application form is signed and dated.

When completed please return this application to:

The Parish Clerk, Fairfield Parish Council, Fairfield Community Hall, Kipling Crescent, Fairfield. SG5 4GY. Telephone: 07415 615225. Email: enquiries@fairfieldparishcouncil.gov.uk

Your organisation's contact details

Name of organisation FAIRFIELD FRIENDS.

Contact name GAIL ANDREWS.

Position in organisation TREASURER.

Address for correspondence 15 MIDDLEMARCH. SG5 4JJ
FAIRFIELD.

Tel Number (day) 07557 376434

Email address gail2504@msn.com.

Is your organisation a registered charity? If so, please give charity number N/A.

Bank Details of organisation

If your application is successful, your grant will be paid directly into the organisation's bank account. Please supply details of the account you wish the grant to be paid into.

Name of Bank: LLYDS BANK.

Name on account FAIRFIELD FRIENDS.

Sort Code 309897

Account number 81030360

Details of organisation

Brief description of your organisation's aims A FRIENDSHIP GROUP WITH THE AIM OF BRINGING FAIRFIELD SENIOR CITIZENS TOGETHER REDUCING LONELINESS + ISOLATION.

Please describe how the local community of Fairfield benefits from your organisation

WE WILL PROVIDE ACTIVITIES, EVENTS + TRIPS AND WILL BE WORKING WITH THE BAYCROFT NURSING HOME TEAM TO DEVELOP JOINT ACTIVITIES.

About the project

Please give brief details of your project and what you wish to use any grant awarded for

WE HAVE BEEN AFFILIATED WITH THE BRCC WHO HAVE RECOMMENDED WE WILL REQUIRE INSURANCE COVER FOR 50+ MEMBERS. WE WILL ALSO NEED TO COVER HALL HIRE + ARRANGES + PAY FOR MONTHLY MEETINGS + QUARTERLY EVENTS.

What is the total project cost (attach separate sheets if necessary) £780.00

What amount are you requesting from the Council? (Please do not leave this question blank)

£780.00 FOR MONTHLY MEETING, QUARTERLY EVENTS / STAKEHOLDERS / ENTERTAINMENT + INSURANCE.

Have you received or applied for funding from any other source for this particular project?
Please give details.

NO, BUT FAIRFIELD FRIENDS WILL BE COVERING COSTS FOR TRIPS, MEAL OUT.

Financial details

Does your organisation receive funding from other sources and if so who?

FROM FAIRFIELD FRIENDS.

How much funding will be provided from your own resources? STARTING NIL.

Has your organisation done or planned to do any fundraising for this project? If so, please give details

FAIRFIELD FRIENDS HAVE BEEN GOING FOR 3 YEARS, HOWEVER IT HAS ALWAYS BEEN AN INFORMAL FRIENDSHIP GROUP. AS FROM NOV. 2019, WE ARE NOW A CONSTITUTED BODY.

Declaration

I declare that on behalf of the organisation that:

- The application is supported by the Organisation's Management Committee.
- To the best of my knowledge and belief the information I have given is correct.
- I understand the conditions on which the grant is awarded and agree to adhere to those conditions.
- I authorise the Council to make any necessary enquiries to verify the information on this form, and to cross check information I have given with any other organisations.
- I understand that additional conditions may be attached to the award of any grant.

Signed: G Andrews

Print Name: GAIL ANDREWS

Date: 5th Nov. 19.

Position held: TREASURER

Please submit the following supporting information with your application: -

- **The completed grant application form with all questions answered.**
- **A copy of the most recent annual Accounts for the Organisation.**
- **A copy of three quotations for the goods or services that funding has been applied for.**

Important

Your application can only be processed if all the questions are answered, the form is signed and if we receive all the necessary enclosures.

Appendix B

Bank Reconciliation at 30th November 2019

Where the money is	Value
Unity Trust	£194,004.04
Cash Plus Card	£623.26
Petty Cash	£0.00
Total Money	£194,627.30 (1)
Cash Book	
Total Receipts	£110,215.35
PLUS balance carried over 1 st April 2019	£194,451.94
LESS Total Payments	£110,039.99
Total Money in cash book	£194,627.30 (2)

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

Appendix C

Receipts

To whom	Description	Total
Central Bedfordshire Council	2019/20 Grass cutting	£214.26
Cardona and Sons	Apple Day 2018 and 2019	£100.00
Total		£314.26

Payments

To whom	Description	Total
Katrina Henshaw	November wages	£546.80
HMRC	November Tax	£136.80
EE	Mobile phone – November	£10.25
Hislop & Co Horticulture	Maintenance contract – November	£1,200.00
	Installing litter bin at Cricket Ground	£420.00
	Felling dead tress at Cricket Ground	£984.00
Fairfield Matters	Printing Cemetery Consultation	£50.00
Olive Press	Printing Neighbourhood Plan	£138.00
Total		£3,485.85

15/11/2019 £400.00 transferred to Cash plus card