

Minutes of an ordinary meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 10th October 2019 at 7:00 pm

Councillors present: B E Dack (Chairman) (BD), N Andrews (NA), P Daffarn (PD), A M Hunt (AMH), S Little (SL), S Reader (SR) and N Reynolds (NR)

Officer present: Katrina Henshaw (KH)

Also present for all or part of the meeting: CBC Ward Members Councillors S Dixon (SD) and four members of the Public.

194 Apologies for Absence

194.1 Apologies for absence received from CBC Ward Members Councillors N Harris (NH) and B Saunders (BS)

195 Chairman's Notice

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

196 Disclosures of Interest and Dispensation requests

196.1 Councillors Dack and Andrews declared an interest on item 224 (Councillor Dack is a Trustee/Treasurer and Councillor Andrews is a Trustee/Chairman of the Community Hall). As this is for information only, they requested to stay for the item. All councillors present agreed to this request.

Councillors Dack and Andrews declared a pecuniary interest in item 233 - The transfer of the Community Hall. (Councillor Dack is a Trustee/Treasurer and Councillor Andrews is a Trustee/Chairman of the Community Hall). As this was a decision item, it was agreed they would leave the room for the discussion.

196.2 No written requests for dispensations for declarable interests were received.

196.3 No requests for dispensation were granted.

197 Council Minutes

197.1 Minutes of the ordinary meeting held on Thursday 12th September 2019 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.

198 Public Participation Session for planning applications

198.1 No members of the public requested to speak on planning.

199 Planning Applications

199.1 None received.

200 Restricting Permitted Development Rights (PDR)

200.1 FPC's request to restrict PDR has been submitted to CBC by Blandy and Blandy. FPC will advise residents of the process (including the consultation) once it is known if CBC will accept the request. Councillor Dixon is hoping that CBC will accept this request as he understands why FPC wish to protect the design.

201 St Luke's Church

201.1 CBC has served a Section 215 notice on St Luke's Church, Fairfield. The notice requires the owner to carry out various works in order to tidy and make the site safe (listed on the notice) before 4th November 2019. There is a right of appeal at any point until the 4th November 2019.

202 Planning Decisions

202.1 None received.

The meeting closed at 7.15 pm and was re-opened at 7.30 pm for the rest of the meeting as stated on the agenda and advertised on the website and noticeboards.

203 Public Participation Session for the rest of the meeting

203.1 One resident requested to speak on items 204, 207 and 233.

- (i) Item 204 – He asked Councillor Dixon when CBC would be cutting of the hedge along the Hitchin Road to Eliot Way. Councillor Dixon confirmed that the order had been placed and the work would be done shortly.
- (ii) Item 207 – He congratulated FPC for providing a diligent report on the lights across the cricket ground.
- (iii) Item 233 – He thought appendix G summarised events well and hopes that FPC shares his vision that the Community Hall becomes the heart of the community and in due course the home of the parish council.

204 Central Bedfordshire Council Ward Members Report

204.1 Councillor Dixon reported on the following: -

- (i) Orders have been placed for the clearance of West Drive and the repairs to the lights.
- (ii) He will personally pay for the replacement of the Bowls Club sign and will arrange for it to be installed.
- (iii) Hitchin Road Traffic Lights - The set near Dickens Boulevard are now working and the Crest Nicholson set should be working by Monday.
- (iv) CBC is now actively investigating the DMMO for Kingsley Avenue and a decision should be made in the next few months.
- (v) Local Plan - CBC has received a letter from the Planning Inspectorate in relation to the plan. This correspondence gives CBC confidence that the Inspectors are content with a number of critical points of policy. However, the letter also raises several questions, some of which relate to correspondence which CBC has not seen. In this context, CBC is seeking urgent clarification from the Inspectors about information they seem to be drawing on and why this has not been shared. Until CBC has received clarification on these important points, the legal advice is that the inspectors' letter should not be published. CBC will continue to keep Town and Parish Councils up to date with any developments.

- (vi) CBC will be issuing letters about The New Homes Bonus tomorrow (Friday 11th October).
- (vii) Each Ward Councillor will have £2,000 discretionary fund to spend this financial year and it is also expected to be budgeted for the next financial year. The fund will be for capital works and will need to be matched funded. CBC is also launching a Community Fund of up to £25,000 which will also need to be match funded. It is hoped that FPC/FPRA proposals for the addition of 'Inclusive Play Equipment' for the various Play area will be one of the first projects to be considered.
- (viii) CBC is proposing a switch from 3-tier to 2-tier Education and a full consultation will start on Tuesday 29th October 2019 and will close at 5pm on Monday 20th January 2020.

205 Garden of Remembrance / Cemetery

205.1 Councillor Andrews advised that he has spoken to

- (i) The Reverend of the Church of St Mary, Stotfold regarding the social injustice of Fairfield residents having to pay triple costs to use Stotfold cemetery as Fairfield is part of the ecclesiastical area of Stotfold.
- (ii) NHDC regarding the social injustice of Fairfield residents having to pay quadruple fees to use Wilbury Hills Cemetery as despite being owed by NHDC it was actually located within the parish of Fairfield.

Conversations continue with both to see if a solution can be found. FPC acknowledge there may be costs involved. **Action: NA**

205.2 It was agreed that FPC would consult Fairfield residents regarding all options. The consultation document was agreed and will be distributed in the November edition of Fairfield Matters. Copies will also be available to be download from the FPC website. There will be several collection boxes around Fairfield for completed forms. **Action: BD / PD / SL**

206 Orchards

206.1 Bob Lever's report was received and had been sent to FHMC for comment. It was agreed to ask CBC for permission to do the proposed works to trees with TPOs. It was also agreed to seek quotations from Hislop & Co Horticulture and Colin Carpenter for the arborist work listed in Bob Lever's report. **Action KH**

206.2 FPC received a quote from Hislop & Co Horticulture of £500 to remove all existing major concrete / hard core/ bricks from around bund on West Orchard adjacent to Fairfield Hall Compound and dispose of away from site. This was deferred unto the November meeting as there may be another proposal to consider. Councillors Andrews and Daffarn to present an alternative proposal at the November meeting. **Action: NA / PD**

206.3 FPC received a quote from Hislop & Co Horticulture of £360 to infill with new topsoil the square brink opening, level the surface and improve this dangerous trip hazard. This was deferred unto the November meeting as there may be another proposal to consider. Councillors Andrews and Daffarn to present an alternative proposal at the November meeting. **Action: NA / PD**

206.4 FPC received a quote from Hislop & Co Horticulture of £6,000 to supply and place / compact approximately 60 cubic metres of topsoil to grass banks surrounding Western Orchard. Soil to be brought on by 8-wheeler lorry loads and distributed by smaller machine. Whole area to be then seeded with grass (price quoted only as a rough guide). This was deferred unto the November meeting as there may be another proposal to consider. Councillors Andrews and Daffarn to present an alternative proposal at the November meeting. **Action: NA / PD**

207 Lighting on footpath adjacent to cricket pitch

207.1 Having reviewed the current installation, it appears the items are of appropriate quality. However, they appear too infrequently placed leaving too reasonably long intervals between some intervals. Perception may also be that the lights are of poor quality since their design is for one white LED to shine each direction. This creates the impression that one LED is functioning well (facing the user) and one poorly (facing away). By installing additional units, it is anticipated it will be easier to locate the path and maintaining the same design would avoid the costs of replacing the existing items or having a mix of lighting solutions which would not be aesthetically pleasing. Having discussed this with the manufacturer it is proposed six additional units as 'in-fills' and two as 'path-markers' at the Fairfield Hall end, total eight additional units. There is also one faulty unit which Falco will replace.

Falco have offered to honour the original supply and installation costs of £179 per unit (£1,432 plus VAT), £45 delivery and £850 installation, total <£3000. With approval installation could likely be arranged before the end of the year.

Following a discussion and with an unanimous vote in favour it was

RESOLVED

To place the contract with Falco for the eight additional units, subject to permission from FHMC.

REASON

To increase the number of lights to improve visibility of the footpath in the dark.

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

207.2 The clerk to advise FHMC and the cricket club that in one part of the path a reasonable amount of the surface material has eroded leaving a wide pothole. This is particularly hazardous to cyclists when navigating the route in the dark. **Action: KH**

208 Dickens Boulevard Roundabout / Bronte Avenue Tree Planting

208.1 In line with the tree replacement policy FPC need to decide upon the size of tree to be planted on the Dickens Boulevard. Bronte Avenue side of the road. Quotes for a tree of similar size to the trees in the area and for a less mature tree were received.

Following a discussion and with a vote of five in favour and one against it was

RESOLVED

That FPC would place a contract with Hislop & Co Horticulture for a more mature tree at a cost of £1,554.64 + vat. (The tree does come with a warranty that specifies the after care that is required for the first two growing seasons).

REASONS

- (i) **A more mature tree was agreed for aesthetic reasons.**
- (ii) **Hislop & Co Horticulture is FPC's preferred maintenance company following the tender process in 2017.**
- (iii) **Hislop & Co Horticulture is on site three days a week, so this reduces the after-care costs.**

The clerk to place the contract and seek a quotation for a daily watering schedule between April and September 2020 and 2021. **Action: KH**

209 Gritting

209.1 It was agreed that MRA need to seek permission from FHMC for Hislop & Co Horticulture to grit the roads around Middlemarch. Councillor Andrews to liaise with MRA and FHMC. **Action: NA**

- 209.2 FPC has advised Fairfield Gardens Steering Group that whilst the roads are still unadopted, it is the responsibility of the Management Company / developer to pay for them to be gritted. The Steering Group understand the roads in Fairfield Gardens will continue to be unadopted once the development is complete but has requested FPC request a quotation for gritting. They will advise which roads they would wish to be captured for gritting.
- 209.3 FPC agreed to request that Hislop & Co Horticulture purchase some additional salt in preparation for 2019/20 winter. **Action: KH**

210 Community Events

- 210.1 FPC agreed attendance at Community Events to show residents the current projects being worked on and discussed and seeking feedback as required.
- 210.2 FPC agreed to ask FPRA if FPC can attend their markets and FPRA has confirmed this would be acceptable.
- 210.3 FPC agreed to purchase an event shelter. Councillor Andrews to present some proposals at the November meeting. **Action: NA**

211 Remembrance Sunday 10th November 2019

- 211.1 The Community Church will be holding a service in the Community Hall which the Scouts will attend. FPC agreed to purchase a wreath from the Lady Haig's Poppy Factory at £30.00 + p&p. **Action: KH**

212 VE Day 2020

- 212.1 Councillor Dack has written to all Management Companies as well as the FCC, Scouts, Bowls and Cricket Clubs and the WI to ask if they would like to be involved in any event that FPC organise and is waiting for responses.

It was agreed to set an initial budget of £3,000 for this event. Councillor Hunt to look at what needs to be booked now. **Action: AMH**

213 Grant application from Pandas Foundation

- 213.1 The application for a grant to pay for the hire of the Community Hall for 6 hours a month for the Pandas Support Group was discussed. It was agreed more information was required before a decision could be made.

Councillor Dixon to ask CBC about the Pandas Foundation. **Action: SD**

Councillors Daffarn and Hunt to make further enquires with the Foundation. **Action: PD / AMH**

214 Proposed Outdoor Gym and Trim Trail

- 214.1 FPC received a quotation today. Councillors Hunt, Little, Reader and Reynolds to review and add to the agenda for the November meeting. **Action: AMH / SL / SR / NR**

215 Friendly Bench

- 215.1 Nothing new to report.

216 Working Group to work with and integrate our senior demographic

- 216.1 Nothing new to report.

217 Cricket Club and Orchard Perimeter

217.1 BRCC has sent some proposals and these are being reviewed by FHMC. Approval from CBC will be needed for any works on any trees with a TPO.

It was agreed to ask Hislop & Co Horticulture for the tree work. **Action: KH**

218 Dead trees around the Cricket Club

218.1 Following confirmation from Hislop & Co Horticulture of three dead trees, photos were sent to CBC who has confirmed that FPC do not require permission to remove them as dead trees are exempt from the TPO. FPC has placed the contract with Hislop & Co Horticulture as agreed in September (item 168.2). Replacement for the TPO tree would be required.

218.2 FPC is in discussions with the Cricket Club with regards to replacing all three trees with the same species (silver birch and Hawthorn) or whether to replace with other types of trees and who will pay for the replacements. **Action: BD**

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

219.1 Nothing new to report.

220 New 'inclusive' play equipment

220.1 FPRA is arranging a meeting with Wicksteed as they have supplied all the play equipment in Fairfield to date.

221 FPC Policies and Procedures

221.1 The clerk is working on the following

- Investment Policy (and then updated Financial Regulations).
- Finance Risk Assessment.
- Grievance Disciplinary Procedure.
- Protocol for marking the death of a senior national figure or local holder of high office.
- Recommendations from the Internal Auditor.
- Revised guidelines for grant applications

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

222 The Emergency Plan

222.1 Nothing new to report.

223 Training

223.1 Training on the Emergency Plan is being arranged with CBC by Councillors Reynolds.

223.2 Councillors Daffarn advised that public training on using the Defibrillator costs £175.00 + vat and each session lasts two hours. Thursday 27th February 2020 was proposed as a date. Councillor Daffarn to investigate booking this. **Action: PD**

224 Community Library

224.1 Due to the popularity of the library, FPC are currently discussing with the Community Hall Trustees how the surplus books are stored in the Community Hall.

225 Bollards at the top end of Kingsley Avenue

225.1 The bollards have been installed.

226 Apple Day 28th September

226.1 This was a very successful event and was very well supported by residents. Thanks were sent to Councillor Daffarn and her husband Gavin for organising it.

227 Pix Brook Grand Opening ceremony Friday 11th October

227.1 Councillors Dack, Andrews, Daffarn and Hunt will be attending. **Action: BD / NA / PD / AMH**

Suspending standing orders

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.

228 Crime figures for September 2019

228.1 During September there were seven reported crimes in Fairfield. These were

- 2 x Assault without Injury - Common assault and battery
- Harassment - without violence (course of conduct)
- Fraud etc
- Sexual
- Assault occasioning actual bodily harm (ABH)
- Burglary - Residential - Dwelling

229 Speed Watch

229.1 Request for new volunteers has been unsuccessful to date.

230 Finance

230.1 Bank reconciliations to 30th September 2019.

Where the money is	Value
Unity Trust	£227,559.94
Cash Plus Card	£210.14
Petty Cash	£0.00
Total Money	£227,770.08 (1)
Cash Book	
Total Receipts	£109,505.80
PLUS balance carried over 1 st April 2019	£194,451.94
LESS Total Payments	£76,187.66
Total Money in cash book	£227,770.08 (2)

230.2 Q2 comparison between budget and expenditure.

	Brought forward 1 st April 2019	Budget 2019/20	Additional income	Money spent 2019/20	Money remaining
Administration	£0.00	£44,200.00	£0.00	£31,464.10	£12,735.90
Recreation	£18,198.38	£16,500.00	£0.00	£14,022.90	£20,675.48
Orchards	£21,421.88	£0.00	£0.00	£2,187.49	£19,234.39
Apple Day	£118.86	£662.00	£609.55	£916.66	£473.75
PP/NHP *	£25,653.02	£0.00	£0.00	£0.00	£25,653.00
Cemetery	£30,000.00	£10,000.00	£0.00	£0.00	£40,000.00
Parking	£75,902.50	£0.00	£0.00	£0.00	£75,902.50
Grants **	£1,301.10	£30,000.00	£0.00	£22,398.33	£8,902.77
Reserves	£30,000.00	£0.00	£0.00	£0.00	£30,000.00
Bank interest	£0.00	£0.00	£0.00	£0.00	£0.00
VAT	-£8,143.80	£0.00	£8,143.80	£8,848.44	-£8,448.44
Total	£194,451.94	£101,362.00	£8,143.80	£79,837.92	£225,128.82

- * PP/NHP includes proposed outside gym/trim trail
- ** An additional £3,865.00 grants have already been agreed as follows (but not paid)
 - Community Hall rent for Scouts £3,215 (estimate for one year)
 - Community Hall tumblers £650
 - There is also £1,674.32 that was the account balance of the Youth Club when it closed, and this money is reserved for a youth activity or new youth club.
 - Grant money still available is £3,363.45

230.3 Receipts

From whom	Description	Total
Apple Day	Donations	£609.55
Total		£609.55

Payments

To whom	Description	Total
Katrina Henshaw	September wages (including statutory sick pay)	£532.26
HMRC	September Tax	£133.00
Locum Clerk Services	Locum Clerk	£106.37
Unity Bank	Service charge	£23.25
Cash Plus	Annual fee	£69.00
EE	Mobile phone – September	£10.25
Fairfield Community Hall	Rent for 2019/20	£2,640.00
	Entertainment for Fairfield Friends	£62.00
Fairfield Bowls Club	Grant towards extension	£10,000.00
Hislop & Co Horticulture	Maintenance contract – September	£1,200.00
	Grass and Bramble cut in Orchard – September	£600.00
	Installation of bin in Orchard	£420.00
KBT Ltd	Fire retardant muslin	£400.00
Baldock Midnight Morris	Apple Day – Morris Dancers	£150.00
Sourceten	Apple Day – Printing	£155.00
Koncept	Apple Day – Bouncy Castles	£290.00
Soundsamazing Disco	Apple Day – Music	£75.00
Total		£16,866.13

It was

RESOLVED

That receipts of £609.55 be noted and payments of £16,866.13 be paid.

231 Correspondence

- 231.1 Friends of Bedfordshire – Bedfordshire Day is on 28th November 2019.
- 231.2 CBC – Public Consultation – Public Sector Protection Orders. The consultation is available on CBC website and runs until 2nd December 2019.
- 231.3 CBC – Update Briefing following Full Council on 26th September 2019.
- 231.4 CBC – Council redirects New Homes cash meant for areas hit by development.
- 231.5 CBC – Update on the Draft Local Plan.
- 231.6 CBC – Public Space Protection Orders consultation proposal drop in session.

232 Exclusion of Public and Press

232.1 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 233 in view of the confidential nature of the business to be transacted.

Councillors Dack and Andrews left the room for item 233 as they had declared an interest in item 196. Councillor Hunt was chairman for this item.

233 The Transfer of the Community Hall

233.1 Blandy and Blandy is acting on behalf of FPC for this.

233.2 A brief background of the Community Hall was supplied to all as Appendix G. Following a discussion, it was agreed that after the Community Hall had been transferred to FPC it would be leased to the existing Trust and they will be asked to continue to run it. Councillors Hunt and Reader to liaise with the Trust as and when required. **Action: AMH / SR**

233.3 Subject to legal advice it was agreed in principal

- To consider the Model Lease from Acre.
- There will be a peppercorn rent.
- The proposed length of term will be ten years with a break clause.
- FPC would have responsibility for external fixtures and the Trust would have responsibility for internal fixtures.
- FPC will pay the legal fees for the Community Hall Trust for the transfer and a new Deed.

Councillors Hunt and Reader to look at Draft lease and seek legal advice as required.

Action: AMH / SR

234 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.

234.1 There was no exchange of information.

235 Date of next meeting

235.1 The next Parish Council meeting will be held on 14th November 2019 at 7.00 pm for planning and 7.30 pm for all other matters.

Meeting closed at 10.00 pm

Glossary of acronyms

BRCC	Bedfordshire Rural Communities Charity
CBC	Central Bedfordshire Council
DMMO	Definitive Map Modification Order
FHMC	Fairfield Hall Management Company
FPC	Fairfield Parish Council
FPRA	Fairfield Park Residents Association
HMRC	Her Majesty's Revenue and Customs
MRA	Middlemarch Residents Association
NB	Nota bene (Latin phrase meaning 'note well')
NHDC	North Hertfordshire District Council
PDR	Permitted Development Rights
TPO	Tree Preservation Order