

Date: Friday 3<sup>rd</sup> January 2020

**Councillors:**

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

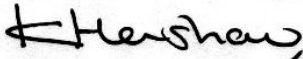
You are hereby summoned to attend the following meeting:

**Fairfield Parish Council**

**Date/ Time:** Thursday 9<sup>th</sup> January 2020 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**

**325 Apologies for Absence**

325.1 To receive any apologies for absence from Councillors.

**326 Chairman's Notice**

326.1 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.

**327 Disclosures of Interest and Dispensation requests**

327.1 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.

327.2 To receive written requests for dispensations for declarable interests.

327.3 To grant any requests for dispensation as appropriate.

**328 Council Minutes**

328.1 To approve and sign as a correct record the minutes of the Parish Council ordinary meeting held on 9<sup>th</sup> December 2019.

**329 Public Participation Session for planning applications**

329.1 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)

### **330 Standard conditions for FPC's no objections response to planning applications**

330.1 FPC to review and agree the standard conditions for no objections responses to planning applications. Currently the wording is: -

FPC has 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.

### **331 Planning Applications**

331.1 **CB/19/04025/FULL 28 Faraday Gardens.** Deadline for comments to CBC is 23<sup>rd</sup> January 2020. Front porch extension. (Amendments to this application).

331.2 **CB/19/04325/VOC Fairfield Gardens.** Deadline for comments to CBC is 30<sup>th</sup> January 2020. Variation of Condition 16 to planning permission CB/18/03182/FULL. Erection of 131 dwellings with access, parking, landscaping, open space and associated works.

331.3 Any urgent planning applications received between 3<sup>rd</sup> and 9<sup>th</sup> January 2020.

### **332 Restricting PDR**

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

### **333 St Luke's Church**

333.1 To receive an update.

### **334 Planning Decisions**

334.1 CB/19/03021/FULL Land adjacent to 161 Hitchin Road. Erection of front and rear dormers and rooflights to 4 semi-detached houses.

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 6<sup>th</sup> December 2019.**

## Rest of the meeting (From 7.30 pm)

### **335 Public Participation Session for the rest of the meeting**

335.1 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.

### **336 Central Bedfordshire Council Ward Members Report**

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

## Decision items

### 337 Budget 2020/21

- 337.1 To receive a comparison of budget 2019/20 with expenditure to date. **(Appendix A)**
- 337.2 To agree budget 2020/21. **(Appendix B)**
- 337.3 To discuss Councillors having an individual budget to spend prior to getting full Council agreement.

### 338 2020 Annual Parish Meeting

- 338.1 To agree date for the APM to be held between 1<sup>st</sup> March and 1<sup>st</sup> June 2020.

## Ongoing matters

### 339 Orchards

- 339.1 Councillors Andrews and Daffarn are writing a specification so quotes can be sought from three civil engineers for the removal of the concrete bund from outside the compound at the bottom of Eliot Way.
- 339.2 Councillors Andrews and Daffarn are writing a specification so a quote can be sought from Hislop & Co Horticulture Ltd to develop the bottom of the West Orchard into a Wildflower Garden / Orchards over a three-year plan.

### 340 Garden of Remembrance / Cemetery

- 340.1 The clerk is writing to CBC to request the use of the land adjacent to the current hospital burial grounds at the end of Eliot Way / West Drive to form a Garden of Remembrance.
- 340.2 To clerk is writing to NHDC to request Fairfield residents can have the same rates as NHDC residents to use Wilbury Cemetery if FPC make a contribution towards the maintenance costs.
- 340.3 The clerk is writing to STC to request Fairfield residents can have the same rates as Stotfold residents to use Stotfold Cemetery if FPC make a contribution towards the maintenance costs.

### 341 Friendly Bench

- 341.1 Nothing new to report.

### 342 Investment Policy

- 342.1 To be discussed at the February meeting.

### 343 Neighbourhood Watch Scheme

- 343.1 To receive an update from Councillor Reynolds.

### 344 Fairfield security CCTV / ANPR / Patrols etc

- 344.1 Councillor Little is collating a summary of the situation to date for clarity and to support FPC with decision making moving forward.

### 345 The Transfer of the Community Hall

- 345.1 To receive an update from Councillors Hunt and Reader.

### **346 Halloween 2020**

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

### **347 Lighting on footpath adjacent to cricket pitch**

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

### **348 Proposed Outdoor Gym and Trim Trail**

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

### **349 Dickens Boulevard Roundabout / Bronte Avenue Tree Planting**

349.1 Hislops will be quoting for the aftercare maintenance.

### **350 VE Day**

350.1 Jive Swing has been booked and a deposit has been paid.

### **351 Cricket Club and Orchard Perimeter**

351.1 To receive an update from Councillor Dack.

### **352 Dead trees around the Cricket Club**

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

### **353 Storage for FPC, Scouts, Cricket Club and Bowls Club**

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

### **354 FPC Policies and Procedures**

354.1 The clerk is working on the following

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

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

### **355 Training**

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

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

## **Information item**

### **356 Report on Police Quarterly Meeting**

356.1 To receive a report from Councillors Dack and Reader.

### **357 Crime figures for December 2019**

357.1 To receive crime figures for December 2019.

## **Finance and Correspondence**

### **358 Finance**

358.1 To receive bank reconciliations to 31<sup>st</sup> December 2019. **(Appendix C).**

358.2 To receive receipts and agree payments. **(Appendix D).**

### **359 Correspondence**

359.1 CBC – the next Town and Parish Council Conference will be held on 22<sup>nd</sup> January 2020 between 6.00 pm and 9.00 pm.

359.2 CBC – Planning Enforcement Plan.

359.3 CBC – Community Asset Grant Scheme.

359.4 CBC Consultation on proposed changes to the admission arrangements for 2021/22 for its Community and Voluntary Controlled Schools. The consultation closed at 5.00 pm on 30<sup>th</sup> January 2020.

359.5 CBC Budget 2020-21 proposals. The summary and full budget is available online and people can have their say online until 5 pm on 30<sup>th</sup> January 2020.

359.6 OPCC – PCC Newsletter for December 2019

359.7 BRCC – Newsletter

359.8 Any urgent correspondence received between 3<sup>rd</sup> and 9<sup>th</sup> January 2020.

### **360 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.

### **361 Date of next meeting**

361.1 The next Parish Council meeting will be held on Thursday 13<sup>th</sup> February 2020 at 7.00 pm for planning and 7.30 pm for all other matters.

### **Glossary of acronyms**

ANPR	Automatic number-plate recognition
APM	Annual Parish Meeting
CBC	Central Bedfordshire Council
CCTV	Closed-circuit television
FPC	Fairfield Parish Council
NB	Nota bene (Latin phrase meaning 'note well')
NHP	Neighbourhood Plan
OPCC	Office of the Police and Crime Commissioner
PCC	Police and Crime Commissioner
PDR	Permitted Development Rights
PP	Parish Plan
VE Day	Victory in Europe Day
VOC	Variation of Condition

## Appendix A

### Comparison of Budget 2019/20

	2018/19 bf		Budget 2019/20		Additional Income		Money Spent		Money Remaining		Estimated expenditure Q4	Comments	Estimated money to cf
	£		£		£		£		£				
Administration	£ -		£ 44,200.00		£ -		£ 43,649.57		£ 550.43		£ 7,560.62	Suggest we put £10,000 here from Cemetary	£ 2,989.81
Recreation & Public Lands	£ 18,198.38		£ 16,500.00		£ 214.26		£ 32,980.84		£ 1,931.80		£ 9,023.00	£25,653.02 moved from NHP/PP. Suggest we move £15,000 from Cemetary	£ 33,561.82
Orchards	£ 21,421.88		£ -		£ -		£ 2,300.49		£ 19,121.39		£ 3,500.00		£ 15,621.39
Apple Day	£ 118.86		£ 662.00		£ 709.55		£ 960.79		£ 529.62				£ 529.62
PP / NHP (Outside Gym)	£ 25,653.02		£ -		£ -		£ -		£ 25,653.02			Suggest we merge this with Recreation	£ -
Cemetary	£ 30,000.00		£ 10,000.00		£ -		£ -		£ 40,000.00			Moved £10,000 to Admin and £15,000 to Recreation	£ 15,000.00
Parking	£ 75,902.50		£ -		£ -		£ -		£ 75,902.50				£ 75,902.50
Grants	£ 1,301.10		£ 30,000.00		£ -		£ 23,861.33		£ 7,439.77		£ 4,246.32		£ 3,193.45
Reserves	£ 30,000.00		£ -		£ -		£ -		£ 30,000.00				£ 30,000.00
Interest	£ -		£ -		£ -		£ -		£ -		£ -		£ -
Vat	£ -8,143.80		£ -		£ 8,143.80		£ 12,919.02		£ -12,919.02		£ -		£ -12,919.02
<b>T total</b>	<b>£ 194,451.94</b>		<b>£101,362.00</b>		<b>£ 9,067.61</b>		<b>£116,672.04</b>		<b>£ 188,209.51</b>		<b>£ 24,329.94</b>		<b>£ 163,879.57</b>

## Appendix B

### Draft Budget 2020/20

	Estimated B/f 2019/20	Estimated costs	Budget 2020/21	Difference between Estimated cost and budget inc b/f
<b>Administration</b>	£ 2,989.81	£ -	£ 31,510.19	£ -
<i>General</i>		£ 25,000.00		
<i>Legal expenses for PDR</i>		£ 1,500.00		
<i>Legal expenses for Community Hall Transfer</i>		£ 8,000.00		
<b>Total</b>		£ 34,500.00		
<b>Recreation &amp; Public Lands</b>	£ 33,561.82		£ 40,498.43	-£ 566,439.75
<i>Grass verges / roundabouts / dog bins</i>		£ 12,000.00		
<i>Hardy Way/Kingsley Avenue Hedge</i>		£ 650.00		
<i>Gritting</i>		£ 7,500.00		
<i>Road crossing officer</i>		£ 4,000.00		
<i>Matched Funding for new play equipment</i>		£ 12,500.00		
<i>Trim Trail</i>		£ 20,000.00		
<i>VE DAY</i>		£ 5,000.00		
<i>Remembrance Sunday</i>		£ 500.00		
<i>Carol Service</i>		£ 500.00		
<i>Pantomime</i>		£ 600.00		
<i>Easter Egg Hunt</i>		£ 250.00		
<i>Fun Run</i>		£ 2,000.00		
<i>Christmas Lights</i>		£ 5,000.00		
<i>Crime Prevention</i>		£ 2,000.00		
<i>Street lighting - Eliot Way - Hardy Way</i>		£ 16,000.00		
<i>Street lighting - Path between School and Community Hall</i>		£ 16,000.00		
<i>Street lighting - Cricket Path</i>		£ 16,000.00		
<i>Expanding Bowls Club / Cricket Club car park</i>		£ 20,000.00		
<i>New allotments and recreation area</i>		£ 500,000.00		
<b>Total</b>		£ 640,500.00		
<b>Community Hall</b>	£ -		£ 10,000.00	-£ 47,250.00
<i>Rates</i>		£ 9,500.00		
<i>Roof</i>		£ 5,000.00		
<i>Replacement of roof (10 years)</i>		£ 10,000.00		
<i>Outside window and door painting (every 3 years)</i>		£ 3,000.00		
<i>Railings (every 5 years)</i>		£ 500.00		
<i>Hands rails and posts (yearly)</i>		£ 250.00		
<i>Heating system</i>		£ 1,000.00		
<i>Replacing heating system with solar panels</i>		£ 15,000.00		
<i>Building insurance (exterior)</i>		£ 1,000.00		
<i>Gardening (annual)</i>		£ 500.00		
<i>Exterior drains</i>		£ 1,000.00		
<i>Clock service</i>		£ 500.00		
<i>Sink Fund</i>		£ 10,000.00		
<b>Total</b>		£ 57,250.00		
<b>Orchards</b>	£ 15,621.39		£ -	-£ 3,178.61
<i>Grass cutting</i>		£ 3,300.00		
<i>New trees</i>		£ 500.00		
<i>Maintenance</i>		£ 2,000.00		
<i>Removal of bund</i>		£ 7,000.00		
<i>Tools</i>		£ 1,000.00		
<i>Contingency</i>		£ 5,000.00		
<b>Total</b>		£ 18,800.00		
<b>Apple Day</b>	£ 529.62	£ 1,000.00	£ 470.38	£ -
<b>Grants</b>	£ 3,193.45	£ 20,000.00	£ 20,000.00	£ 3,193.45
<b>Total</b>		£ 20,000.00		
<b>Cemetery</b>	£ 15,000.00	£ 15,000.00	£ -	£ -
<b>Additional Parking in Fairfield</b>	£ 75,902.50	£ 75,902.50	£ -	£ -
<b>Reserves</b>	£ 30,000.00	£ 30,000.00	£ -	£ -
<b>VAT</b>	-£ 12,919.02	£ -	£ -	£ -
<b>Total</b>	£ 163,879.57	£ 835,702.50	£ 102,479.00	-£ 613,674.91

**Although a precept of £102,479.00 is an increase of 1.1% band D charge will have a 0% increase and will remain at £79.75**

## Appendix C

### Bank Reconciliation at 31<sup>st</sup> December 2019

Where the money is	Value
Unity Trust	£187,586.25
Cash Plus Card	£623.26
Petty Cash	£0.00
<b>Total Money</b>	<b>£188,209.51 (1)</b>
<b>Cash Book</b>	
Total Receipts	£220,429.61
PLUS balance carried over 1 <sup>st</sup> April 2019	£194,451.94
LESS Total Payments	£116,672.04
<b>Total Money in cash book</b>	<b>£188,209.51 (2)</b>

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

## Appendix D

### Receipts

None received

### Payments

To whom	Description	Total
Katrina Henshaw	December wages	£597.61
HMRC	December Tax	£158.87
Unity Bank	Handling charge	£3.50
	Service charge	£25.20
EE	Mobile phone – December	£10.25
Hislop & Co Horticulture	Grit bins	£277.68
	On call gritting charges	£1,620.00
Fairfield Community Hall	Scout rent – December	£301.00
Herts Full Stop	Stationery	£8.46
Jive Swing	Deposit for Jive Swing on VE Day	£556.00
Colin Carpenter	Replacement trees in Orchard	£113.00
Nick Andrews	Reimbursement for Event Shelter	£136.91
	Reimbursement for Desktop Display Stand	£130.20
Penny Daffarn	Reimbursement for storage boxes (library boxes)	£14.00
<b>Total</b>		<b>£3,952.68</b>