

Minutes of an ordinary meeting of Fairfield Parish Council held in Fairfield Community Hall on Monday 9th December 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 Member Councillor S Dixon (SD) and five members of the public.

286 Apologies for Absence

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

287 Chairman's Notice

287.1 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.

288 Purdah

288.1 The pre-election period prior to the General Election, known as purdah, started when Parliament was dissolved on 6th 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 acquaints 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 Councillors Dack and Andrews declared an interest on item 305 - The transfer of the Community Hall. (Councillor Dack is a Trustee/Treasurer and Councillor Andrews is a Trustee/Chairman of the Community Hall Trust). As there is no decision to be made it was agreed they could stay for the update.

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

289.3 No requests for dispensation were granted.

290 Council Minutes

290.1 Draft minutes of the ordinary meeting held on Thursday 14th November 2019 had been circulated to all. The following amendment, highlighted in bold text, was noted for accuracy:

252.4 (ii) **Quote from Hislop & Co Horticulture** would be sought to develop the bottom of the West Orchard into a Wildflower Garden / Orchards over a three-year plan.

It was

RESOLVED

That these minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman.

291 Public Participation Session for planning applications

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

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.

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.

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.

FPC OBJECT to this application and if officers are minded recommending it for approval FPC request it is called into the Development Management Committee for determination.

Reason: Proposed front elevation dormer windows do not match Fairfield Neighbourhood Plan Design Statement (see pages 18 and 19).

FPC requests there are conditions that the construction, including the door openings, should be in matching materials and follow Fairfield Neighbourhood Plan Design Statement

FPC has the following concerns: -

1. The turning circle at the top with the development looks extremely tight.
2. Access for emergency and large vehicles from Hitchin Road looks extremely tight.

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.

FPC OBJECT to the loft conversion and rear dormer and rooflights to the front and if officers are minded recommending it for approval FPC request it is called into the Development Management Committee for determination.

Reason: The application does not match Fairfield Neighbourhood Plan Design Statement (see pages 18 and 19).

FPC has no objections to the basic principle of the front porch 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.

293 Restricting PDR

293.1 CBC is processing the application from FPC.

293.2 Councillor Andrews has drafted a PowerPoint presentation for Priory House Foyer. Councillor Dack to add appropriate pictures. **Action: BD**

294 St Luke's Church

294.1 The owner of St Luke's Church is still within the time period to remedy the condition of land adversely affecting the amenity of the area as per the Enforcement Notice issued by CBC.

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.

The meeting closed at 7.27 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.

296 Public Participation Session for the rest of the meeting

- 296.1 Two residents requested to speak on item 298 – Grant application from Friends of Fairfield.
One resident gave the background of Fairfield Friends and explained the benefits of the group.
One resident gave her personal experience of Fairfield Friends and explained how welcoming everyone had been to her when she moved to Fairfield.

297 Central Bedfordshire Council Ward Members Report

- 297.1 The parking in Eliot Way has improved.
- 297.2 Councillors and residents were encouraged to respond to the current CBC consultation on Schools for the Future (deadline 20th January 2020).
- 297.3 SD has chased up the cutting of the hedge along the Hitchin Road to Eliot Way.
- 297.4 SD reported that Abbeymill Homes had no objection to a footpath adjacent to the utility kiosk in Lydgate Fields, off Eliot Way but he is still waiting for a decision from Hotbed to use their land.
- 297.5 SD explained how CBC operate the Housing Register. Details of the criteria and procedure are available on the CBC website or by request.

298 Grant application from Friends of Fairfield

- 298.1 Following a discussion, it was

RESOLVED

To award a grant to the Friends of Fairfield of £780.00 for hiring the Community Hall for monthly meetings, quarterly events, speakers, entertainer and insurance

REASON

To support the friendship group with the aim of bring Fairfield Senior Citizens together reducing loneliness and isolation.

The clerk to advise Fairfield Friends. **Action: KH**

299 Orchards

- 299.1 CBC has granted permission for works to trees with TPOs as per Bob Lever's report.
- 299.2 The tree pruning sessions held on 24th November and 8th December were well attended and almost all of the volunteer work on Bob Lever's report have been completed.

299.3 Following a discussion, it was

RESOLVED

That FPC would place the orchard maintenance contract with Hislop & Co Horticulture Ltd at a cost of £550.00 per cut between April and October (six cuts).

That FPC would place a contract to cut the hedge between Hardy Way and Kingsley Avenue once a year with Hislop & Co Horticulture Ltd at a cost of £650.00.

REASONS

- (i) To continue the maintenance of the orchards.**
- (ii) Hislop & Co Horticulture is FPC's preferred maintenance company following the tender process in 2017.**

The clerk to place the contracts with Hislop & Co Horticulture Ltd. **Action: KH**

299.4 Councillors Andrews and Daffarn drafting the 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. **Action: NA / PD**

299.5 Councillors Andrews and Daffarn drafting the specification so a quote can be sought from Hislop & Co Horticulture s to develop the bottom of the West Orchard into a Wildflower Garden / Orchards over a three-year plan. **Action: NA / PD**

300 Garden of Remembrance / Cemetery

300.1 The summary of the results of the public consultation with Fairfield residents were received (appendix A).

Following a discussion, it was agreed

- 1) To ask CBC for 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. **Action: KH**
- 2) To write 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 of it. **Action: KH**
- 3) To write 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 of it. **Action: KH**

301 Friendly Bench

301.1 At this stage Councillor Andrews and Fairfield Friends are making enquiries regarding demand for this bench, proposed locations and possible grants available. FPC to discuss once all the facts are presented.

- Fairfield Friends have met with FPRA to discuss possible locations and were advised that local residents would need to be consulted before any locations could be agreed.
- Fairfield Friends are meeting in January to discuss proposed locations and speak to the relevant landowner for permission.
- Councillor Andrews has started investigating what grants are available for this project.

302 Investment Policy

302.1 The clerk to seek advice from Unity Bank, BATPC and SLCC for investing council money. FPC to discuss proposals to implement plan at the February meeting. **Action: KH**

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. It was agreed that Councillor Reynolds would liaise with the resident. **Action: NR**

304 Fairfield security CCTV / ANPR / Patrols etc

304.1 In view of public comments following a recent incident it was agreed that FPC would do a Glossary of what FPC had done to date on CCTV and ANPR. **Action: SL**

305 The Transfer of the Community Hall

305.1 Councillors Hunt and Reader are reviewing the ACRE documents.

305.2 FPC has received questions from the Community Hall Trust and these are being looked at. **Action: AMH / SR**

305.3 Linden Homes has advised the Hall Trustees that they will consider contributing to costs for the repairs to the rotting windows. The Trust is currently seeking quotes for this work.

306 Halloween 2020

306.1 CBC Officers are working on a proposal for Halloween in Fairfield next year.

306.2 Councillors Dack and Reader are attending the Police Quarterly meeting on 8th January 2020 and have asked for this to be included on the agenda. **Action: BD / SR**

307 Lighting on footpath adjacent to cricket pitch

307.1 Councillor Reader has returned all the replacement lights as they were all faulty. FPC is waiting for replacements and then Councillor Reader will replace any lights that re not working. **Action: SR**

308 Community Library

308.1 Councillor Reader has filled in the vent holes.

308.2 The Community Hall Trust has agreed for FPC to have two storage boxes in the Community Hall for surplus books. **Action: AMH**

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. This was considered very useful as FPC was able to engage with a variety of residents.

310 Christmas Tree collections

310.1 Signs will be up before 23rd December 2019 and trees will be shredded by 20th January 2020.

311 Proposed Outdoor Gym and Trim Trail

311.1 FPC has received one quote and is seeking two alternative quotes. **Action: 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.

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 A Steering Group has been set up and they are looking to book a band and dance group whilst still investigating other ideas.

314 Cricket Club and Orchard Perimeter

314.1 A meeting is being arranged between FPC, FHMC and the Cricket Club to discuss BRCC'S to on site clearance, planting and reducing the tree line bordering the Cricket Ground and East Orchard. **Action: BD / PD**

315 Dead trees around the Cricket Club

315.1 FPRC has recently had a tree survey which highlighted several dead trees. FPRC has asked the Cricket Club if they are happy that the trees that need replacing are included in an application to the Woodland Trust

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

316.1 Councillor Dack is arranging a meeting with FHMC, Cricket Club and Bowls Club regarding a new storage facility. **Action: BD**

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.

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)

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. **Action: ALL**

321.2 Bank reconciliations to 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.

321.3 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 trees at Cricket Ground	£984.00
Fairfield Matters	Printing Cemetery Consultation	£50.00
Olive Press	Printing Neighbourhood Plan	£138.00
Total		£3,485.85

It was

RESOLVED

That receipts of £314.26 be noted and payments of £3,485.85 be paid. The transfer on 15th November 2019 of £400 to cash plus was also noted.

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.

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.

323.1 Councillor Dack advised that he and the clerk met with three Officers from Bedfordshire Borough Council who had recently been appointed to investigate the DMMO application for Kingsley Avenue. They advised that CBC had referred the matter to them, and they had just started the investigation. They would review all evidence and contact all witnesses.

323.2 Councillor Daffarn advised that a thirteen-year-old boy had contacted her to ask if he could do litter picking in Fairfield for his Duke of Edinburgh. She had supplied him a litter picker and given him advice, based on litter days she had previously arranged.

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.

Meeting closed at 9.50 pm

Glossary of acronyms

ACRE	Action with Communities in Rural England
ANPR	Automatic number-plate recognition
BATPC	Bedfordshire Association of Town and Parish Councils
BRCC	Bedfordshire Rural Communities Charity
CBC	Central Bedfordshire Council
CCTV	Closed-circuit television
DMMO	Definitive Map Modification Order
FHMC	Fairfield Hall Management Company
FPC	Fairfield Parish Council
FPRA	Fairfield Park Residents Association
FPRC	Fairfield Park Residents Company
NALC	National Association of Local Councils
NHDC	North Hertfordshire District Council
NB	Nota bene (Latin phrase meaning 'note well')
OWL	Online Watch System
PDR	Permitted Development Rights
SLCC	Society of Local Council Clerks
STC	Stotfold Town Council
TPO	Tree Preservation Order

Appendix A – Monday 9th December 2019

Public Consultation – Cemetery Provision for Fairfield (Nov 2019)

Summary Report

FPC is grateful for the respectful and candid response it has received on this matter. Respondents have provided feedback to support the decision making in an objective and thoughtful manner.

The following were presented as options to explore

1. No new/ additional cemetery facilities within Fairfield and negotiate for more appropriate fees from NHDC/ STC
2. Garden of Remembrance
3. Garden of Remembrance with interment of ashes
4. Full burial ground

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19 respondents from **11** addresses expressed a preference for **Option 1**

Negative considerations raised were:

- The unsuitability of Eliot Way; overstretched already, narrow, speeding traffic, not currently adopted
- Lack of parking and the risk of visitors using private parking areas
- Burden of cost of maintenance
- General disturbance of residents; traffic, anti-social behaviour, noise and rubbish
- A discreet and serene area already exists

Comments/ suggestions put forward:

- Consider providing long term subsidies
- People can pay for what they choose when the time comes

----oOo---

62 respondents from **42** addresses expressed a preference for **Option 2**. A further **9** respondents from **8** addresses supported **Option 2** with a move to extend to **Option 3**

Negative considerations raised were:

- Excess traffic
- Chopping down trees
- Parking
- Traffic impact on Hardy Way

Comments/ suggestions put forward:

- Least impactful for Middlemarch residents
- Most suitable, sensible and sensitive and least disruptive
- Continue to negotiate with NHDC and STC
- Add a wild garden/ tree/ bush planting
- Low maintenance
- Quickest and easiest to achieve
- Would still require adequate parking

---oOo---

12 respondents from 9 addresses expressed a preference for **Option 3**. A further 9 respondents from 8 Addresses (previously mentioned) supported **Option 2** with a move to extend to **Option 3**

Negative considerations raised were:

- To limit traffic problem

Suggestions put forward:

- Positive to have a focal point for remembering those that have passed away
-

---oOo---

2 respondents from 1 address expressed a preference for **Option 4**.

Negative considerations raised were:

- Option 1 very expensive
- Option 2 who owns the land/ strings attached
- Option 3 & 4 would be expected to take a long time to implement

Conclusion

Weighing up the points put forward the consensus is that Option 2 would provide a local amenity that would be advantageous to the community whilst minimising the risks associated with the negative aspects. Respondents did however urge FPC to continue to seek a reduction of fees with NHDC and/or STC.