

Minutes of an Ordinary Meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 9th January 2020 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 N Harris (NH) and four members of the public.

325 Apologies for Absence

325.1 Apologies for absence received from CBC Ward Members Councillors S Dixon (SD) and B Saunders (BS).

326 Chairman's Notice

326.1 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.

327 Disclosures of Interest and Dispensation requests

327.1 Councillors Dack and Andrews declared an interest on item 345 - 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.

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

327.3 No requests for dispensation were granted.

328 Council Minutes

328.1 Minutes of the ordinary meeting held on Monday 9th December 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.

329 Public Participation Session for planning applications

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

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

330.1 FPC agreed to amend the standard conditions for "no objections" responses to planning applications to "FPC has no objections to the basic principle of the application based on the information available and there are conditions that the construction complies with the Fairfield Neighbourhood Plan Design Statement".

331 Planning Applications

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

FPC has no objections to the basic principle of the application based on the information available and there are conditions that the construction complies with the Fairfield Neighbourhood Plan Design Statement.

331.2 **CB/19/04325/VOC Fairfield Gardens.** Deadline for comments to CBC is 30th 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.

It was agreed to hold a Parish Meeting on Thursday 23rd January 2020 at 7.30 pm for residents to discuss this application. (Venue to be agreed). This meeting will be followed by an Ordinary Meeting of FPC to agree the response to CBC.

332 Restricting PDR

332.1 It was agreed to ask CBC for an update on the application from FPC. **Action: KH**

332.2 Councillor Dack to add pictures to the draft PowerPoint presentation for Priory House Foyer. **Action: BD**

333 St Luke's Church

333.1 It was noted that the Church has been sold. It was agreed to ask CBC to confirm all the works stated on the Enforcement Notice have been completed. **Action: KH**

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 6th December 2019.

The meeting closed at 7.29 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.

335 Public Participation Session for the rest of the meeting

335.1 No members of the public requested to speak.

336 Central Bedfordshire Council Ward Members Report

336.1 The Community Grant Scheme has recently been launched which offers match funding to local community groups for capital funding of up to £25,000 per application.

336.2 Hotbed haven't yet responded about access from the Abbey Mill site to Hitchin Road. SD will continue to seek a response.

336.3 In support of Operation London Bridge, Ward Councillors have access to funding that could be allocated to provide a flagpole in the village if felt appropriate. Details are being gathered of a supply and fix provider.

- 336.4 Consultation has just started on next year's budget proposal from CBC. CBC is proposing an increase of 1.95% on the general fund and in line with government guidance, a specific ring-fenced increase allocated to adult social care of 2%. More details can be found on the CBC website.
- 336.5 An objection has been lodged by SD against the planning application for the removal of the Over 55's restriction by Crest Nicholson on the block of flats. Richard Fuller, MP has provisionally agreed to support this objection.
- 336.6 It was noted that the glass recycling bank in Fairfield was full over Christmas. This was due to increased use and two less collections. All issues have now been resolved but the situation will be monitored.
- 336.7 NH is keen to work with CBC and the Police to ensure that Halloween 2020 in Fairfield is managed correctly to avoid the disruption seen in 2019.
- 336.8 Dangerous parking continues to be a problem around Fairfield and NH requested that FPC raise the issue with residents again and request everyone to be considerate with their parking. This will be included in the next FPC newsletter. **Action: BD**
- 336.9 Speeding on Hitchin Road continues to be a problem and NH suggested the installation of "Smiley Face" speed monitoring signs. To be discussed at February FPC meeting.
- 336.10 SD and NH are following-up with Highways to repair the faulty streetlights on Hitchin Road.

337 Budget 2020/21

- 337.1 Q3 comparison of budget 2019/20 with expenditure.

It was agreed to

1. Move £10,000 from Cemetery to Administration
2. Move £15,000 from Cemetery to Recreation
3. Merge Recreation and PP/ NHP

The comparison now is as follows: -

	bf 01/04/2019	Budget 2019/20	Additional income	Money spent 2019/20	Q4 Estimated expenditure	Estimated money to cf
Administration	£0.00	£44,200.00	£10,000.00	£43,649.57	£7,560.62	£2,989.81
Recreation	£18,198.38	£16,500.00	£40,867.28	£32,980.84	£9,023.00	£33,561.82
Orchards	£21,421.88	£0.00	£0.00	£2,300.49	£3,500.00	£15,621.39
Apple Day	£118.86	£662.00	£709.55	£960.79	£0.00	£529.62
PP/NHP	£25,653.02	£0.00	-£25,653.02	£0.00	£0.00	£0.00
Grants	£1,301.10	£30,000.00	£0.00	£23,861.33	£4,246.32	£3,193.45
Cemetery	£30,000.00	£10,000.00	-£25,000.00	£0.00	£0.00	£15,000.00
Additional Parking	£75,902.50	£0.00	£0.00	£0.00	£0.00	£75,902.50
Reserves	£30,000.00	£0.00	£0.00	£0.00	£0.00	£30,000.00
Bank interest	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
VAT	-£8,143.80	£0.00	£8,143.80	£12,919.02	£0.00	-£12,919.02
Total	£194,451.94	£101,362.00	£9,067.61	£116,672.04	£24,329.94	£163,879.57

bf = brought forward. cf = carried forward

- 337.2 Following a discussion, it was

RESOLVED

That FPC will set a Precept of £102,479.00 (£79.75 for band D – 0% change). The Budget and Precept were set as follows. (NB some of these projects may not be started or completed during 2020/21 so unspent monies will be carried over to the following financial year).

	Estimated bf 01/04/2019 (1)	Estimated Budget costs (2)	Precept 2020/21 (3)	Difference between (1) + (3) and (2)
Administration	£2,989.81	£34,500.00	£31,510.19	£0.00
<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		
Recreation and Public Lands	£33,561.82	£624,500.00	£40,498.43	-£550,439.75
<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 and the path between School and Community Hall</i>		£32,000.00		
<i>Expanding Bowls Club / Cricket Club car park</i>		£20,000.00		
<i>New allotments and recreation area</i>		£500,000.00		
Community Hall	£0.00	£57,250.00	£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 painting (every 5 years)</i>		£500.00		
<i>Handrails and posts painting (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		
Orchards	£15,621.39	£18,800.00	£0.00	-£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		
Apple Day	£529.62	£1,000.00	£470.38	£0.00
Grants	£3,193.45	£20,000.00	£20,000.00	£3,193.45
Cemetery	£15,000.00	£15,000.00	£0.00	£0.00
Additional Parking in Fairfield	£75,902.50	£75,902.50	£0.00	£0.00
Reserves	£30,000.00	£30,000.00	£0.00	£0.00
VAT	-£12,919.02	£0.00	£0.00	£0.00
Total	£163,879.57	£835,702.50	£102,479.00	-£613,674.91

REASON

To manage existing areas and to continue building funds so FPC can provide facilities and amenities for the community once land becomes available. Grants and / or loans will need to be investigated to meet any shortfall and will be applied for where possible.

The clerk to return the Precept Request Form to CBC by 17th January 2020. **Action: KH**

337.3 Following a discussion, it was agreed that it wasn't necessary for Councillors to have an individual budget to spend prior to getting full Council agreement as included in the Financial Regulations are the following facilities: -

3.4 *The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £200. The Clerk shall report the action to the Council as soon as practicable thereafter.*

6.22 *The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.*

(a) *The RFO shall maintain a petty cash float of no more than £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.*

338 2020 Annual Parish Meeting

338.1 It was agreed that the APM will be held on Thursday 26th March 2020 at 7.30 pm in the Community Hall. The clerk to invite the MP and Ward Councillors. **Action: KH**

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. **Action: NA / PD**

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. **Action: NA / PD**

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. **Action: KH**

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. **Action: KH**

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. **Action: KH**

341 Friendly Bench

341.1 Nothing new to report.

342 Implementation of Investment Policy

342.1 To be discussed at the February meeting. It was agreed for Councillors Dack, Andrews, Hunt and Reader to form a Working Group. Councillor Dack to arrange a meeting with Councillor David Shelvey from Henlow Parish Council as a subject matter expert and to provide insight / advice. **Action: BD / NA / AMH / SR**

343 Neighbourhood Watch Scheme

343.1 The Clerk to arrange a meeting between the Police and the possible volunteer to set up this scheme. The clerk to also make enquires for the Police to run a session to security mark bikes for residents of Fairfield. **Action: KH**

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. Councillor Dack to supply information. **Action: BD / SL**

345 The Transfer of the Community Hall

345.1 The Trust has received three quotes to repair the windows which Linden Homes have agreed to pay for. The Trust would like to use MJ Decorative as this is the best value quote and FPC supported this decision. The Trust will arrange the works and will liaise with Linden Homes regarding payment.

346 Halloween 2020

346.1 To be included in Item 356.

347 Lighting on footpath adjacent to cricket pitch

347.1 There are now fifteen lights that are not working, and Falco have agreed to sent replacements. This will be installed by Councillor Reader and any volunteers when they are received. Councillor Reader has requested that Falco send a representative to look at the lights. **Action: SR**

348 Proposed Outdoor Gym and Trim Trail

348.1 Councillors Reader reported he had spoken to Setter Play parent company and had got a ballpark figure from their website. They are now seeking a third quote.

349 Dickens Boulevard Roundabout / Bronte Avenue Tree Planting

349.1 Hislops will be quoting for the aftercare maintenance.

350 VE Day

350.1 Entertainers "Jive Swing" have been booked and a deposit has been paid. It was agreed to increase the budget to £5,000.

350.2 A resident has asked FPC if VJ Day will also be celebrated in Fairfield. Whilst FPC agreed that VJ Day was a significant date since it is in August when a lot of people are away on holiday it would be difficult to organise an additional event. VE Day had been selected to celebrate by FPC due to its immediate relevance to local residents and the fact the Government is supporting it by the creation of an additional Bank Holiday on Friday 8th May 2020. However, FPC is happy to hear suggestions for VJ Day and will consider supporting anyone wishing to arrange something. The clerk to advise the resident. **Action: KH**

351 Cricket Club and Orchard Perimeter

351.1 Councillors Dack and Daffarn will be drafting proposals for the Directors of FHMC to consider. **Action: BD / PD**

352 Dead trees around the Cricket Club

352.1 Nothing new to report.

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

353.1 Nothing new to report.

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 27th February 2020. This is open to all residents of Fairfield. To be advertised on the FPC website, in FPC newsletters and in Fairfield Matters. **Action: BD / PD**

355.2 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. To be advertised on the FPC website, in FPC newsletters and in Fairfield Matters. **Action: BD / PD**

356 Report on Police Quarterly Meeting

356.1 Councillors Dack and Reader attended the Quarterly Meeting. The most common problem for villages in our area was speeding so discussions for strategies to tackle this were discussed. The Police asked that FPC considered installing “Smiley Face” speed monitoring signs along Hitchin Road.

BD / SR requested a meeting with the Police and CBC to discuss Halloween 2020.

There were two presentations, both security related.

1. SelectorDNA – A company who offers advanced forensic marking and offers kits from £60.
2. From 3rd February, Cambridge Police will be trialling using a live feed on smart phones to record crimes. When crimes are reported to 999 or 101 there will be an opportunity to have a link sent to your phone to start the live feed. This evidence will be admissible in court. Hertfordshire and Bedfordshire will start trialling this from 3rd April. Trials will be for six months.

357 Crime figures for December 2019

357.1 During December there were nine reported crimes in Fairfield. These were

- 3 x Assault without injury – common assault and battery
- Sending letters etc with intent to cause distress or anxiety
- Sec 4 POA Fear or provocation of violence
- Attempted Burglary - Residential – Dwelling
- Theft from shops and stalls
- Blackmail (Indictable)
- Harassment - without violence (course of conduct)

358 Finance

358.1 Bank reconciliations to 31st December 2019.

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

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

358.2 No receipts were received. Payments as follows: -

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	Room rent for Scouts - 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
Total		£3,952.68

It was

RESOLVED

That payments of £3,952.68 be paid.

359 Correspondence

359.1 CBC – the next Town and Parish Council Conference will be held on 22nd January 2020 between 6.00 pm and 9.00 pm. Councillors Andrews and Daffarn to attend. **Action: NA / PD**

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 30th 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 30th January 2020.
- 359.6 OPCC – PCC Newsletter for December 2019
- 359.7 BRCC – Newsletter
- 359.8 The Rt Hon Alistair Burt, Former MP for North East Bedfordshire – Acknowledging letter from FPC and wishing the Council all the best for the future.

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.

- 360.1 Councillors Dack and Hunt are arranging a meeting with Fairfield Community Church to discuss future events.
- 360.2 Councillor Daffarn requested Christmas Lights be included on the February agenda.

361 Date of next meetings

- 361.1 There will be a Parish Meeting on Thursday 23rd January 2020 at 7.30 pm to discuss planning application CB/19/04325/VOC (see item 331.2) which will be followed by an Ordinary Meeting of FPC to agree the response to this planning application. (Venue to be agreed).
- 361.2 The next full Ordinary Meeting for FPC will be held on Thursday 13th February 2020 at 7.00 pm for planning and 7.30 pm for all other matters.

Meeting closed at 8.55 pm.

Glossary of acronyms

ANPR	Automatic number-plate recognition
APM	Annual Parish Meeting
bf	Bought forward
cf	Carried forward
CBC	Central Bedfordshire Council
CCTV	Closed-circuit television
FPC	Fairfield Parish Council
FPRA	Fairfield Park Resident Association
MP	Member of Parliament
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
VJ Day	Victory in Japan Day
VOC	Variation of Condition