

## Minutes of an Ordinary Meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 12<sup>th</sup> March 2020 at 7:00 pm

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

**Officer present:** Katrina Henshaw (KH)

**Also present for all or part of the meeting:** No members of the public.

### 416 Apologies for Absence

416.1 Apologies for absence received from CBC Ward Members Councillors B Saunders (BS), S Dixon (SD) and N Harris (NH).

### 417 Chairman's Notice

417.1 FPC's statement on commitment to openness and transparency was presented with the meeting sign-in sheets. There were no members of the public to read this statement.

### 418 Disclosures of Interest and Dispensation requests

418.1 Councillors Dack and Andrews declared an interest on item 439.1 - 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.

418.2 Councillor Reynolds declared an interest in item 421.2 as he is the Chairman of FPRA and lives in Fairfield so would benefit from these improvements. As five of the Parish Councillors agreed they had an interest in this item, dispensation was granted to them as without the dispensation so great a proportion of the Council would be prohibited from participating in this business as to impede the Council's transaction of the business.

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

418.4 No requests for dispensation were granted.

### 419 Council Minutes

419.1 Minutes of the ordinary meeting held on Thursday 13<sup>th</sup> February 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.**

### 420 Public Participation Session for planning applications

420.1 No members of the public present so there were no requested to speak on planning.

## 421 Planning Applications

421.1 CB/20/00788/FULL 32 Beatrice Place. Deadline for comments to CBC is 3<sup>rd</sup> April. Single storey rear extension and partial garage conversion.

FPC **object** to this application as the (i) the timber cladding and (ii) the grey powder coating for the doors and windows do not meet the Fairfield Neighbourhood Plan Design Statement.

FPC also request that CBC make sure there is sufficient parking spaces as the application includes replacing the garage with a utility room.

421.2 CB/TRE/20/00100 Various trees around Fairfield. Deadline for comments to CBC is 31<sup>st</sup> March. Works to Trees Protected by a Tree Preservation Order: Fell, Crown Reduce, Remove Dead Wood and Pollard various Trees.

FPC has no comments on this and will leave it to the CBC Tree Officer to carry out appropriate investigations.

## 422 Restricting PDR

422.1 Councillor Dixon advised that legal advice has been sort following the discussion at the FPC meeting held on 13<sup>th</sup> February 2020 (item 375.2) that the application only includes the houses and houses to be built rather than the whole parish and porches to be included. The CBC Executive will be asked to support the work to submit an application to the Secretary of State and Councillor Dixon believes this will involve a community wide consultation by CBC. When that legal advice is received, Councillor Dixon will share it with FPC.

422.2 It was agreed that the PowerPoint presentation for Priory House Foyer would be done before the Public Consultation if needed.

## 423 Planning Decisions

423.1 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.

## 424 Public Participation Session for the rest of the meeting

424.1 No members of the public present so there were no requested to speak.

## 425 Central Bedfordshire Council Ward Members Report

425.1 Councillor Dixon advised: -

Streetlights - Finally, there is some positive movement on the streetlights that aren't working on the eastern side of the Hitchin Road from the A507 to the Crest Nicholson site. He is waiting on some indication on the timing and ensuing traffic issues their repair will bring.

Harlington House (Planning application CB/19/04325/VOC – Variation of Condition 16: that the apartment block hereby approved shall be occupied only by persons aged fifty-five or older) – Officers have indicated that their recommendations will be issued shortly. However, if Officers are minded for recommending the application for approval, it will be called into the Development Management Committee for determination

Bowls Club Sign – Councillor Dixon has been advised that this sign has been replaced once already but he is waiting of evidence of that. However, another sign is due to be installed shortly.

#### 425.2 CBC Local Plan - FPC asked the Ward Members the following question: -

In a letter from the Inspectors to CBC on January 20, 2020, they queried what public consultation CBC was carrying out regarding their proposed revisions to the local plan. To-date CBC do not appear to have replied to this point nor, more importantly, carried out any consultation. In view of the Inspectors concerns over possible coalescence between Arlesey and Fairfield regarding CBC proposals for Land East of Arlesey when will CBC be informing interested parties of their revised proposals? This is of great interest to Fairfield as the nub of our case was an agreement with the Inspectors view that "Coalescence could occur by default".

If CBC is not proposing to answer these points, then FPC will be forced to consider spending a large amount of residents' money in briefing our legal team to act for us at the resumed inquiry.

CBC responded as follows: -

The Inspectors requested the Council put forward a work programme and timetable to set out how their concerns would be resolved, which was submitted on 9 January. The letter I believe you are referring to from the Inspectors (dated 15 January) is in response to this. Within the submitted timetable, officers suggested the opportunity for people to have their say on the new evidence would be provided via additional hearing sessions and that consultation would then be carried out on the Main Modifications, and the additional evidence, after those hearings had been undertaken. Whilst officers have proposed a timetable, it is for the Inspectors to determine the process that should be followed, so it is subject to their agreement.

You will note within the letter from the Inspectors, it states:

"We also note that the Council has not included within the draft programme any formal public consultation on the additional work which is underway. This is a matter which we shall consider further and advise on in due course. As with the hearings, the need and scope for additional consultation will be informed by the work which is carried out between now and April."

The Inspectors are clear that they would like to consider the requirements for consultation further and would revert back to the Council in due course. As such, a response from the Council is not required at this point. As soon as we receive anything further correspondence from the Inspectors, it will be published, and participants will be made aware.

Officers are committed to ensuring the process is robust and fair, and that everyone has the opportunity to have their say. If the Inspectors feel an alternative timetable is preferable, this will be accommodated.

Notwithstanding the above, officers have committed to submitting any new evidence work to the Inspectors by 30 April, as such, in any event, consultation (if it is required by the Inspectors) would not be carried out until after this date.

In terms of the proposals around Fairfield in particular, officers have held internal discussions on this site, and it is their intention to liaise with Fairfield Parish Council in the near future. I would expect someone to be in touch with you within the next week or so.

Since the response, CBC have requested a meeting with FPC to discuss changes to the Local Plan relating to the wording of the East of Arlesey allocation policy (SA3). It was agreed that at least two parish councillors would attend. The clerk to arrange the meeting. **Action: KH**

#### **426 Bank signatories**

426.1 Following Councillor Little's resignation it was

**RESOLVED**

**That the bank signatories will be Councillors Dack, Daffarn, Reader and Reynolds.**

The clerk to arrange for the new mandate to be completed. **Action: KH**

## **427 Financial Regulations**

427.1 Following a discussion and with a unanimous vote, it was

**RESOLVED**

**That FPC would adopt Version 4 of the Financial Regulations.**

The clerk to circulate to all Parish Councillors and update the FPC website. **Action: KH**

## **428 Risk Assessment review of Internal Controls**

428.1 FPC reviewed the Risk Assessment 2020/21 and is satisfied it covers all required items. It was noted that there is now a Continuity Plan in place which will be updated regularly by the clerk, and it was agreed that Councillor Reynolds would be given authority to make amendments to the FPC website. **Action: BD / NR**

**429** The clerk to circulate to all Parish Councillors and update the FPC website. **Action: KH**

## **430 Standing Orders**

430.1 These have been reviewed. It was agreed that no changes are required.

## **431 Code of Conduct**

431.1 Following a discussion and with a unanimous vote, it was

**RESOLVED**

**That FPC would adopt Version 2 of the Code of Conduct.**

The clerk to circulate to all Parish Councillors and update the FPC website. **Action: KH**

## **432 Procedure for Co-Option and Application Form**

432.1 Following a discussion and with a unanimous vote, it was

**RESOLVED**

**That FPC would adopt Version 2 of the Procedure for Co-Option and Application Form.**

The clerk to circulate to all Parish Councillors and update the FPC website. **Action: KH**

## **433 Procedure for Underwriting Community Events**

433.1 Following a discussion and with a unanimous vote, it was

**RESOLVED**

**That FPC would adopt Version 1 of the Procedure for Underwriting Community Events with the agreed amendments.**

The clerk to circulate to all Parish Councillors and put on the FPC website. **Action: KH**

## **434 Orchards**

434.1 The removal of the concrete bund as agreed at the February meeting (item 390.1) is scheduled for the week commencing 23<sup>rd</sup> March 2020.

Several trees were lost in the drought last summer, and as all the orchard trees are aging, FPC need to succession plan for replanting to maintain the orchards. FPC Tree Policy requires the replanting of any lost trees. Following a discussion and with a unanimous vote, it was

**RESOLVED**

**That FPC will ask Colin Carpenter to purchase six Plum Trees at a cost of £331.00 These will be planted by volunteers.**

## REASONS

**Plum trees were decided to add variety. It was agreed to ask Colin Carpenter to purchase them as he will deliver when required, assist with the planting, giving advice and ongoing support. He is known to Fairfield and he knows the orchards.**

The clerk to send a purchase order to Colin Carpenter and Councillor Daffarn to liaise with him regarding the delivery and planting of the trees. **Action: PD / KH**

### 435 All-inclusive Play Equipment

435.1 FPRA has submitted a grant application to CBC for this.

435.2 It was agreed to have a display of the proposed equipment at the Annual Parish Meeting. **Action: NR**

### 436 Proposed Trim Trail

436.1 Three quotes have been received which vary considerably in price. Councillors Hunt, Reader and Reynolds to meet to analyse the quotes and will give a update at the April meeting. **Action: AMH / SR/ NR**

436.2 It was agreed having a display of the proposed equipment at the Annual Parish Meeting. **Action: AMH**

436.3 It was agreed to have a Public Consultation in the Community Hall on a Saturday as opposed to having a written Consultation and to agree publicising this event via Fairfield Matters, FPC Newsletter and FPC Website. **Action: AMH**

### 437 Mowing of Community Garden between the Urban Park and the Cricket Pitch

437.1 FPC has received the following quotes: -

- **Hislop & Co Horticulture £50.00 per lawn cut.**  
This price is based on the grass being cut once or twice a week for 6 months.
- **James Diplock £60 per lawn cut**  
It is expected to cut the lawn once or twice a month between April and September.

Following a discussion and with a unanimous vote, it was

#### RESOLVED

**That FPC will arrange to have this area mowed and the contract will be placed with Hislop & Co Horticulture.**

#### REASONS

**To maintain a community area of Fairfield and to assist the volunteers who currently look after the area.**

The clerk to send a contract to Hislop & Co Horticulture. **Action: KH**

### 438 After care maintenance on newly planted tree near Dickens Boulevard Roundabout

438.1 FPC has received the Aftercare booklet from the supplier of the tree. FPC has received the following quotes: -

- **Hislop & Co Horticulture £1,500 per year.** To take core sample checking for water retention at base of newly planted Tilia cordate 'Greenspire' 3 times per week from April to October and water as require.
- **Lambert & Co £225.00 per year.** Maintain watering schedule fortnightly. Watering on a weekly basis summer months / hot period.
- **James Diplock £25 per watering.** Aftercare for newly planted tree. Tree to be watered up to 4 days a week if weather is dry.

Following a discussion and with a unanimous vote, it was

## **RESOLVED**

**That FPC will award the contract to Lambert and Co.**

## **REASONS**

**FPC considered his quotation was best value.**

The clerk to send a contract and the after-care booklet to Lambert and Co. **Action: KH**

### **439 Recycling Bins**

439.1 Hislops & Co Horticulture currently use a contractor called F & R Cawley Ltd from Luton to take away all their non-green waste. They provide and replace an enclosed skip in their yard every quarter. Their choice to use this company was based on the fact that they recycle as much waste as possible to prevent from sending it to landfill.

FPC has received a quotation from Broxap for

- Derby Round Recycling Bin (130 litres) £389.00 each
- Derby Double E Recycling Bin £399.00 each

Both available with in holly green with gold highlighting with Anti-Graffiti Coating).

Current litter bins are Derby Round Litter Bin.

Following a discussion and with a unanimous vote, it was agreed to take no further action as Hislops & Co Horticulture currently recycle as much of the non-green waste as possible.

### **440 Community Hall**

440.1 A draft lease is to be sent to Blandy and Blandy for comments. **Action: KH**

### **441 Garden of Remembrance / Cemetery**

441.1 FPC is waiting for a meeting with CBC Assets Team regarding the land in question and arrangements for lease. The clerk will contact Cemetery Development Services Ltd after this meeting.

### **442 CCTV**

442.1 FPC is waiting for information from CBC. **Action: KH**

### **443 Halloween 2020**

443.1 FPC is waiting for a meeting with the Police and CBC to discuss security for this. Councillors Dack and Reader to discuss this at the next Police Priority Setting Meeting on 8th April 2020. **Action: BD / SR**

### **444 Remembrance Sunday and Community Carol Service**

444.1 Councillor Dack is drafting a proposal, with costs. To be discussed at April meeting. **Action: BD**

444.2 Councillor Andrews is obtaining quotes for hiring and/ or buying a PA system and lighting. To be discussed ay April meeting. **Action: NA**

#### 445 Christmas Light

445.1 Requests have been sent out to three suppliers: Sparkx, Christmas Direct and ASF Electric contacts.

Councillor Daffarn has reminded / informed them that in Fairfield there are eight Victorian lamp posts in a central village park along with a tall but quite insubstantial fir tree in the centre of this urban park to light. They have also be told about the large and much more robust Oak tree on the roundabout that is the main entrance to Fairfield Park, which has never been lit, but which FPC would like to see if it is possible to do so this year.

All have been invited to meet on site if they are interested in quoting for this project. Only Sparkx (the usual supplier for FPC) has replied and Councillor Daffarn has set up a meeting in Fairfield later this month. To be discussed at April meeting. **Action: PD**

#### 446 Santa visiting Fairfield

446.1 Councillor Daffarn has thanked the Letchworth and Baldock Lions Club for their communication about bringing Santa to Fairfield at Christmas. She has said that we would very much like to welcome Santa, his sleigh and helpers to come along in December and be based where the children and families could find them. She had told them that their proposal was discussed at the February Parish Council meeting all agreed that this is a lovely idea. As Christmas is a long way away, she said that a venue for Santa and his helpers would be decided nearer the time. The email gave the Lions her as the contact at Fairfield, and she promised to make further contact later in the year. She had a reply confirming that they were happy with that.

#### 447 Lighting on footpath adjacent to cricket pitch

447.1 All the lights have now been replaced.

#### 448 VE Day

448.1 Councillor Hunt advised that the event was now almost all organised. Councillor Nick Reynolds is doing the Risk Assessment and will supply it to the clerk to send to the insurance company. Councillor Reynolds agreed to be the Vice Lead for this event. **Action: NR / KH**

#### 449 Implementation of Investment Policy

449.1 To be discussed at April meeting. **Action: BD**

#### 450 Permission from FHMC Directors

450.1 The FHMC Hall Directors have given permission for FPC to

1. Do the maintenance work in the Orchards during 2020.
2. Continue to cut the grass at the rear of the Community Hall.
3. Continue to empty the dog bins at either end of the Cricket Ground adjacent to Kingsley Avenue.
4. Continue to empty the litter bins in West Orchard and on the Cricket Ground.
5. Use the grass at the back of the Community Hall for VE Day on Friday 8<sup>th</sup> May 2020 and on Apple Day in September 2020.

#### 451 Parish Councillor Vacancy

451.1 Due to the resignation of Simon Little, a vacancy has arisen in the Office of Councillor for Fairfield Parish Council. The Public Notice was displayed on the noticeboards and FPC website. No request for an election has been received. Accordingly, FPC may now proceed to Co-Opt.

It was agreed to advertise the Vacancy and Co-Opt at the May meeting. **Action: KH**

## 452 Bowls Club Grant

452.1 Sports England have confirmed that after seeing the revised plans there is no change in their financial support. The Bowls Club have supplied FPC an update on the total cost of the project and Funding.

## 453 “Smiley Face” speed monitoring signs

453.1 Councillor Dixon has already asked for a “Smiley Face” speed monitoring signs coming from Stotfold. It is in the mix for alterations to the speed limit from the A507 to the county boundary. These works won't however be considered in detail until the last known road works are undertaken as a consequence of the Homes England consent. A similar sign would be appropriate coming from Letchworth, which Officers will suggest as part of the above. He has forwarded the plea from FPC to re-enforce the request.

## 454 Defibrillator Training

454.1 This took place on Thursday 27<sup>th</sup> February 2020 as planned and advertised. It was attended by over thirty people and was very well received. It was agreed to do this training annually and also encourage the youth to attend future sessions.

## 455 Emergency Training

455.1 This took place on Thursday 5<sup>th</sup> March 2020 as planned and advertised. Eight residents attended and there was a good participation session.

Councillor Reynolds has since attended a BLEVEC Training Evening on COVID-19 Coronavirus. The key message was to encourage everyone to wash their hands. The virus will remain on some (not all) surfaces for up to 72 hours. People who suspect they have the virus should self-isolate and call 111 (they are not to visit GP Surgeries). The only way people can get tested is via 111. Currently there is not enough information known about the virus but currently there is no cure and it is very contagious.

FPC agreed they should

- Take a lead on organising volunteers to help anyone who is self-isolating and to make people aware of what is needed.
- Keep residents up to date with advice from the Government, local information and what is available from volunteers.

It was agreed

- To delegate authority for decision making on actions regarding the Coronavirus to the Clerk/RFO to authorise any decisions required, in consultation with the Chairman, Vice Chairman or all Councillors as appropriate. **Action: KH**
- To put information on the website and keep it updated. **Action: BD**
- To send an email newsletter. **Action: BD**
- To compile a list of volunteers. **Action: KH**
- To arrange a meeting with the Management Companies and other Organisations to agree on what can be done for the people self-isolating. **Action: BD**
- To produce a leaflet about volunteers for all households. **Action: BD**

## 456 Annual Parish Meeting 26<sup>th</sup> March 2020

456.1 Richard Fuller, MP and Gordon Hamilton from the Need Project will be attending.

## 457 Litter Pick 2020

457.1 Last September, FPC held a litter pick, and it was agreed then that this would be repeated in April. It was agreed to hold this on Sunday 5 April and Councillor Daffarn will organise borrowing pickers, high viz jackets, gloves and bags from CBC. Publicity will be via Fairfield Matters, FPC's website and newsletter, and possibly a poster. **Action: PD**

It was agreed to purchase twelve litter pickers. **Action: KH**

## 458 Climate Change and the Voluntary Sector

458.1 BLEVEC are presenting at this event that will be held on Monday 23<sup>rd</sup> March 2020 between 9.00 am and 1.00 pm in Bunyan Meeting Rooms, Bedford.

## 459 Crime figures for February 2020

459.1 During February there was one reported crime in Fairfield. This was an assault without Injury - Common assault and battery.

## 460 Bedfordshire Speed Watch January 2020

460.1 Twenty-two Speed Watch Groups operated in January and sixteen new roads were approved for Speedwatch.

- 290 first letters were issued.
- 25 second letters were issued.
- 3 third letters were issued. (Dealt with by the Police).
- 1 CPNW was issued. (Dealt with by the Police).

## 461 Finance

461.1 Bank reconciliations to 31<sup>st</sup> January 2019.

Where the money is	Value
Unity Trust	£185,924.28
Cash Plus Card	£216.50
Petty Cash	£0.00
<b>Total Money</b>	<b>£186,140.78 (1)</b>
<b>Cash Book</b>	
Total Receipts	£123,348.63
PLUS balance carried over 1 <sup>st</sup> April 2019	£194,451.94
LESS Total Payments	£131,659.79
<b>Total Money in cash book</b>	<b>£186,140.78 (2)</b>

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

461.2 Receipts – none received

Payments

To whom	Description	Total
Katrina Henshaw	February wages	£864.91
HMRC	February Tax and NI	£338.91
EE	Mobile phone – February	£11.41
Microsoft	Office 365 Annual Subscription	£79.99
Herts Full Stop	Stationery	£13.86
Graphix	Banner and name cards	£55.20
Ebuyer	Toner	£91.47
	Stationery	£14.03

Community Hall	Room rent for Scouts - March	£485.00
	Room rent for Fairfield Friends – March	£11.50
	Room rent for Panda – March	£49.50
Hislop & Co Horticulture	Maintenance contract – February	£1,200.00
Aztek	Storage for one year for Scouts and FPC equipment	£1,716.00
The Need Project	Grant for the Charity	£500.00
Imajica	Deposit for Christmas Pantomime	£400.00
<b>Total</b>		<b>£5,831.78</b>

It was

## RESOLVED

**That payments of £5,831.78 be paid.**

### ***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.*

## 462 Correspondence

- 462.1 CBC Emergency Planner – General information about COVID-19. This has been included in the FPC newsletter and on the website.
- 462.2 Fairfield Park Lower School – Request for FPC to install a path across the grass to enable them to walk the children safely between the two school sites. Unfortunately, this is land that is not owned by FPC. It was agreed that FPC would meet with the School to explain this and suggest they use the correct route via the Eastern Shelter belt and up Dickens Boulevard. The clerk to arrange the meeting. **Action: KH**
- 462.3 Copperfield Close Resident – Request to install bollards on both sides of the exit to Copperfield and raised ground to increase safety and visibility as has been done with the crossing. The clerk to arrange a meeting between FPC, CBC and the residents. **Action: KH**
- 462.4 BATPC - At a meeting of NALC Assembly which took place on 10<sup>th</sup> March, NALC Chairman Sue Baxter reported back on discussions with Nigel Huddlestone, MP who is the DCMS representative on COBRA who saw a potential big role for parishes during the corona virus situation, keeping an eye on vulnerable people and encouraging new volunteers to help. NALC will be setting out some general advice shortly. One of the key things was for Councils to ensure they have the right delegations in place to cover all eventualities.
- 462.5 Baycroft Care Home – They have been monitoring updates on the spread of the COVID-19 Coronavirus. Based on advice from the Care Quality Commission and other organisations we have decided to postpone all events at the home until further notice. This includes the presentation by Stotfold Mill on Saturday 14 March, the Fairfield VIP event due on Friday 20 March, the Dementia Café on Wednesday 8 April and the 'Let's Talk Dementia' event on Wednesday 29 April. They will reschedule all cancelled events later in the year and will let everyone know accordingly.

## 463 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.

- 463.1 There was no other business.

## 464 Date of next meeting

- 464.1 The Annual Parish Meeting will be held on Thursday 26<sup>th</sup> March 2020 at 7.30 pm in the Community Hall.
- 464.2 The next Parish Council meeting will be held on Thursday 9<sup>th</sup> April 2020 at 7.00 pm for planning and 7.30 pm for all other matters.

Meeting closed at 9.35 pm

## Glossary of acronyms

ANPR	Automatic number-plate recognition
BLEVEC	Bedfordshire and Luton Emergency Volunteers Executive Committee
CBC	Central Bedfordshire Council
CCTV	Closed-circuit television
CPNW	Community Protection Notice Warning
FPC	Fairfield Parish Council
FPRA	Fairfield Park Resident Association
NB	Nota bene (Latin phrase meaning 'note well')
NHDC	North Hertfordshire District Council
PDR	Permitted Development Rights
VE Day	Victory in Europe Day