

Date: Thursday 6<sup>th</sup> August 2020

**Councillors:**

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

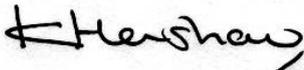
**You are hereby summoned to attend the following meeting:**

## Fairfield Parish Council Meeting

**Date/ Time:** Thursday 13<sup>th</sup> August 2020 at 7.00 pm

**Venue:** Virtual Meeting on Zoom  
Meeting ID: 864 5696 2446 Password: 497411  
Phone numbers: 0203 051 2874, 0203 481 5237, 0203 481 5240

Members of the press and public are invited to attend.



Katrina Henshaw, Parish Clerk

## Meeting Agenda

**104 Apologies for Absence**

104.1 To receive any apologies for absence from Councillors.

**105 Chairman's Notice**

105.1 FPC's statement on commitment to openness and transparency is available on FPC website.

**106 Disclosures of Interest and Dispensation requests**

106.1 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.

106.2 To receive written requests for dispensations for declarable interests.

106.3 To grant any requests for dispensation as appropriate.

**107 Council Minutes**

107.1 To approve and sign as a correct record the minutes of the Parish Council meeting held on 9<sup>th</sup> July 2020.

**108 Public Participation Session**

108.1 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.

## Co-Option

### 109 Co-Option to fill one casual vacancy on Fairfield Parish council

- 109.1 To receive applications from Matthew Hurley, Vinesh Khatwa and Anna Papakosta. Each candidate is invited to make a brief verbal presentation to members, outlining their relevant skills and experience. Each candidate in turn (alphabetically, by surname) to speak for a maximum of three minutes. After presentations, members may ask candidates questions if considered necessary.
- 109.2 To receive nominations to fill the one vacancy and have the vote as outlined in the Co-Option Policy and Procedure. If no nominations are received the vacancy is not filled and the Council will take steps to advertise for further co-options.
- 109.3 If the vacancy is filled the appointed Councillor to sign the Declaration of Acceptance of Office in front of the Proper Officer and to take up their seat on Fairfield Parish Council.
- 109.4 If the vacancy is filled the appointed Councillor to complete the Register of Members' Interest Forms and return to CBC.

## Planning and CBC Report

### 110 Planning Applications

- 110.1 CB/20/02576/FULL 28 Beatrice Place  
Proposed two storey rear extension, single storey rear extension and partial garage conversion  
**Decision required: FPC to agree response to CBC. Deadline is 27<sup>th</sup> August 2020.**
- 110.2 CB/TRE/20/00391 Rear of 9 Palmerston Way.  
Works to a tree protected by a Tree Preservation Order: MB/TPO/99/00001. Reduce the lateral crown spread by 3 m to the Sycamore Tree (T1).  
**Decision required: FPC to agree response to CBC. Deadline is 24<sup>th</sup> August 2020.**
- 110.3 Any urgent planning applications received between 7<sup>th</sup> and 13<sup>th</sup> August 2020.

### 111 Planning Decisions

- 111.1 CB/20/01740/FULL 9 Faraday Gardens  
Single storey side and rear extension.  
FPC had 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.  
**CBC granted full permission 20<sup>th</sup> July 2020.**
- 111.2 CB/20/01960/FULL 64 Heathcliff Avenue. Deadline for comments to CBC is 14th July 2020.  
Single storey rear extension  
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.  
**CBC granted full permission 20<sup>th</sup> July 2020.**

### 112 Central Bedfordshire Council Ward Members Report

- 112.1 To receive a report from a CBC Ward Members on matters pertaining to Fairfield.
- 112.2 To receive an update on restricting PDR in Fairfield.
- 112.3 To receive an update on parking enforcement on Dickens Boulevard.
- 112.4 SD has supplied FPC with options on signage when people enter the village of Fairfield.

- 112.5 Proposed Allotment Site 1 (The field adjacent to the new school and next to the last cottage in Hitchin Road) – Letchworth Garden City Heritage Foundation has advised that this land is presently grazing land but it has strategic potential for us under the proposals to develop new housing in this area under the Local Plan. Until those plans are finalised probably in late 2021, they are not in a position to look at any potential alternative uses. They have noted FPC's interest and shared it with the team so if the position changes or is clarified then they will get in touch.
- 112.6 To receive an update on Proposed Allotment Site 2 (On land north of Fairfield and adjacent to the proposed Homes England Site).

## Decision items

### 113 Memorial Tree Policy and Application Form (Appendix A)

- 113.1 A draft revised policy with proposed size and type of plaque and application form have been circulated to all.

**Decisions required: To agree to adopt the Policy and agree the Application Form.**

**Action required: FPC to compile a list of memorial trees that will be available.**

### 114 Complaints Policy Version 2 (Appendix B)

- 114.1 A draft policy has been circulated to all

**Decisions required: To agree to adopt the Policy.**

### 115 Apple Day 2020 (Appendix C)

- 115.1 **Proposed Motion:** Replace Apple day with two days (19<sup>th</sup> and 27<sup>th</sup> September) for residents to be able to produce their own apple juice from Orchards using current equipment and additional electric press and additional equipment. Attached is a spread sheet for equipment, building on equipment previously bought by FPC.

**Background:** Apple day has been cancelled due to the Covid-19 Pandemic, but the orchards have an abundance of apples this year. It is proposed to set up a two Covid-19 compliant apple pressing stations behind the Community Hall, with power and water supply from the Hall. (There will be no access to the Hall). The stations will be under the FPC & Scouts gazebos separated by at least ten meters.

Residents will be asked to collect their own apples and bring to the stations. When at the station, they will have to use plastic gloves to prepare apples and use the crushers, disposing after use (bin will be provided for gloves). Parish foot pump hand sanitisers will be also made available. Each household will have to queue and wait for use of equipment. After each family have used these areas, all knives, boards and equipment will be cleaned with disinfectant.

**Decision required: FPC to agree decision.**

### 116 Grant Application from Fairfield Bowls Club (Appendix D)

- 116.1 To consider grant application from Fairfield Bowls for FPC to arrange to fell two dead Silver Birch Trees subject to permission from CBC.

**Decision required: FPC to agree decision on application.**

### 117 New cooker and Fridge Freezer for Community Hall

- 117.1 FPC to consider purchasing a new cooker and freezer for the Community Hall and agree budget (approximately £2,400).

### 118 Meeting with Management/Resident Companies/Associations

- 118.1 FPC to discuss reintroducing these meetings and agree if/when to hold one.

## Information items

### **119 Storage Huts for Fairfield Scouts and the Community**

119.1 Quotations are being sought and will be supplied at the September meeting for a decision.

### **120 Localism Act 2011**

120.1 Under the localism Act 2011 SS87-108, FPC has the right to nominate assets to be added to a list of assets of community value and the right to bid to buy a listed asset when it comes up for sale. FPC has nominated the following items and is waiting for a decision from CBC.

- East Orchard Kingsley Avenue Fairfield
- Fairfield Bowls Club Kingsley Avenue, Fairfield
- Fairfield Cricket Club Hitchin Road, Fairfield
- Fairfield Tennis Court and Car Park, Fairfield
- West Orchard Kingsley Avenue, Fairfield
- St Luke's Chapel, Fairfield.

### **121 Proposed Garden of Reflection**

121.1 FPC met with CBC Assets and discussed the proposal from CDS. CBC were only able to comment on CBC land and advised that they were waiting for details from Land Registry as there may be covenants on the land. CBC also advised that they must do a survey of the land to see if there is any contamination before any agreement can be made. They will advise when this survey will be done and will try and do it within the next few months. CBC did, however, agree that subject to the survey report, CBC was in agreement in principal to leasing some land to FPC to create a Garden of Reflection for 99 years with a peppercorn rent.

### **122 Transfer of the Community Hall**

122.1 Woodfines will be representing the Trust with regards the lease and Trust Deeds.

### **123 Covid Snake**

123.1 The clerk has written to the Head of the School and the Organisers of the Community Garden to see if either of them has an area for this to be moved to a as a more permanent home where it could be cemented in to become a permanent piece of Covid history for Fairfield for future generations to see.

### **124 Beehives**

124.1 To receive an update from Councillor Andrews.

### **125 Additional Storage for Cricket Club / Green Storage Building**

125.1 FPC is trying to arrange a meeting with the Cricket Club Committee and the Directors of FHMC.

### **126 Proposed Trim Trail**

126.1 To receive an update from Councillor Hunt.

### **127 CBC Community Safety Team**

127.1 FPC to attend one of the Virtual Surgeries in August. During this session, FPC will be seeking advice on Halloween 2020 and how to prevent large gathering during the Covid-19 Pandemic.

## Finance and Correspondence

### 128 Finance

- 128.1 Audit for 2019/20 accounts – The 2019/20 Annual Return for Fairfield Parish Council was approved at the Parish Council meeting held on 14<sup>th</sup> May 2020 following review and verification by an independent internal auditor. The external auditor, Mazars LLP, completed their external audit on 21<sup>st</sup> July 2020 and concluded that in their opinion the information in Sections 1 and 2 of the Annual Governance and Accountability is in accordance with proper practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. The closure of accounts notice has been displayed on the noticeboards and website.
- 128.2 To appoint an internal auditor for 2020/21. ACM Business Services has quoted £160.00. (£150.00 for 2019/20 and 2018/19)
- 128.3 To receive bank reconciliation to 31<sup>st</sup> July 2020. **(Appendix E)**
- 128.4 To receive receipts and agree payments. **(Appendix F)**
- 128.5 To agree investigating opening a savings account with another bank.

### 129 Correspondence

- 129.1 Any urgent correspondence received between 6<sup>th</sup> and 13<sup>th</sup> August 2020.

### 130 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.

### 131 Date of next meeting

- 131.1 The next Parish Council meeting will be held on 10<sup>th</sup> September 2020 at 7.00 pm

### Glossary of acronyms

CBC	Central Bedfordshire Council
CDS	Cemetery Development Services Ltd
Covid-19	Coronavirus Disease 2019
FPC	Fairfield Parish Council
NB	Nota bene (Latin phrase meaning “note well”)

**Appendix A**



**Memorial Tree Policy and Application Form**

**Contents:**

1. Introduction
2. Objectives
3. General
4. Eligibility for a Memorial Tree
5. Trees that are available
6. Memorial Plaques

**Appendices**

- A. Application Form
- B. Consent Form

Date of Approval:	
Date of Review:	It is due for review not later than 4 years from its last review

## 1. Introduction

Fairfield Parish Council (FPC) recognises the wish for Memorial Trees and will consider a memorial on land owned by FPC. FPC will consider requests for Memorial Trees on an individual basis and retains the right to refuse or limit the number of Memorial Trees.

## 2. Objectives

This policy has been produced with the following guiding principles: -

- To be respectful and sympathetic to those seeking to plant a tree.
- To establish responsibility for the maintenance, repair and replacement of memorials.
- To ensure that memorial trees are not out of place in the area in which they are situated.
- The content of this policy may be revised as necessary at the discretion of FPC

## 3. General

- All applications for memorial trees should be made using the Memorial Tree Application form.
- All trees must be paid for by the applicant prior to purchase and installation by the FPC. FPC will inform the applicant of the price on receipt of an application form.
- The purchase of the Memorial Tree entitles the person to have a plaque by the tree for 25 years (this can be extended when the 25 years expires).
- Only a tree purchased specifically can be used for Memorial Trees. Existing trees may not be used.
- FPC will attempt to accommodate the wishes of the applications, but it may limit the number of trees in a particular area.
- FPC accepts no responsibility if a tree is damaged, vandalised or stolen.
- FPC reserves the right to remove trees at any time.
- FPC will only permit memorials to individuals. Applications for deceased pets will not be considered.
- Memorials will be limited to trees and a plaque supplied by FPC from the Woodland Trust. No additional mementos e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the tree. These will be removed without reference to the original applicant.

#### 4. Eligibility for a Memorial Tree

The person the tree is in memory of was formerly

1. On the Electoral Register of Fairfield.
2. A 'close relative' (namely spouse, civil partner, parent, child or sibling) of a current or former inhabitant of Fairfield.
3. Attended Fairfield Lower School for at least one academic year.
4. A member of one of the recognised Fairfield village organisations for at least one year.
5. A 'close relative' of a person who has qualified under one of the other criteria above (except criteria #2).
6. Worked at Three Counties Hospital for at least one year.
7. A patient at Three Counties Hospital for at least one year.

#### 5. Trees that are available

- A list of memorial trees will be available on [www.fairfieldparishcouncil.gov.uk](http://www.fairfieldparishcouncil.gov.uk) or by request from the Clerk.
- Trees will be chosen by FPC in discussion with the applicant to fit the planting scheme of the area. The applicant will be notified of the tree species to be planted.
- There will be a charge for the tree, stake, guard and planting labour.

#### 6. Memorial Plaques

Memorial plaques are permitted at the base of the tree. These are to be supplied from the Woodland Trust (see [www.sign-maker.net/memorial/woodland-burial.html](http://www.sign-maker.net/memorial/woodland-burial.html)) and must be wooden and 300 mm x 300 mm in size. It can be mounted on a post or direct onto the ground. FPC will order the plaque on behalf of the applicant to keep all plaques uniform. The applicant will be permitted to suggest the wording on the plaque and will be invoiced for the total cost including installation costs and post (if required). All wording must be approved by Fairfield Parish Council.

#### 7. Notes

FPC will have the right to refuse a tree request if the area is deemed full, the tree request is not within their permitted list or the request comes for someone who has not lived or has no connections with Fairfield (see item 4 above for eligibility)

FPC will hold ownership details on file for the sole purpose of the tree management only and will only contact the owners if there are any issues relating to the trees. If there is no response from the registered owner, FPC will take necessary action to ensure safety and resolve the issue. Please complete the Consent Form below and ensure you keep your details up to date and inform FPC of any change of address or contact details.

**Appendix A – Application to purchase a Memorial Tree**

Please fill in all sections in black ink. Please ensure that the consent form in Appendix B is also completed.

**Important:** Your application can only be processed if all the questions are answered, the Declaration is signed and if we receive a completed consent form. When completed please return this application to:

The Parish Clerk, Fairfield Parish Council, Fairfield Community Hall, Kipling Crescent, Fairfield, Hitchin. SG5 4GY. Telephone: 07415 615225. Email: enquiries@fairfieldparishcouncil.gov.uk

This form, fully completed, must be received by Fairfield Parish Council (FPC) and full payment made before a Memorial Tree will be purchased. FPC will not accept responsibility for loss or delay of forms or payment. It is the responsibility of the Applicant to ensure that the required details are correct.

Name of person the tree to be in memory of \_\_\_\_\_

Eligibility for a Memorial Tree (See item 4 above) \_\_\_\_\_

\_\_\_\_\_

Full Name of Purchaser \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Contact Telephone Number \_\_\_\_\_

Email address \_\_\_\_\_

Telephone number \_\_\_\_\_

Relationship to the person the tree is in memory of \_\_\_\_\_

<b>Proposed wording for wooden plaque (size 300X300mm)</b>	
<b>Please specify Oak, Iroko or Balau wood</b>	
<b>Is a post required to mount the plaque onto?</b>	<b>Yes / No (Please delete)</b>

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**Declaration**

I declare that

- To the best of my knowledge and belief the information I have given is correct.
- I understand that FPC accepts no responsibility if a tree is damaged, vandalised or stolen.
- I understand that FPC reserves the right to remove trees at any time.
- I understand that this entitles me to have a plaque by the tree for 25 years (this can be extended when the 25 years expires).
- I authorise the Council to make any necessary enquiries to verify the information on this form.
- I understand that additional conditions may be attached to support this application.
- Payment will be made to the Parish Clerk upon receipt of the invoice and I agree that the tree and plaque will not be purchased until this is received.

**Please submit the completed consent form with your application.**

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

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**Approval for plaque by Fairfield Parish Council**

Approval granted by \_\_\_\_\_ (Print name)

Signed \_\_\_\_\_

Date \_\_\_\_\_

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## Appendix B – Consent Form

Fairfield Parish Council (FPC), the owner and operator of part of West Orchard in Fairfield, is a data controller under the General Data Protection Regulation (“GDPR”). This means it decides how your personal data is processed and for what purposes.

Your privacy is important to us, and we want to communicate with you in a way which has your consent, and which is in line with the GDPR. As a result of UK law, we now need your express consent in writing to how we contact you. Please fill in the contact details you want us to use to communicate with you:

Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

By signing this form, you are confirming that you are consenting to the FPC holding and processing your personal data for the following purposes (please tick the boxes where you grant consent): -

I consent to the FPC contacting me by  post  phone or  email.

To contact you about the Memorial Tree at West Orchard, Fairfield which you purchased.

To enable us to manage, operate and maintain West Orchard, and to meet our legal obligations in relation thereto.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

You can grant consent to all the purposes, one of the purposes, or none of the purposes. Where you do not grant consent we will not be able to use your personal data (so, for example, we may not be able to let you know about matters relating to the Memorial Tree you purchased at West Orchard except in certain limited situations, such as where we have a legitimate reason to do so.

You can find out more about how we use your data from our Data Privacy Notice which is available at [www.fairfieldparishcouncil.gov.uk](http://www.fairfieldparishcouncil.gov.uk) from the Clerk to the FPC ([enquiries@fairfieldparishcouncil.gov.uk](mailto:enquiries@fairfieldparishcouncil.gov.uk)).

You can withdraw or change your consent at any time by contacting the Clerk to the FPC ([enquiries@fairfieldparishcouncil.gov.uk](mailto:enquiries@fairfieldparishcouncil.gov.uk))

Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to that date.

**Appendix B**



**Complaints Handling Policy**

**Contents:**

- 1. Scope of the Complaints Procedure**
- 2. Procedure**
  - Before the meeting**
  - At the meeting**
  - After the meeting**
  - Right of Appeal**

Date of Approval of Version 1:	12 <sup>th</sup> December 2013
Date of Review	10 <sup>th</sup> May 2018
Date of Review	16 <sup>th</sup> May 2019
Date of Approval of Version 2	
Date of Next Review:	It is due for review not later than 4 years from its last review

## 1. Scope of the Complaints Procedure

### General

A complaint is an expression of dissatisfaction about the Council's action or lack of action or about the standard of service, whether the action was taken or the service provided by the Council itself or a person or body acting on behalf of the Council.

A complaint against a local Council may also be triggered by an allegation of administrative fault such as not following procedures or standing orders, inadequate service, no service, delay or making a mistake.

This guidance is aimed at those situations where a complaint has been made about the administration of the Council or about its procedures. It is designed for those complaints that cannot be satisfied by less formal measures or explanations provided to the complainant by the Clerk or Chairman. When a complaint is made against the Council, member(s) of the Council or the Clerk are likely to be mentioned or complained about. However, a complaint against a Council will be treated as a complaint against the body corporate of the Council, not as a complaint against individual employees or member(s) of the Council.

The Complaints Procedure sets out an efficient and transparent process for dealing with complaints received by establishing a standard and formal procedure for considering complaints either made by complainants direct or which have been referred back to the Council from other bodies. The Complaints Procedure seeks to ensure that the complainant feels satisfied that their complaint has been properly and fully considered.

At all times, the rules of natural justice will apply, all parties will be treated fairly, and the process will be reasonable, accessible and transparent.

### Complaints about the Clerk

Complaints about the Clerk of the Council will be dealt with as an employment matter. The complainant will be assured that the matter will be dealt with internally and appropriate action taken as required.

### Complaints about a Councillor

Complaints about a Councillor should be sent to the Monitoring Officer at Central Bedfordshire Council

**Website:** [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)

**Email:** [monitoring.officer@centralbedfordshire.gov.uk](mailto:monitoring.officer@centralbedfordshire.gov.uk)

**Address:** Priory House, Monks Walk, Chicksands, Shefford, SG17 5TQ

## 2. Procedure

The Council will establish a Complaints Committee comprising of three Parish Councillors and will appoint a Chairman. The conclusions drawn at any meeting of the complaints Committee will be reported to the next Parish Council meeting.

If the Clerk is putting forward the justification for the action or procedure complained of, (s)he should not advise the Council or Committee.

### Before the meeting

- i. All formal complaints against a local Council must be communicated in writing, including email, to the Clerk. The complaint shall include the following:
  - Name of the complainant
  - Address of the complainant
  - Telephone number and/or email address of the complainant
  - Details of the complaint
- ii. If the complaint concerns the Clerk, they will be advised to address their complaint to the Chairman of the Council.
- iii. The Complainant will be asked at the outset to confirm if they wish the complaint to be treated confidentially. If the complainant waves confidentiality, the Council must still comply with its obligations under the Data Protection Act 2018 in order to safeguard against the unlawful disclosure of personal data.
- iv. To ensure compliance with its obligations in the Data Protection Act 2018, a Council cannot disclose the identity, contact details or other personal data about an individual complainant unless they consent, or disclosure is otherwise fair and lawful under the 2018 Act e.g. for the purpose of discharging the Council's functions, or for the performance of contractual obligations. The Council will ensure that agendas and minutes do not disclose personal data or financial, sensitive or confidential information that relates to an individual complaint. The complaint will be treated in confidence and the identity of the complainant will only be made know to those in the Council who need to consider the complainant.
- v. On receipt of a written complaint the Clerk or Chairman, as the case may be, shall promptly advise the complainant in writing that their complaint has been received and will be dealt with promptly, but allowing sufficient time for the Council to obtain advice from their parties.
- vi. The Clerk will investigate the complaint and will provide a written report outlining the investigation and its findings.
- vii. The complainant shall be invited to attend the relevant meeting and bring with them such representation as they wish.

- viii. At least seven clear working days prior to the meeting, the complainant shall provide the Council with copies of any documentation or other evidence relied on.
- ix. Within two working days of the evidence from the complainant being received the Council shall provide the complainant with copies of any documentation upon which it wishes to rely at the meeting including the investigation report.

### **At the meeting**

- i. The meeting shall be clerked by the Clerk, a member of the Council or an appointed independent Clerk who has not investigated or been involved with the complaint.
- ii. The Council shall consider whether the circumstances of the meeting warrant the exclusion of the press and public. Any decision on a complaint shall be announced at the Council meeting in public.
- iii. The Chairman to introduce everyone.
- iv. The Chairman to explain the procedure.
- v. The complainant (or representative) should outline the grounds for complaint.
- vi. Members to ask any questions of the complainant.
- vii. The Clerk to explain the Council's position and the findings of the investigation.
- viii. Members to ask any questions of the Clerk.
- ix. The Clerk and then the complainant to be offered the opportunity to summarise their position.
- x. The Clerk and the complainant to be asked to leave the room while members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties shall be invited back.
- xi. The Clerk and the complainant return to hear the decision or be advised on the timescale of any necessary investigations and when a decision will be made.

### **After the meeting**

The decision will be confirmed in writing by first class post within seven working days together with details of any action to be taken.

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## Right of Appeal

If the complainant wishes to appeal against the decision (s)he must notify the Clerk in writing, including email, within seven days of receiving written notice of the decision, giving reasons for the appeal. An appeal may be raised if:

- i. The complainant thinks the finding is unfair.
- ii. New evidence has come to light.
- iii. The complainant thinks the complaints procedure was not applied properly.

If the complainant notifies the Council (s)he wishes to appeal, the complainant will be invited to attend an appeal hearing before the Appeals Committee. The Appeals Committee shall comprise of three Parish Councillors who were not members of the original Complaints Committee.

An appeal hearing will normally be convened up to ten working days of the Council receiving notification that the complainant wishes to appeal. If the hearing date is inconvenient for the complainant (s)he may ask to postpone the hearing by up to five working days.

The complainant must provide in writing, by post or email, at least five working days ahead of the meeting information supporting the appeal based on the grounds of appeal, including

- i. **Unfair Finding** – The complainant is to specify how or why the finding is unfair.
- ii. **New evidence** – The complainant must provide a copy of the new evidence.
- iii. **Complaints procedure not applied properly** – The complainant is to specify how the complaints procedure was not applied properly.

The meeting shall be clerked by the Clerk, a member of the Council or an appointed independent Clerk who has not investigated or been involved with the complaint.

The Appeals Committee will consider the grounds of appeal and the supporting evidence followed by a response from the Clerk.

The hearing will be adjourned to afford the Appeals Committee time to consider the decision.

The decision taken by the Appeals Committee is final.

After the Appeal hearing the Council will inform the complainant of its final decision within five working days in writing, by first class post.

## Appendix C

Apple Day Equipment	Quantity	Cost	Website
Electric Whole Apple Crusher	1	£825.00	<a href="https://www.vigopresses.co.uk/Catalogue/Crushers/Electric-Mills/Speidel-Electric-22kW-Apple-Mill-91202">https://www.vigopresses.co.uk/Catalogue/Crushers/Electric-Mills/Speidel-Electric-22kW-Apple-Mill-91202</a>
Press	1	£299.00	<a href="https://www.lovebrewing.co.uk/20-litre-all-stainless-cross-beam-press-with-mesh-basket-v25-inox/">https://www.lovebrewing.co.uk/20-litre-all-stainless-cross-beam-press-with-mesh-basket-v25-inox/</a>
Bags for Press	4	£31.96	<a href="https://www.lovebrewing.co.uk/straining-bag-large-coarse/">https://www.lovebrewing.co.uk/straining-bag-large-coarse/</a>
Buckets	1	£14.00	<a href="https://www.amazon.co.uk/TL-Tools-OX-P110515-Invincible-Bucket/dp/B07YCVHLGL/ref=sr_1_1?adgrpid=55894419271&amp;dchild=1&amp;clid=CjwKCAjwjqT5BRAPEiwAJlBuBf1XoGYR1-rv__kj6J_88MdEtPj53h_p7VvQySXS4hb4L4o_E6yRxoClQ4QAvD_BwE&amp;hvadid=259036110168&amp;hvdev=c&amp;hvlocphy=1006493&amp;hvnetw=g&amp;hvqmt=e&amp;hvrand=8039457067737448873&amp;hvtargid=kwd-366634865677&amp;hydadcr=29385_1700918&amp;keywords=tough+buckets&amp;qid=1596544549&amp;sr=8-1&amp;tag=googhydr-21">https://www.amazon.co.uk/TL-Tools-OX-P110515-Invincible-Bucket/dp/B07YCVHLGL/ref=sr_1_1?adgrpid=55894419271&amp;dchild=1&amp;clid=CjwKCAjwjqT5BRAPEiwAJlBuBf1XoGYR1-rv__kj6J_88MdEtPj53h_p7VvQySXS4hb4L4o_E6yRxoClQ4QAvD_BwE&amp;hvadid=259036110168&amp;hvdev=c&amp;hvlocphy=1006493&amp;hvnetw=g&amp;hvqmt=e&amp;hvrand=8039457067737448873&amp;hvtargid=kwd-366634865677&amp;hydadcr=29385_1700918&amp;keywords=tough+buckets&amp;qid=1596544549&amp;sr=8-1&amp;tag=googhydr-21</a>
Tough Buckets for Waste	3	£23.35	<a href="https://www.amazon.co.uk/ROD-GORTUB26-Muck-Buckets-Builders/dp/B000X29628/ref=pd_sbs_60_2/259-0706476-7551219?_encoding=UTF8&amp;pd_rd_i=B000X29628&amp;pd_rd_r=e3dcc2ff-b961-4c6e-832c-8b63580562c3&amp;pd_rd_w=WbDDP&amp;pd_rd_wg=fLiYO&amp;pf_rd_p=2773aa8e-42c5-4dbe-bda8-5cdf226aa078&amp;pf_rd_r=7F5DYHDK4AC9FMZ5SEJP&amp;psc=1&amp;refRID=7F5DYHDK4AC9FMZ5SEJP">https://www.amazon.co.uk/ROD-GORTUB26-Muck-Buckets-Builders/dp/B000X29628/ref=pd_sbs_60_2/259-0706476-7551219?_encoding=UTF8&amp;pd_rd_i=B000X29628&amp;pd_rd_r=e3dcc2ff-b961-4c6e-832c-8b63580562c3&amp;pd_rd_w=WbDDP&amp;pd_rd_wg=fLiYO&amp;pf_rd_p=2773aa8e-42c5-4dbe-bda8-5cdf226aa078&amp;pf_rd_r=7F5DYHDK4AC9FMZ5SEJP&amp;psc=1&amp;refRID=7F5DYHDK4AC9FMZ5SEJP</a>
Knives & Chopping Boards	5	£50.00	
Sunderies (Plastic Gloves. Hose Attachments, clamps)		£45.00	
<b>Total in VAT</b>		<b>£1,288.31</b>	
		<b>£1,073.59</b>	Ex Vat
<b>2020/21 budget for Apple Day</b>		<b>£1,000.00</b>	



Fairfield Community Hall,  
Kipling Crescent, Fairfield,  
Bedfordshire SG5 4GY

Mobile: 07415 615225  
Email: [enquiries@fairfieldparishcouncil.gov.uk](mailto:enquiries@fairfieldparishcouncil.gov.uk)  
Website: [www.fairfieldparishcouncil.gov.uk](http://www.fairfieldparishcouncil.gov.uk)

## **APPLICATION FOR FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS**

Please fill in all sections in black ink and refer to the attached guidance notes for assistance in completing your application. Should you wish to expand on a question, please enclose additional information on separate sheets. Please ensure that the declaration at the end of the application form is signed and dated.

When completed please return this application to:

The Parish Clerk, Fairfield Parish Council, Fairfield Community Hall, Kipling Crescent, Fairfield. SG5 4GY. Telephone: 07415 615225. Email: [enquiries@fairfieldparishcouncil.gov.uk](mailto:enquiries@fairfieldparishcouncil.gov.uk)

### **Your organisation's contact details**

Name of organisation: 1<sup>st</sup> Fairfield Park Scout Group  
Contact name: John Turner  
Position in organisation: Chairman  
Address for correspondence: 12 Middlemarch, Fairfield, Hitchin SG5 4JJ

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Tel Number (day) 07825635325

Email address: [j.turner0@btinternet.com](mailto:j.turner0@btinternet.com)

Is your organisation a registered charity? If so, please give charity number: No

### **Bank Details of organisation**

If your application is successful, your grant will be paid directly into the organisation's bank account. Please supply details of the account you wish the grant to be paid into.

Name of Bank: Lloyds Bank

Name on account: Fairfield Bowls Club

Sort Code: 77-05-04

Account number:34951668

## Details of organisation

Our aim is to **INSPIRE** by providing access to facilities and activities for the benefit of all in the Parish of Fairfield and beyond:

- Involve our club in the community through events and activities
- Nurture our values and relationships
- Support all to enable them to play bowls to the best of their ability
- Provide an inclusive social and sporting environment for the community
- Introduce new members to the club as a safe place where fun, friendship and sporting excellence is encouraged
- Respect the standards and etiquette of the sport

Ensure that all members are given the opportunity to reach their full potential

Fairfield Bowls Club is involved and will continue to be involved in wider community events and programs to increase utilisation and attract new members. Fairfield Parish Council work with our club on community events and other activities to help ensure our club volunteers are not overburdened and that community benefits are maximised.

## About the project

Please give brief details of your project and what you wish to use any grant awarded for:

Request for grant to safely fell and remove dead Silver Birch trees

What amount are you requesting from the Council? (Please **do not** leave this question blank)

£

Have you received or applied for funding from any other source for this particular project? Please give details. No

Does your organisation receive funding from other sources and if so who?

Only through fund raising efforts organised by our club

How much funding will be provided from your own resources?

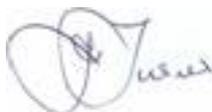
Has your organisation done or planned to do any fundraising for this project? If so, please give details

No

## Declaration

I declare that on behalf of the organisation that:

- The application is supported by the Organisation's Management Committee.
- To the best of my knowledge and belief the information I have given is correct.
- I understand the conditions on which the grant is awarded and agree to adhere to those conditions.
- I authorise the Council to make any necessary enquiries to verify the information on this form, and to cross check information I have given with any other organisations.
- I understand that additional conditions may be attached to the award of any grant.



**Signed:**

**Print Name:** John Turner

**Date:** 30<sup>th</sup> July 2020 **Position held:** Committee Member and Vice Captain

**Please submit the following supporting information with your application: -**

- **The completed grant application form with all questions answered.**
- **A copy of the most recent annual Accounts for the Organisation.**
- **A copy of three quotations for the goods or services that funding has been applied for.**

**Note: as we have used an approved contractor for this work and to expedite the safe removal of trees, only one quotation has been provided**

### **Important**

Your application can only be processed if all the questions are answered, the form is signed and if we receive all the necessary enclosures.

**FAIRFIELD BOWLS CLUB STATEMENT OF RECEIPTS AND EXPENDITURE FOR THE YEAR ENDED 31ST OCTOBER 2019**

COMPARISON WITH LAST YEAR	RECEIPTS			EXPENDITURE			COMPARISON WITH LAST YEAR
	Cash Balance at 31st October 2018			Affiliation & Entrance fees		558.00	489
	Current Account		1655.33	Retro Payment to Bowls England		348.50	
	Deposit Account		2565.12	Equipment & repairs		1927.79	2739
	Cash in hand		1049.47	Electricity		1596.84	1453
	Opening Funds		5269.92	Water		738.22	460
				Green Care Expenses		1383.72	5093
	<b>Receipts</b>			Tea Costs		732.28	744
3225	Membership Subs - Full	3185.00		Insurance		652.92	653
	Membership Subs - Full Advanced	3075.00		Purchase of Club Shirts		143.94	
400	Membership Subs - Social	365.00		General Expenses		1152.40	1894
	Membership Subs - Social Advanced	52.50		Bar Licence		70.00	70
1302	Match Fees - Club Matches	1297.50		Trophies & Engraving		353.00	551
573	Match fees - East Beds League	586.00		Path Repairs/Service Charge		366.17	249
240	Match Fees - County & Cups	168.00		TV Licence		154.48	150
354	Raffles/Football Cards	349.00		Loan Repayment - Beds County Bowls		300.00	300
3400	Net Bar Receipts	3300.00		Deposit towards Extension		5048.70	
	Xmas Party 2019 - Advanced Ticket Sales	955.00		Legal Fees		300.00	
	<b>Fund Raising Events</b> Race Night	188.60					
501	Xmas Dinner	429.50					
230	Burns Night						
92	Quiz Night	187.67					
	Family Fun Day	192.00				15826.96	14845
447	St Georges Day	439.04		Cash balance at 31st October 2019			
565	Coffee Mornings	551.50		Current Account	14049.37		
	Chilli Presentation Night Nov 2018	495.30		Deposit Account	5569.39		
	Art Demonstration	390.00		Cash in Hand	3785.55	23404.31	
	Presentation Night Oct 2019	464.00					
56	Others	83.73					
181	Easyfundraising	130.24					
50	Hire of Clubroom	105.00					
153	Sale of Club Shirts	412.50					
250	Sale of Equipment						
121	Grants and Donations	16535.00					
20	Dividend on Riverain Shares	20.00					
62	Interest Earned	4.27	33961.35				
12222							
			39231.27			39231.27	
	I have examined the books of Fairfield Bowls Club and am satisfied that the above represents a fair statement of affairs for the year ended 31st October 2019						
				Jeff Brown 14 December 2019			

## Appendix E - Bank Reconciliation at 31<sup>st</sup> July 2020

Where the money is	Value
Unity Trust	£202,680.22
Cash Plus Card	£239.08
Petty Cash	£0.00
<b>Total Money</b>	<b>£202,919.30 (1)</b>
<b>Cash Book</b>	
Total Receipts	£55,513.27
PLUS balance carried over 1 <sup>st</sup> April 2020	£179,347.06
LESS Total Payments	£31,941.03
<b>Total Money in cash book</b>	<b>£ 202,919.30 (2)</b>

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

## Appendix F Receipts

From whom	Description	Total
HMRC	Q1 VAT Refund	£1,524.23
Scanlans	Play area signs	£255.54
<b>Total</b>		<b>£1,779.77</b>

## Payments

To whom	Description	Total
Katrina Henshaw	July wages including holiday pay	£1,704.57
HMRC	July Tax and NI	£888.02
EE	Mobile phone – July	£10.46
Mail Chimp	Monthly subscription	£28.99
Hislop & Co Horticulture	Maintenance contract – July	£1,200.00
	Orchard Maintenance	£660.00
	Cutting hedge between Kingsley Avenue and Hardy Way	£780.00
	Community Garden Maintenance	£180.00
Blandy and Blandy	Legal advice for Community Hall transfer	£5,940.00
CSA Environmental	Local Plan Paper	£240.00
Mort Sport and Play	Hand Sanitisers balance	£789.52
The Sigh Shed	Play area signs	£255.54
	Custom white signs	£79.20
Ebuyer	Toner	£128.22
Post Office	Parcel to CDS	£1.83
MJ Decorative Specialist Ltd	Painting windows and doors in Community Hall	£1,152.00
<b>Total</b>		<b>£14,038.35</b>

**£300.00 transferred to Cash Plus Card 22.07.2020**