

Minutes of an ordinary Meeting of Fairfield Parish Council held virtually on Zoom on Thursday 9th July 2020 at 7:00 pm

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

Officer present: Katrina Henshaw (KH)

CBC Ward Members present: Councillors S Dixon (SD) and N Harris (NH).

68 Apologies for Absence

68.1 Apologies for absence from were received from Councillor A M Hunt (AMH) (Holiday) and Ward Member Councillor B Saunders (BS).

69 Chairman's Notice

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

70 Disclosures of Interest and Dispensation requests

70.1 Councillors Dack and Andrews declared an interest on item 81. (Councillor Dack is a Trustee/Treasurer and Councillor Andrews is a Trustee/Chairman of the Community Hall Trust). It was agreed they would both stay at that part of the Zoom meeting but would not take part in any vote.

70.2 No written requests for dispensations for declarable interests.

70.3 No requests for dispensation were granted.

71 Council Minutes

71.1 Minutes of the Ordinary Meeting held on Thursday 11th June 2020 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.

72 Public Participation Session

72.1 No members of the public present.

73 Planning Applications

73.1 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.

73.2 CB/20/02055/VOC Land East of Hitchin Road and South of the Former Pig Testing Unit
Deadline for comments to CBC is 20th July 2020.
Variation of Condition 1 to Planning Permission CB/18/02526/Full (Temporary access to site for the school) (condition to read as) The access hereby permitted shall be closed off and the land to the west of the highway boundary as shown in green on plan number 38149/2001/040 Rev P6 shall be fully reinstated to the Local Authority's written approval and the remaining land covered by the temporary access should be laid out in accordance with the relevant planning permission for that area within one calendar month of the approved school access being completed as approved and being available from Hitchin Road roundabout (as shown on plan 38149/C/102 Rev C1) or in any event no later than 30/08/2022 whichever is sooner, unless before that date, the Local Planning Authority has granted planning permission for its retention.
FPC has no objections

73.3 CB/20/02059/FULL 8 Franklin Place. Deadline for comments to CBC is 23rd July 2020.
Erection of single storey kitchen extension to rear of the property, flat roof with parapet wall and roof lantern, glazed French doors installed to south elevation. Installation of sliding door/bi-fold doors to rear north elevation.
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.

73.4 CB/20/02083/FULL 51 Dickens Boulevard. Deadline for comments to CBC is 24th 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.

74 Local Plan

74.1 FPC received a fee plan outlined by CSA Environmental and a draft response to the CBC proposals drawn up by Silke Gruner on the company's behalf.

With a unanimous vote, it was

RESOLVED

- **That FPC formally approve the draft response and accept the fee proposals from CSA Environmental.**
- **That CSA Environment will represent FPC at the resumed public hearing of the Local Inquiry.**

The clerk to liaise with CSA Environmental to ensure this is sent to CBC. **Action: KH**

75 Central Bedfordshire Council Ward Members Report

75.1 CBC has been looking at how it will go forward and work in the new normal with a comprehensive staff survey being carried out.

Approximately eighty schools have been re-opened.

Richard Carr, CBC Chief Executive has announced he will be retiring in six months' time so the process to appoint his replacement has commenced.

Pix Brook Academy will be opening in September with a phased handover as planned.

Councillor Dixon thanked Councillor Reynolds for restarting Speed Watch and advised he had received excellent feedback on this. In return, Cllr Reynolds thanked Cllr Dixon for helping out with sessions due to a current shortage of volunteers.

The Yellow Lines on Dickens Boulevard are enforceable, so Councillor Dixon agreed to ask CBC to enforce them. **Action: SD**

Councillor Harris agreed to contact Fairfield Scouts to discuss Grants. **Action NH**

75.2 Restricting PDR in Fairfield – CBC Executive Committee will be discussing FPC’s application to restrict PDR at its next meeting. If the Committee approve the application there will be a six-week consultation with residents of Fairfield. If the Committee is comfortable it has the support of the residents, CBC will then make the application to the Secretary of State to have PDR restricted.

75.3 Councillor Reynolds circulated a map of the proposed sites for allotments.

Site 1 (The field adjacent to the new school and next to the last cottage in Hitchin Road). – FPC to apply to Letchworth Heritage to lease or purchase this land. **Action: BD / KH**

Site 2 (On land to the north of Fairfield and adjacent to the proposed Homes England site). – There is a natural piece of land that could lend itself to be allotments. CBC has confirmed that the tenant has the right to sublet if he chooses.

Site 3 (On land owned by FPRC, to the side of the area of the unmarked graves and currently known as the dog walking area locally). – This is ruled out due to poor access, lack of parking and no water.

76 The Local Government Boundary Commission for England

76.1 The draft recommendations for new wards, ward boundaries, and ward names for CBC have been published. The consultation closes on 7 September 2020.

It was agreed that FPC would request that the new proposed ward that includes Fairfield is called ‘Arlesey **and Fairfield**’ as FPC is keen to keep its identity and uniqueness. It was agreed that FPC would send a newsletter to all residents making them aware of this consultation and encouraging them all to respond. **Action: BD / KH**

Councillor Harris agreed to also request that the name Fairfield was included in this new proposed ward. **Action: NH**

77 CBC Community Safety Team

77.1 The Community Safety Team at Central Bedfordshire Council has invited Town and Parish Councils to their virtual drop-in surgeries. These surgeries provide an opportunity to tell them about community safety issues in our area. They will be offering regular bookable slots on a Thursday morning between the hours of 10.00 am and 1.00 pm.

It was agreed that FPC would attend these surgeries. The clerk to request a slot. **Action: KH**

78 Localism Act 2011

78.1 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 nominated the following items in December 2014: -

- 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

CBC has formally notified FPC, as the nominating body, that the 5-year period of listings as an Asset of Community Value (ACV) has expired. With full approval from all Parish Councillors, the Clerk has made a new submission to nominate these assets to be added again to the list of assets of community value and the right to bid to buy a listed asset when it comes up for sale.

With a unanimous vote, it was

RESOLVED

That FPC formally agreed this above action and FPC would also nominate The Chapel.

REASON

To allow FPC to preserve the community and have the right to bid if any of the above lands come up for sale.

Ward Councillors also support these applications.

The clerk to send the application form for the Chapel. **Action: KH**

79 Village Signage

- 79.1 The current sign stating 'Fairfield' from the A507 direction is situated between Fairfield Gardens and Baycroft. Councillor Dixon agreed that CBC would look at these once the entrance to the Homes for England site has been completed. **Action: SD**
- 79.2 FPC would like more prominent signage to show people are entering the village of Fairfield. Again, Councillor Dixon agreed that CBC would look at these once the entrance to the Homes for England site has been completed. In the meantime, he would send FPC options on what may be available. **Action: SD**
- 79.3 FPC believe that the signage to Fairfield from the A507 roundabout needs to be improved. The CBC Ward Councillors agreed to take away FPC's aspirations and will try and get CBC to improve this. **Action: BS / SD / NH**

80 Halloween 2020

- 80.1 The people who organise decorating Brunel Walk for Halloween are not keen to do anything this year due to the Covid-19 Pandemic and have asked for advice on how to stop people coming to Fairfield on this day. It was agreed that an article should be featured in Fairfield Matters and on Social Media. The Biggleswade Chronicle and The Comet should also be made aware nearer the time that Fairfield is not doing anything for Halloween this year. Councillor Andrews to liaise with the organiser. **Action: NA**

It was also agreed that FPC would raise this with CBC Community Safety Team (Item 77) and ask them for advice as FPC has a responsibility to prevent large gatherings during the Covid-19 Pandemic. **Action: ALL**

Councillors Dack and Andrews had declared an interest in Item 81 (see item 70) so did not take part in the discussion or vote. Councillor Reader was appointed Chairman for this item.

81 Transfer of the Community Hall

- 81.1 The draft lease had been circulated to all and this was approved subject to the names of Trustees being updated. The clerk to update the names and send the draft lease to the Community Hall Trust for their consideration and comment. **Action: KH**

82 Covid Snake

- 82.1 A resident organised a Covid Snake made of painted rocks to be started in the urban park. This is now on the Fairfield Rocks UK Facebook page. It has been suggested this could be moved to 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. FPC agreed this was a good idea and suggested the School or the Community Garden may be the best location for this. The clerk to write to both organisations for their opinion. **Action: KH**

83 Beehives

- 83.1 Some residents have asked if it is possible to place a couple of beehives somewhere in Fairfield as a community project. It is thought that it would be great for the environment, could be used (obviously with supervision) with various groups such as the School and the Scouts for educational work and that the honey could be sold to fund other community projects or given away to people that were struggling in the community.

Councillor Andrews has looked at the possibility of siting a couple of beehives in the Community Garden but decided in the end that it is too near the houses. It has been wondered, however, whether it would be possible to site them in a quiet corner of the Orchard where there is lots of food for bees to forage and where they could be surrounded by a discreet fence if necessary similar to the set up at wrest park. This is a one-meter high picket fence around the hives.

Councillor Andrews is happy to set up a small team of volunteers, undertake all the necessary training and provide the resources. The first port of call would be the Hitchin Honey Gin Company owned by the Cardona's who live on the park and have quite a few beehives locally.

FPC agreed for Councillor Andrews to set up a team of volunteers and investigate this further.

Action: NA

84 Grant Application from Fairfield Scouts

- 84.1 Following a discussion, it was

RESOLVED

To award Fairfield Scouts a grant to pay the rent for the use of the community hall during 2020/21

Reason

To continue to support the youth of Fairfield with recreational activities.

The clerk to advise the Scouts. **Action: KH**

85 Storage Huts for Fairfield Scouts and the Community

- 85.1 At present FPC pays a yearly fee of £1,716.00 pa on outside storage. Following a discussion, it was agreed that FPC would seek quotations to purchase and install three metal sheds with concrete bases by the side of Fairfield Community Hall. One will be for the Scouts and the other two will be for the Parish / Community (e.g. Apple Day Equipment / Hoses). Quotations would be sought from

1. B2B Construction – 4 Brickle Place, Clifton Beds, SG17 5HX
2. Maydencroft – Maydencroft Lane St Ippolyts
3. 3.Secureway Ltd 15 Brookend Potton SG19 2QS

Action: NA / KH

86 Grant Application from Letchworth Cricket Club

- 86.1 Following a discussion, it was agreed to defer a decision on the grant application from Letchworth Cricket Club to improve the storage facilities at their pavilion to allow housing of their heavy roller and fertiliser as the application lacked a drawing and permission from the landowners. It may also need planning permission due to being so close to a listed building. FPC to arrange a site meeting with the Cricket Club and the Directors of FHMC. **Action: BD / KH**

- 86.2 FPC to defer the decision on paying to demolish and remove the green storage building on land immediately in front of Kipling Crescent until a decision is made on item 86.1.

87 New Model Code of Conduct Consultation

- 87.1 Deadline for comments to the LGA is 17th August. FPC has no comments on this.

88 FPC Website

- 88.1 Councillor Dack advised that he is currently updating the website to ensure it meets all the new accessibility and transparency regulations.
- 88.2 It was agreed that each Councillor will have their photo, email address and a brief description about what projects they are working on. It was also agreed to change the main FPC email address to hello@fairfieldparishcouncil.gov.uk **Action: BD**

89 Reserves Policy

- 89.1 Following a discussion, it was

RESOLVED

To adopt the new Reserves Policy.

The clerk to add on the website. **Action: KH**

90 Memorial Trees Policy and Application Form

- 90.1 Following a discussion, it was

RESOLVED

To adopt the new Memorial Tree Policy and Application form, subject to agreement at the August meeting on the size and type of plaque.

All Councillors to look at proposed plaques. **Action: ALL**

91 Proposed Garden of Remembrance

- 91.1 FPC met CDS on site on 7th July 2020 and had a very productive meeting. CDS were extremely interested in the history of Fairfield and would consider this with any proposed design. They also suggested creating a woodland walk through area to get to the proposed area for a Garden of Remembrance. The whole area is however huge and has suffered considerable neglect with many trees covered in ivy and in need of some maintenance. FPC to discuss this with CBC Asset Team when they meet. CDS will now compile a narrative for FPC to present to CBC
- 91.2 A meeting with CBC Asset Team and Ward Councillor Dixon to discuss transfer of land has been arranged for 3rd August 2020. Councillors Dack, Andrews and Daffarn will attend from FPC with the Clerk. **Action: SD / BD / NA / PD / KH**

92 FPRA Tree grant

- 92.1 FPC noted FPRA's recent success in securing a substantial grant from the Woodland Trust for 420 saplings to be delivered in November and thanked them for achieving this. FPC nominated Councillor Reader to work on a plan with FPRA and other Management Companies on siting these trees. **Action: SR**

93 Covid-19

- 93.1 During the Pandemic, Jerry Bygraves (a retired Pharmacist) has kindly been collecting people's prescriptions from many pharmacies including ones in Stotfold, Letchworth and Lister Hospital. He took sole responsibility for this role with Councillor Daffarn as first reserve. Residents have been extremely grateful for this service. He refused to accept any travel expenses, so FPC has made a donation of £100 to a local charity of his choice (St John's Hospice, Moggerhanger). A letter of thanks to Jerry has been sent by the Chairman.

94 Casual Vacancy

94.1 Due to the resignation of Simon Little, a vacancy exists in the Office of Parish Councillor for Fairfield Parish Council. No request for an election was received so accordingly, FPC may now proceed to Co-Opt and has advised this on the website and noticeboards. Deadline for applications is 31st July and these applications will be considered at the Parish Council meeting on 13th August 2020.

95 Proposed Trim Trail

95.1 The Working Group is currently formulating the presentation for consultation.

96 Christmas Lights

96.1 CBC has advised that the electricity on Dickens Boulevard is not theirs, so they cannot give permission to use it, but it can be used if the item that is being plugged in has an UMSUG Code. Sparkx has confirmed that the equipment does have this.

97 Apple Day 2020

97.1 Unfortunately, due to the Covid-19 Pandemic, the current organiser, Gavin Daffarn, has suggested that the Apple Day in September 2020 is cancelled. Gavin has also given notice that, having organised each of the five Apple Days (and this potentially aborted Day) since its inception at Fairfield, that the time is right for him to hand over to the next volunteer(s). It was agreed that FPC will write a letter of thanks to Gavin for all his work. **Action: BD**

It was also noted that there will still be apples so FPC should consider making the apple press available. Councillors Andrews and Daffarn to investigate. **Action: NA / PD**

98 Annual Report

98.1 This is now available on the website.

99 Crime figures

99.1 During March there were seven reported crimes in Fairfield. These were: -

- 2 * Other criminal damage, other (Under £5,000)
- 1 * Sending letters etc with intent to cause distress or anxiety
- 1* Other criminal damage to a building other than a dwelling (Under £5,000)
- 1 * Theft if not classified elsewhere
- 1 * Burglary - Residential - Non-Dwelling
- 1 * Sec 4a POA Causing intentional harassment, alarm or distress

99.2 During April there were seven reported crimes in Fairfield. These were: -

- 2 * Theft from shops and stalls
- 2 * Blackmail (Indictable)
- 1 * Sexual
- 1 * Attempted Burglary - Residential - Dwelling
- 1* Sec 4a POA Causing intentional harassment, alarm or distress

99.3 During May there were one reported crime in Fairfield. This was for: -

- Having possession of a controlled drug - Class B – Cannabis

99.4 During June there were three reported crime in Fairfield. These were -

- Burglary - Residential - Non-Dwelling
- Sexual
- Other criminal damage, other (Under £5,000)

100 Finance

100.1 Bank reconciliation to 30th June 2020

Where the money is	Value
Unity Trust	£217,513.84
Cash Plus Card	£98.12
Petty Cash	£0.00
Total Money	£217,611.96 (1)
Cash Book	
Total Receipts	£53,733.50
PLUS balance carried over 1 st April 2020	£179,347.06
LESS Total Payments	£15,468.60
Total Money in cash book	£217,611.96 (2)

100.2 Q1 comparison between budget and expenditure

	bf 01/04/2020 (1)	Budget 2020/21 (2)	Additional income (3)	Money spent Q1 2020/21 (4)	Money remaining (1)+(2)+(3)-(4)
Administration	£6,211.51	£31,510.19		£7,421.07	£30,300.63
Recreation	£33,706.12	£40,498.43	£359.40	£2,720.77	£71,843.18
Community Hall	£0.00	£10,000.00			£10,000.00
Orchards	£16,790.39	£0.00		£1,100.00	£15,690.39
Apple Day	£529.62	£470.38			£1,000.00
Grants	£3,341.02	£20,000.00		£2,702.53	£20,638.49
Garden of Rest	£15,000.00	£0.00			£15,000.00
Additional Parking	£75,902.50	£0.00			£75,902.50
Reserves	£30,000.00	£0.00			£30,000.00
VAT	-£2,134.10	£0.00	£2,134.10	£1,524.23	-£1,524.23
Total	£179,347.06	£102,479.00	£2,493.50	£15,468.60	£268,850.96

100.3 Receipts - None received

Payments

To whom	Description	Total
Katrina Henshaw	June wages	£1,013.14
HMRC	June Tax and NI	£422.27
EE	Mobile phone – June	£10.46
Unity Bank	Service Charge	£22.95
Mail Chimp	Monthly subscription	£29.24
Hislop & Co Horticulture	Maintenance contract – June	£1,200.00
	Orchard Maintenance	£660.00
	Community Garden Maintenance	£120.00
Maydencroft	Remove the orchard bund and install bollards	£11,592.00
Blandy and Blandy	Local Plan Advice	£2,760.00
Mort Sport and Play	Hand Sanitisers deposit	£338.36
St John's Hospice, Moggerhanger	Covid-19 Donation	£100.00
Nick Andrews	Reimbursement for face masks	£40.00
Total		£18,308.42

It was

RESOLVED

That payments of £18,308.42 be paid.

101 Correspondence

101.1 No correspondence was received.

102 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.

102.1 There was no other business.

103 Date of next meeting

103.1 The next Parish Council meeting will be held on 13th August 2020 at 7.00 pm

Meeting closed 9.15 pm

Glossary of acronyms

CBC	Central Bedfordshire Council
CDS	Cemetery Development Services Ltd
Covid-19	Coronavirus Disease 2019
e.g.	Exempli gratia (Latin phrase meaning "for example")
FPC	Fairfield Parish Council
LGA	The Local Government Association
NB	Nota bene (Latin phrase meaning "note well")
PDR	Permitted Development Rights