

Date: Friday 4th September 2020

Councillors:

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

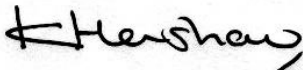
You are hereby summoned to attend the following meeting:

Fairfield Parish Council Meeting

Date/ Time: Thursday 10th September 2020 at 7.00 pm

Venue: Virtual Meeting on Zoom
Meeting ID: 822 2087 2354 Password: 796962
Phone numbers: 0203 481 5240, 0203 051 2874, 0203 481 5237

Members of the press and public are invited to attend.



Katrina Henshaw, Parish Clerk

Meeting Agenda

132 Apologies for Absence

132.1 To receive any apologies for absence from Councillors.

133 Chairman's Notice

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

134 Disclosures of Interest and Dispensation requests

134.1 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.

134.2 To receive written requests for dispensations for declarable interests.

134.3 To grant any requests for dispensation as appropriate.

135 Council Minutes

135.1 To approve and sign as a correct record the minutes of the Parish Council meeting held on 13th August 2020.

136 Public Participation Session

136.1 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.

137 Planning Applications

137.1 CB/TRE/20/00432 Land to the rear of 30 Shaftesbury Drive

Works to a tree protected by a Tree Preservation Order: MB/TPO/99/001/G5: The Beech Tree adjacent to T1 collapsed onto a nearby property. T1 has been heavily reduced but the residents have asked for it to be removed.

Decision required: FPC to agree response to CBC. Deadline is 10th September.

137.2 CB/20/02928/FULL 35 Bronte Avenue

Single storey extension

Decision required: FPC to agree response to CBC. Deadline is 6th October.

137.3 Any urgent planning applications received between 4th and 10th September 2020.

138 Planning Decisions

138.1 CB/20/02055/VOC Land East of Hitchin Road and South of the Former Pig Testing Unit 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 had no objections.

Variation of Condition granted by CBC on 12th August 2020

138.2 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 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.

Full application granted by CBC on 14th August 2020

138.3 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.

Full application granted by CBC on 14th August 2020

139 Central Bedfordshire Council Ward Members Report

139.1 To receive a report from a CBC Ward Members on matters pertaining to Fairfield.

139.2 The consultation about restricting PDR in Fairfield will start the middle of September.

Decision items

140 Winter Maintenance Plan (Appendix A)

140.1 A draft revised have been circulated to all.

Decisions required: To agree to adopt the revised Plan.

Action required: To appoint Local Resource co-ordinator(s) during adverse weather.

141 Storage Huts for Fairfield Scouts and the Community (Appendix B)

141.1 To receive quotations to install a base for the proposed storage sheds.

Decisions required: To agree to proceed with this project and if so to agree style and costs of sheds and who to award contract to for providing the base.

142 Felling two dead Silver Birch Trees near the Community Garden (Appendix C)

142.1 To receive the quotation from Hislop & Co Horticulture Ltd (The Blue Tree Company) and agree action.

143 Maintenance on land that FPC do not own

143.1 To discuss if FPC should continue maintaining land they do not own.

144 Remembrance Sunday 2020

144.1 To discuss if FPC should continue with its original plans to mark this occasion.

145 Carol Service 2020

145.1 To discuss if FPC should continue with its original plans for a Carol Service this year.

Information items

146 Covid Hot Line

146.1 With the low levels of Covid locally and no emails or calls on the Hotline for four weeks the Fairfield network will now close.

147 Covid Snake

147.1 The clerk is waiting for a response from 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.

148 Apple Day 2020

148.1 To receive an update from Councillor Andrews.

149 Allotments

149.1 To receive an update from Councillor Reader.

150 Proposed Garden of Reflection

150.1 Awaiting the survey report from CBC.

151 Transfer of the Community Hall

151.1 To receive an update.

152 Additional Storage for Cricket Club / Green Storage Building

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

153 Proposed Trim Trail

153.1 The proposed consultation process is not yet in a position to proceed but it will not be until after the consultation for restricting PDR in Fairfield.

154 Meeting with Management/Resident Companies/Associations

154.1 This will take place on Thursday 24th September 2020 at 7.00 pm virtually via Zoom.

155 Meeting with CBC Community Safety Team (Appendix D)

155.1 To receive a report on the Virtual Surgery attended by Councillors Dack and Andrews on 27th August 2020. During this session, FPC sought advice on Halloween 2020 and how to prevent large gathering during the Covid-19 Pandemic.

156 Crime figures

156.1 During July there were no reported crimes in Fairfield.

157 Speed Watch Figures

157.1 During August there were five sessions

- Number of vehicles = 1484
- Number of offenders = 99

It would have been more, but two and a half sessions were cancelled due to the weather, too wet or too windy.

Another Volunteer has been recruited and will hopefully complete their training next month.

Finance and Correspondence

158 Finance

158.1 To receive bank reconciliation to 31st August 2020. **(Appendix E)**

158.2 To receive receipts and agree payments. **(Appendix F)**

158.3 To receive an update from the working group on opening a savings account.

158.4 To consider that under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 that the public and press should be excluded from item 158.5 and 158.6 of this agenda in view of the confidential nature of the business to be transacted.

158.5 Councillors to discuss the Annual review of salary for parish clerk and pension contributions.

158.6 St Luke's Chapel

- To contact the selling agents and declare an interest in purchasing the chapel.
- To set up a working group to consider purchasing the chapel as a Community Asset.

159 Correspondence

159.1 Resident – The British Parking Association are running a selfish parker campaign. **(Appendix G)**

159.2 Any urgent correspondence received between 4th and 10th September 2020.

160 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.

161 Date of next meeting

161.1 The next Parish Council meeting will be held on 8th October 2020 at 7.00 pm

Glossary of acronyms

CBC	Central Bedfordshire Council
FPC	Fairfield Parish Council
NB	Nota bene (Latin phrase meaning “note well”)
SLCC	Society of Local Council Clerks
TPO	Tree Preservation Order

Appendix A



Fairfield

Parish Council

Winter Maintenance Plan

Contents:

- 1. The Plan

Appendix:

- A. Volunteer Health and Safety Brief

Date of Approval of Version 1:	January 2015
Date of Review:	November 2015
Date of Review:	January 2016
Date of Review:	April 2016
Date of Review:	April 2018
Date of Approval of Version 2	
Date of Review.	It is due for review not later than 4 years from its last review

1. The Plan

Purpose of the Plan

- 1.1 To identify the services to be provided by Central Bedfordshire Council (CBC) and Fairfield Parish Council (FPC) when snow and ice cause danger or disruption and for FPC to provide, where possible, supplemental services to those provided by CBC

Communications

- 1.2 The Parish Council will receive, via email, information regarding a pre-snow event and advising when the Maintenance Plan should be implemented, and an indication given as to the likelihood of a prolonged snow event.
- 1.3 Decision about gritting will be issued by CBC on email & Twitter.

FPC

katrina.henshaw@fairfieldparishcouncil.gov.uk

Local resources co-ordinator during adverse weather –
Barrie Dack – barrie.dack@fairfieldparishcouncil.gov.uk
AN OTHER

Daily decision updates co-ordinator

As above

- 1.4 Residents can sign up to receive regular emails / tweets or view updates at:

<http://www.centralbedfordshire.gov.uk>

Local Gritting Coverage

- 1.5 CBC will cover Hitchin Road and the first section of Dickens Boulevard, up to and including the roundabout junction with Bronte Avenue.
- 1.6 FPC will arrange gritting within Fairfield for all adopted roads, currently
- Bronte Avenue
 - Stephenson Walk
 - Dickens Boulevard
 - Nightingale Way
 - Fleming Drive
 - Paxton Drive
 - Faraday Gardens
 - Earnshaw Drive
 - Edison Way

Further Information

- 1.7 The CBC website provides further information and their Volunteer Health and Safety Brief is included as Appendix A

The Snow Code

- 1.8 The Snow Code is advice issued by the Department for Transport on clearing snow and ice from the pavement outside your home or public spaces to prevent slips and falls. Follow the snow code to clear snow and ice safely. The snow code contains tips on clearing snow and ice from pavements or public spaces.
- 1.9 Don't be put off clearing paths because you're afraid someone will get injured. Remember, people walking on snow and ice have a responsibility to be careful themselves. Follow the advice below to make sure you clear the pathway safely and effectively. And don't believe the myths - it's unlikely you'll be sued or held legally responsible for any injuries if you have cleared the path carefully.
- 1.10 Clear the snow and ice early in the day - it's easier to move fresh, loose snow rather than hard snow that has packed together from people walking on it. So if possible, start removing the snow and ice in the morning. If you remove the top layer of snow in the morning, any sunshine during the day will help melt any ice beneath. You can then cover the path with salt before nightfall to stop it refreezing overnight.

Preventing slips

- 1.11 Pay extra attention to clearing snow and ice from steps and steep pathways - you might need to use more salt on these areas. Use salt or sand - not water.
- 1.12 Don't make the pathways more dangerous by causing them to refreeze. If you use water to melt the snow, it may refreeze and turn to black ice. Black ice increases the risk of injuries as it is invisible and very slippery.
- 1.13 You can melt snow or prevent black ice by spreading some salt on the area you have cleared. You can use ordinary table or dishwasher salt - a tablespoon for each square metre you clear should work. Do not use the salt found in salting bins - this will be needed to keep the roads clear. Be careful not to spread salt on plants or grass as it may damage them.
- 1.14 If you don't have enough salt, you can also use sand or ash. These won't stop the path icing over as effectively as salt but will provide good grip underfoot. Take care where you move the snow. When you're shovelling snow, take care where you put it so it doesn't block people's paths or drains. Make sure you make a path down the middle of the area to be cleared first, so you have a clear surface to walk on. Then shovel the snow from the centre of the path to the sides.

Offer to clear your neighbours' paths

- 1.15 If your neighbour will have difficulty getting in and out of their home, offer to clear snow and ice around their property as well. Check that any elderly or disabled neighbours are alright in the cold weather. If you're worried about them, try contacting their relatives or friends, or if necessary, contact us.

Appendix A – Central Bedfordshire Council Volunteer Health and Safety Brief

All snow clearing volunteers should take note and receive a copy of the following advice when clearing snow from the highway.

Anyone clearing snow on behalf of a Community Emergency Response Team (CERT) would be covered under the terms of Bedfordshire and Luton Emergency Volunteers Partnership (BLEVEC) policy providing volunteers have registered with BLEVEC, their Town or Parish Council, and read and understood the following health and safety points.

Anyone clearing snow from outside their own property or someone else's property would only be liable for an accident if their efforts actually made the pavement less safe than it was with the snow and ice undisturbed and as a result somebody is injured.

Volunteers spreading salt for clearing snow from the highway at times of severe weather should:

- Wear a high visibility long sleeved vest or jacket. A vest can be worn over normal clothing. A jacket can be worn in place of a normal coat.
- Wear warm clothing and stout footwear which will provide a good grip. If possible, use slip-on snow and ice spikes that fit over your shoes. Physical work will warm up the body so be prepared to shed layers, but remember that your body will quickly cool down once you cease working.
- Ensure that someone is aware that you have gone out to carry out this work and how long you intend to be there for. Work in pairs where possible. Remember also to advise that person of your return.
- Assess the location before commencing work. Do not attempt to work if you feel conditions would make this unsafe - for example, if visibility is poor, traffic flows are too high or conditions are so severe that you would be placing yourself at risk of falling or extreme cold.
- Always be aware of approaching traffic. Remember the conditions may mean that traffic will have difficulty stopping. Try to work in pairs so that someone can observe the traffic.
- Use the grit sparingly and thinly. Spread a small amount on a shovel and sprinkle gently. The material in the grit bins is a mixture of salt and grit. The salt will help to speed up the process of thawing snow and ice. The grit is intended to provide grip on the surface of compacted snow or ice.
- When spreading salt/grit on the pavements it is better to remove most of the snow and then spread the salt/grit mixture.
- If shovelling snow, use a shovel with the widest blade available. Make a line down the middle of your path first so you have a safe surface to walk on. Then you can simply shovel the snow from the centre to the sides.
- Care should be taken to avoid blocking access points to properties, driveways, paths (especially at pedestrian crossings and drains). The cleared snow should be deposited in the verge or areas that are not used by vehicles.

- Use salt or sand – not water. If you use water to melt the snow, it may refreeze and turn to black ice. Black ice increases the risk of injuries as it is invisible and very slippery. If salt is not available from the grit bins, you can use ordinary table or dishwasher salt - a tablespoon for each square meter you can clear should work. But avoid spreading on plants or grass.
- Do not be put off clearing paths because you are afraid someone will get injured. Remember, people walking on snow and ice have a responsibility to be careful themselves.
- Pay extra attention to clear snow and ice from steps and steep pathways – you might need to use more salt on these areas.
- Clear the snow or ice early in the day. It's easier to move fresh, loose snow rather than hard snow that has been packed together from people walking on it. So, if possible, start removing the snow and ice in the morning. If you remove the top layer of snow in the morning, any sunshine during the day will help melt any ice beneath. You can then cover the path with salt before nightfall to stop it refreezing overnight.

DRAFT

Hislop & Co Horticulture Ltd

The Landscape Yard, Rear of Manley Bungalow, Pirton Road,
Hitchin, Hertfordshire, SG5 2ES

Telephone: 01462 713333
Email: amanda@hislophorticulture.co.uk

Website: www.hislophorticulture.co.uk
VAT Number: GB 125647902



Hislop & Co Horticulture

Landscape Contractors

Customer	Fairfield Parish Council (FPC01)	Number	QUOTE 5118
Reference		Created	21/08/2020
Invoice Address	Fairfield Community Hall, Kipling Cresent, Fairfield, Bedfordshire, SG5 4GY	Expires	20/09/2020
Delivery Address	Fairfield Community Hall, Kipling Cresent, Fairfield, Bedfordshire, SG5 4GY		

Description	Qty/Hrs	Price/Rate	Net Amount	% VAT	VAT	Total (£)
Silver Birch - Fell to ground level. Please note it is not safe to climb this tree above the 2nd main union at 4m	1.00	450.00	450.00	20.00	90.00	540.00
Silver Birch - Fell to ground level	1.00	500.00	500.00	20.00	100.00	600.00
Note: This work will need to be completed in dry weather so that we can access the trees from the field	1.00	0.00	0.00	20.00	0.00	0.00

Amount Ex VAT 950.00 (£)

Total VAT 190.00 (£)

Total 1,140.00 (£)

VAT Rate	Net (£)	VAT (£)	Total (£)
Standard 20.00%	950.00	190.00	1,140.00

Terms and Conditions

This quote is valid for 30 days only, and should you wish to proceed, written confirmation will be required in order for the work to commence.

If a booking is cancelled within 4 working days of the agreed scheduled starting date, a cancellation charge of 50% of the value of the work booked will be applied and invoiced.

After completion of works, where the invoice is not settled by the due date shown, an additional 20% of the invoice total will be applied and the invoice will be resent.

Appendix C – Proposed Storage Huts

Consultation

Councillor Andrews has spoken to the residents in the immediate area and advised them of the proposals to erect three storage shed behind the Community Hall and remove the existing fence. No objections to these proposals have been received.

Proposed storage hut A - 1 of these on base 1

<https://www.vidaxl.co.uk/e/8718475622123/vidaxl-garden-shed-257x597x178-cm-metal-grey>

Cost = £489.99 + vat

Proposed storage hut B – 2 of these back to back on base 2

<https://www.vidaxl.co.uk/e/8718475504979/vidaxl-garden-storage-shed-grey-metal-257x205x178-cm>

Cost per shed = £264.99 + vat

Cost for two sheds = £529.98 + vat

Total cost for sheds = £1,019.97 + vat

Request for quotations were sent to

- B2B Construction
- Maydencroft
- Secure Way Ltd

To build two bases by the side of the Community Hall in Fairfield and install sheds on these. (The sheds will be supplied by Fairfield Parish Council).

- Base 1 – to be large enough to have proposed storage hut A
- Base 2 – to be large enough to have two proposed storage hut B



GENERAL CONSTRUCTION & MAINTENANCE WORK

Extensions, Conservatories, & Conversions

Tel/Fax 01462 713908

Mobile 07779091281

E-Mail b2bconstuction@hotmail.co.uk

Quotation

Fairfield park community hall

Concrete bases

Excavate soil as necessary to depth of 150mm
Shutter area for concrete bases approx. size 10 mtr x 2.5 mtr
Install hardcore covered by re-enforced concrete
Remove shutters and tidy site
Construct 4 Metal sheds/garages and fix to concrete bases

For a sum of £2,150.00 + VAT

Katrina Henshaw
Fairfield Community Hall
Kipling Crescent
Fairfield
Bedfordshire
SG5 4GY

13.08.20



QUOTATION ML9401

Client: Fairfield Parish Council
Job: Concrete Bases & Shed Supply
Author: NW
Office: Letchworth

REF	DESCRIPTION	QTY	UNIT	RATE (£)	PRICE (£)
1.1	Supply of a suitably qualified team to dig out, prepare and lay 4 (no) concrete bases in the agreed locations. Two small trees will have to be removed to allow sufficient space for the bases.	1	Item	-	3,715
1.2	Supply of 4 (no) metal sheds measuring 257 x 205 x 178 cm in Grey.	1	Item	-	1,132.76
1.3	Supply and install concrete spurs to reinforce timber fencing.	1	Item	-	0
				SUBTOTAL	4,847.76
				VAT @ 20%	969.55
				TOTAL	5,817.31

Terms and Conditions

The quotation is valid for 3 months from the quotation date.

Payment is due within 30 days of invoice date.

For access to our quality, environmental and health & safety documentation, visit www.maydencroft.co.uk/customer-portal.html and request a password from the sender of this quotation.

All work shall be completed in line with BS3998:2010 'Tree Work – Recommendations' where appropriate unless instructed otherwise.

All arising waste material shall be taken from site and returned to our premises for recycling.

Further terms and conditions are detailed in 'Terms and Conditions of Business'.



Secureway LTD
15 brookend
Potton
SG19 2QS

01767262004

Quotation

Fairfield parish Council
Fairfield Community hall
Kipling Crescent
Fairfield
Hitchin
SG5 4GY
United Kingdom

Quote Number: 20286
Quote Date: 31/07/2020
Valid For: 30 Days
Account: FAIR02
Quote Ref:

Description	Total
Installation of 2x concrete pads for outbuildings supplied by the Parish Council. removal form site of existing soil and 2 trees (trying to save one and replant). Shuttering the base to the size necessary and filling with hardcore and then finished with a reinforced readymix concrete base. erect the 3 sheds supplied by the community hall.	4,612.00
The site will be left clean and tidy on compleation. Please provide detials on the location of services prior to work commencing. Plant machinery will be operating on site while the work is in porcess. Please insure the areas of work are not occupied during the works. Welfair facilities can be provided at a extra cost if none are provided by the parish Council.	
We will require the sheds onsite ready to be erected.	

Total Net Amount: £4,612.00
VAT @ 20%: £922.40
Quote Total: £5,534.40

Appendix D – Meeting with CBC Community Safety Team

Report by Councillor Dack.

Councillor Andrews and I met via Microsoft Teams with Julia Hobson-Cooper and Chloe Guffogg. They gave a brief PowerPoint presentation which described their roles, duties and aims. This is a new body set up within CBC and they have powers to issue fines etc to people breaking civil regulations. One of their principal aims was to create awareness and to get in early and stop situations escalating.

Julia was responsible for the general public. Chloe was concentrating on the business aspect of shops, restaurants, pubs to ensure that safety was provided and give assistance where required. The main aim was a multi-agency approach where they worked with the Police and any other agency to help keep to the law.

After the presentation we discussed the Blue Lagoon situation. We pointed out that the Tesco staff were frequently abused by people buying drinks and snacks, that the people rarely wore facemasks or observed safe distancing. We suggested that Tesco was an ideal place for Chloe Guffogg to contact as she is dealing with the business aspect. However, since then the weather has hardly induced crowds to gather!

We also discussed Halloween and made the point that we needed to publicise outside Fairfield that it would not be celebrated this year. We asked for their assistance. We felt that much of the previous publicity had come from social media but that we did not have access to many of the pages.

Finally, we discussed the speeding issue on Hitchin Road. They said that this did not come under their remit but agreed to put pressure on the respective departments within CBC.

Appendix E - Bank Reconciliation at 31st August 2020

Where the money is	Value
Unity Trust	£188,184.63
Cash Plus Card	£369.93
Petty Cash	£0.00
Total Money	£ 188,554.56(1)
Cash Book	
Total Receipts	£55,592.47
PLUS balance carried over 1 st April 2020	£179,347.06
LESS Total Payments	£46,384.97
Total Money in cash book	£188,554.56 (2)

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

Appendix F

Receipts

From whom	Description	Total
Central Bedfordshire Council	Second half of Precept	£51,239.00
Scanlans	Payments for custom signs for FPRC	£79.20
Total		£51,318.20

Payments

To whom	Description	Total
Katrina Henshaw	August wages	£734.20
HMRC	August Tax and NI	£234.45
EE	Mobile phone – August	£10.46
Mail Chimp	Monthly subscription	£27.71
Herts Full Stop	Stationery	£11.39
Ebuyer	USB Connector hub	£51.70
SLCC	Annual membership	£161.00
Hislop & Co Horticulture	Maintenance contract – August	£1,200.00
	Community Garden Maintenance	£60.00
Andrew Deptford	New cabinet for defibrillator	£624.00
Community Heartbeat	Torch for defibrillator	£6.00
Blandy and Blandy	Legal advice for Planning Rights	£396.00
Vigo Presses	Electric whole apple crusher	£825.00
Love Brewing	Apple press and bags	£329.95
Amazon	Equipment for Apple crushing	£121.65
Amazon	Equipment for Apple crushing	£28.84
Total		£4,822.35

19.08.2020 Transferred £500 to Cash Plus Card

25.08.2020 Transferred £300 to Cash Plus Card

DON'T BE A SELFISH PARKER!

It's not ok to park...



Obstructing the pavement



On or blocking someone's driveway



If the lines and signs say you can't



If you haven't paid and you need to

And please don't sit with your engine running!



RESPECT OTHERS. THINK BEFORE YOU PARK. DON'T BE SELFISH.



MEMBER OF THE
BRITISH PARKING ASSOCIATION

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Obstructing the pavement



On or blocking someone's driveway



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