

Minutes of an ordinary Meeting of Fairfield Parish Council held virtually on Zoom on Thursday 13th August 2020 at 7:00 pm

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

Officer present: Katrina Henshaw (KH)

Also present for all or part of the meeting: CBC Ward Members Councillors S Dixon (SD) and three members of the public.

104 Apologies for Absence

104.1 Apologies for absence from were received from Ward Member Councillor B Saunders (BS) and N Harris (NH).

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 Councillors Dack and Andrews declared an interest on items 117 and 122. (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 the Zoom meeting but would not take part in any vote.

106.2 No written requests for dispensations for declarable interests.

106.3 No requests for dispensation were granted.

107 Council Minutes

107.1 Minutes of the Ordinary Meeting held on Thursday 9th July 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.

108 Public Participation Session

108.1 No members of the public present.

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

109.1 Applications were received from Matthew Hurley, Vinesh Khatwa and Anna Papakosta. Each candidate was invited to make a brief verbal presentation to members, outlining their relevant skills and experience. Each candidate in turn (alphabetically, by surname) spoke for a maximum of three minutes. After presentations, members asked candidates in turn (alphabetically, by surname) questions whilst the other two candidates were in the virtual waiting room.

109.2 Nominations were received for all three candidates to fill the one vacancy and a vote as outlined in the Co-Option Policy and Procedure was carried out. With four votes and an overall majority, it was

RESOLVED

That Vinesh Khatwa be Co-Opted as a Parish Councillor for Fairfield Parish Council.

109.3 VK signed the Declaration of Acceptance of Office in front of the Proper Officer and to then took up his seat on Fairfield Parish Council. The clerk to arrange his induction training. **Action: KH**

109.4 VK to complete the online Register of Members' Interest Forms. **Action: VK**

110 Planning Applications

110.1 CB/20/02576/FULL 28 Beatrice Place. **Deadline is 27th August 2020.**

Proposed two storey rear extension, single storey rear extension and partial garage conversion

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.

110.2 CB/TRE/20/00391 Rear of 9 Palmerston Way. **Deadline is 24th August 2020.**

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).

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

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 20th 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 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 20th July 2020.

112 Central Bedfordshire Council Ward Members Report

112.1 CBC acknowledge the difficulty with the A Level and GCSE results during the current Covid-19 Pandemic.

The Schools for the Future consultation for the Shefford and Stotfold area has closed and it is looking like this will be the first area to have a definite plan to move to a two-tier system. Fairfield Park Lower School will become a Primary School and Henlow Middle School will become a Secondary School. It will be a staggered process.

The Head of Pix Brook has offered to show Parish Councillors round the new school after it has opened.

The flooding at the A507 underpass was caused by an electrical fault with the pump.

CBC is looking at ways to support the owners of the Blue lagoon to prevent any future incidents. FPC is keen to meet with the owner and the farmer of the adjacent land. SD agreed to make enquiries to see if the byelaw forbidding the consumption of alcohol in this area was still in existence. **Action: SD**

The recruitment process has started to appoint the new CBC Chief Executive.

112.2 Restricting PDR in Fairfield – The CBC Executive Committee approved the application to restrict PDR. There will now 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.

FPC agreed to work with FPRA to produce a leaflet to explain why FPC had made this application and what it means. This will be distributed to all households in the first week of September. **Action: BD/NR**

112.3 Parking enforcement on Dickens Boulevard – The Civil Enforcement Officers (CEOs) have made seven visits in ten days and issued one penalty charge notice (PCN). There are more visits planned.

NR was congratulated on the recent Speed Watch sessions and SD was thanked for his support with these. There is evidence of increased speeding in the mornings. Between 7 am and 8 am there were forty-three vehicles speeding and between 8 am and 9 am there were fifty-one vehicles speeding. With a traffic flow of only two to three hundred, this shows a remarkably high proportion.

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 them under the proposals to develop new housing in this area under the Local Plan. Until those plans are finalised probably in late 2021, they would not be 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 Proposed Allotment Site 2 (On land north of Fairfield and adjacent to the proposed Homes England Site). It was agreed to set up a Working Group of SR (Lead), NA, PD and VK to investigate the viability of this site and also the proposed Allotment 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). **Action: SR/NA/PD/VK**

113 Memorial Tree Policy and Application Form

113.1 A draft revised policy with proposed size and type of plaque and application form have been circulated to all. Following a discussion and unanimous vote, it was

RESOLVED

113.2 **To adopt the new Memorial Tree Policy and Application form.**

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

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

114 Complaints Policy Version 2

114.1 Following a discussion and unanimous vote, it was

RESOLVED

To adopt the Complaints Policy Version 2.

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

115 Apple Day 2020

115.1 Following a vote, with five in favour and two abstentions, it was agreed to replace Apple day with two days (19th and 27th September) for residents to be able to produce their own apple juice from Orchards using current equipment and an additional new electric press and equipment to the cost of approximately £1,000 using the Apple Day budget..

It was 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 and Scout gazebos separated by at least ten meters.

Residents will be asked to collect their own apples and bring to the stations. (This will either be pre-booked timeslots or by queuing). Residents will be asked to bring their own chopping boards and knives.

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. After each family have used these areas, all equipment will be cleaned with disinfectant.

Wilbury Farm will be asked if they would like the recyclable material again this year. **Action: NA**

NA to coordinate and prepare the Risk Assessment. **Action: NA**

NA to liaise with the clerk to purchase the new equipment required. **Action: NA/ KH**

116 Grant Application from Fairfield Bowls Club

116.1 Following a discussion, it was

RESOLVED

For FPC to arrange to fell two dead Silver Birch Trees subject to permission from CBC as outlined in the grant application from Fairfield Bowls Club.

Reason

Health and Safety

The clerk to arrange for this work to be done by The Blue Tree Company. **Action: KH**

117 New Cooker and Fridge Freezer for Community Hall

117.1 Following a discussion, it was

RESOLVED

FPC will purchase a new cooker and freezer for the Community Hall and agree budget (approximately £2,400).

Reason

To improve the facility for the community.

The clerk to liaise with the Community Hall Trust to purchase these. **Action: KH**

118 Meeting with Management/Resident Companies/Associations

118.1 It was agreed to re-introduce these meetings and try to arrange a virtual meeting on Thursday 24th September with the suggestion of a maximum of two representatives from each organisation and each organisation taking turns to Chair future meetings. **Action: KH**

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.

Unfortunately, CBC has advised that St Luke's Chapel would not be included as social interest does not include religious interest/observance.

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, depending on budget. CBC did, however, agree that subject to the survey report, they were in agreement in principle 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 The Trust is looking to appoint a solicitor 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 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 Councillor Andrews is discussing this with the group of volunteers and will report at a future meeting.

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 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. It was noted that a resident had written to FPC to express concern about the consultation process. FPC agreed to consider these views at the time the consultation is ready to proceed.

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.
Action: BD/AMH/NA

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 14th May 2020 following review and verification by an independent internal auditor. The external auditor, Mazars LLP, completed their external audit on 21st 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 Following a discussion, it was

RESOLVED

For FPC to re-appoint ACM Business Services as the internal Auditor for 2020/19 at a cost of £160.00.

The clerk to place the contract. **Action: KH**

128.3 Bank reconciliation to 31st July 2020

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

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

128.4 Receipts

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

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
Total		£14,038.35

It was

RESOLVED

That payments of £14,038.35 be paid and receipts of £1,779.77 was noted. It was also noted that £300 was transferred to the cash plus card on 22nd July 2020.

128.5 It was agreed to set up a working party of BD, AMH, SR and NR to investigate opening a savings account with another bank. **Action: BD/AMH/SR/NR**

129 Correspondence

129.1 None received.

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.

130.1 The new cabinet has been purchased and installed. Thanks were expressed to PD and NR.

131 Date of next meeting

131.1 The next Parish Council meeting will be held on 10th September 2020 at 7.00 pm

Meeting closed 9.20 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")
TPO	Tree Preservation Order