

Draft Minutes of an ordinary Meeting of Fairfield Parish Council held virtually on Zoom on Thursday 8th October 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: Ward Member Councillor S Dixon (SD) and five members of the public.

162 Apologies for Absence

162.1 Apologies for absence from were received from Ward Members Councillors B Saunders (BS) and N Harris (NH).

163 Chairman's Notice

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

164 Disclosures of Interest and Dispensation requests

164.1 Councillor Dack declared an interest in item 167.2 as he is a friend and neighbour of the applicant. It was agreed he would not take part in the discussion or vote. Councillors Dack and Andrews declared an interest on item 179 (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 as there is no decision or discussion.

164.2 No written requests for dispensations for declarable interests.

164.3 No requests for dispensation were granted.

165 Council Minutes

165.1 Minutes of the Ordinary Meeting held on Thursday 10th September 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.

166 Public Participation Session

166.1 No members of the public requested to speak.

167 Planning Applications

167.1 **CB/20/03216/FULL 9 Shaftesbury Drive**

Rear veranda.

FPC has no objections to the basic principle of the application based on the information available and providing there are conditions that the construction complies with the Fairfield Neighbourhood Plan Design Statement. Councillor Dixon agreed to ask CBC Planning to reiterate to the applicant that there is a special character for Fairfield. **Action: SD**

As Councillor Dack has declared an interest in item 167.2, Councillor Hunt acted as Chair for this item.

167.2 CB/20/03267/FULL 1 Anderson Walk

Proposed single storey side / rear extension.

FPC has no objections to the basic principle of the application based on the information available and providing there are conditions that the construction complies with the Fairfield Neighbourhood Plan Design Statement.

167.3 CB/20/03325/FULL 7 Burton Close

Proposed single storey side extension.

FPC objected to the application due to the insufficient information about the specifications of the proposed roof lanterns, the proposed dimensions and the proposed materials.

167.4 CB/20/03288/FULL 163 Hitchin Road

Construction of four x four-bedroom semi-detached dwellings with associated access, parking and landscaping on land adjacent to 163 Hitchin Road.

FPC objected to the application as the reports required by CBC have not been supplied.

168 Planning Decisions

168.1 CB/20/01494/VOC Land East of Hitchin Road & South of the Former Pig Testing Unit

Variation of condition 5 of planning application CB/18/03260/RM pursuant to Outline planning permission reference CB/16/01455/OUT dated 30th June 2016 (erection of 180 dwellings with landscaping, open space and associated works): Variation seeks to replace the consented drawings with replacement drawings that include front porches.

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 3rd September 2020

168.2 CB/20/02576/FULL 28 Beatrice Place.

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

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 7th September 2020

168.3 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).

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

Consent granted by CBC on 22nd September 2020

169 Central Bedfordshire Council Ward Members Report

169.1 Councillor Dixon advised that a second spike for Covid-19 was imminent and he therefore encouraged everyone to download the NHS Track and Trace App and to use it regularly.

CBC are in a strong position financially but as it was experiencing a decrease in certain forms revenues due to the Covid-19 pandemic some reserves were being used. The 2021/22 Budget process will be commencing shortly. Councillor Dixon asked people to advise him how they would like to see CBC shape for the future.

The Local Plan and the Boundary Review continue.

Muriel Scott, Director of Public Health has announced she will be retiring. Marcel Coffait, Director of Community Services has been appointed to replace Richard Carr as Chief Executive when he retires.

CBC has issued advice of Remembrance Sunday and has said anything that is arranged must be in a safe fashion and meet Government guidelines. FPC's plans will be discussed in item 173.

Highways will be launching an App for people to report faults.

Councillor Dixon has supplied an update on the roads in Fairfield that re waiting to be adopted by CBC.

Langford have expressed an interest in purchasing a mobile CCTV with other parish councils. FPC confirmed it would still be interested in doing this. Councillor Dixon to confirm if Henlow and Clifton are also interest and then arrange a joint meeting for all interested parties. **Action: SD**

169.2 The consultation about restricting PDR in Fairfield has started and end on 26th October 2020.

170 Orchards

170.1 FPC received a tree report from Bob Lever. It was noted that Bob Lever had applauded all the volunteers for their magnificent work over the past five years. He considered that the orchard restoration would not have been possible without their enthusiasm and their 'hands on' input. FPC agreed with these comments and also expressed its thanks to all the volunteers.

It was agreed to seek permission for proposed works to the trees with TPOs and agreed to seek a quotation from Colin Carpenter and Hislop & Co Horticulture (Blue Tree) the work to be done by a fruit tree specialist arborist. **Action: KH**

170.2 The tree report has been sent to the Directors of FHMC. It was agreed to seek permission from them to do the work in the report and to work on their trees for the proposed apple pruning sessions in November. **Action: KH**

171 Formation of a Working Group for all Green Area in Fairfield

171.1 It was agreed that Councillor Andrews would investigate forming a Working Group for all Green Areas in Fairfield and would submit a proposal at a future FPC meeting. **Action: NA**

Councillor Reader advised that he had asked his nephew (a Graphic Designer) if it would be possible to create a comprehensive interactive map that details who owns and is responsible for all areas in Fairfield. His nephew is currently looking into this and will submit a proposal and quotation at a future FPC meeting. **Action: SR**

172 Microphone

172.1 Following a discussion, it was

RESOLVED

To accept the quotation from Koncept Productions to supply twin radio microphone kit and install this at the Community Hall at a cost of £205.00 + VAT

REASON

To improve communication facilities for meetings and events.

The clerk to place the purchase order. **Action: KH**

173 Proposed Remembrance Sunday and Carol Service

173.1 All Councillors had received a copy of the meeting notes on the Remembrance Sunday and Carol service Working Party held on 2nd October 2020. Risk assessments will be done for both events once final details are agreed.

Following a discussion and taking into consideration CBC's advice, it was agreed to seek permission from the Police to hold the proposed event for the Remembrance Sunday before any further plans are agreed. **Action: BD**

Although plans have started for the Carol Service, Government Guidelines at the time will need to be followed and the proposed event may need to be cancelled.

174 Christmas Lights

174.1 Councillor Daffarn advised that Sparkx, the company that has been contracted to Christmas light the Urban Park and its tree, sent a team to look at the Dickens Boulevard roundabout to ascertain what infrastructure is in place for the upcoming work planned to light that tree. Unfortunately, although the roundabout has lights on it, they were never connected to the grid. After investigating maps, Sparkx believe there are no cables running to the roundabout.

Sparkx have advised that the only option to get electricity to the tree would be to connect to the grid which would basically be from a pavement across the road and onto the roundabout and have supplied a quote for this Councillor Daffarn is also seeking a quote for solar lights.

174.2 Following a discussion and with a vote (two in favour of paying to connect the electricity and five against) it was

RESOLVED

That FPC would not accept the quotation from Sparkx of £7,400+vat to connect electricity to the roundabout.

REASON

FPC did not consider it was good use of public money.

175 Covid Snake

175.1 The Head of the School has advised that they are happy to have the Snake and would like it to be split into two so they can have some stones for both sites. It has been proposed that the stones could be moved after half term. The stones will not be at the front of the school as stones would be high risk for vandalism. Residents can drop new stones to the school office and the school is happy to take photos to show everyone the progress of the snake. As things get back to normal there will be PTA events and community events where residents will be able to see the snake. FPC agreed to this proposal and residents will be made aware through the FPC and will ask Fairfield Matters to include details of this. The clerk to liaise with the school. **Action: KH**

176 Apple Crushing Sessions 2020

176.1 Councillor Andrews advised that the sessions had been attended but were not busy. They will require some help from volunteers to plant plum trees at the tree planting sessions on 21st and 22nd November.

177 Allotments

177.1 Councillor Reader advised that thirty-five residents had reiterated their interest in having an allotment in Fairfield. There still is not an agreed site but the working group is looking at all the operational procedures for if/when a site is agreed.

178 Proposed Garden of Reflection

178.1 FPC is awaiting the survey report from CBC.

179 Transfer of the Community Hall

179.1 To amend the wording of the S106 agreement, dated 7th February 2002, to reduce the description of a Community Hall to "A hall for Community Events", Linden Homes has advised that the estimated legal fees will be £1,250 + vat if all if all parties that were part of the original S106 agreement need to be involved. If only FPC and CBC need to be involved the legal fees are expected to be £750.00 + vat. (Both of these will be plus disbursements. But these are only likely to be in the region of £9). These fees will be paid for by FPC.

180 St Luke's Chapel

180.1 Councillor Dack advised that the Chapel is back up for sale at a reduced price. There are currently two people interested in purchasing it and the owner has indicated he would prefer to sell it to a commercial company than to a parish council as a community project

181 Additional Storage for Cricket Club / Green Storage Building

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

182 Proposed Trim Trail

182.1 FPC is still waiting to hear if Hotbed will grant permission to install some equipment on their land.

183 Meeting with Management/Resident Companies/Associations

183.1 Notes from the meeting on Thursday 24th September 2020 have been distributed to all.

184 Meeting between FPC and FHMC

184.1 The meeting to be held on Wednesday 7th October 2020 was postponed due to unavoidable events. A new date is to be arranged.

185 Fairfield's Broadband

185.1 BT Open Reach are beginning the upgrade of Fairfield's broadband to fully fibre optic and this should be available in the whole of Fairfield in a month or two.

186 Crime figures

186.1 During September there were six reported crimes in fairfield. These were: -

- 2 x Theft from a motor vehicle
- 2 x Interference with a motor vehicle
- 1 x Harassment - without violence (course of conduct)
- 1 x Section 4a POA Causing intentional harassment, alarm or distress

187 Speed Watch Figures

187.1 During September there were six sessions

- Number of vehicles = 2,594
- Number of offenders = 93 (It was noted that 563 letters were sent out in the whole of Bedfordshire for the month of September).

Councillor Dixon agreed to request the CBC arrange for Police Speed Checks along Hitchin Road. **Action: SD**

188 Finance

188.1 Bank reconciliation to 30th September 2020

Where the money is	Value
Unity Trust	£236,268.98
Cash Plus Card	£221.15
Petty Cash	£0.00
Total Money	£236,490.13(1)

Cash Book	
Total Receipts	£106,831.47
PLUS balance carried over 1 st April 2020	£179,347.06
LESS Total Payments	£49,688.40
Total Money in cash book	£236,490.13 (2)

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

188.2 Q2 comparison between budget and expenditure.

	bf 01/04/2020 (1)	Budget 2020/21 (2)	Additional income (3)	Money spent Q2 2020/21 (4)	Money remaining (1)+(2)+(3)-(4)
Administration	£6,211.51	£31,510.19	£0.00	£18,944.06	£18,777.64
Recreation	£33,706.12	£40,498.43	£694.14	£7,718.44	£67,180.25
Community Hall	£0.00	£10,000.00	£0.00	£960.00	£9,040.00
Orchards	£16,790.39	£0.00	£0.00	£12,957.46	£6,832.93
Apple Day	£529.62	£470.38	£0.00	£152.54	£847.46
Grants	£3,341.02	£20,000.00	£0.00	£2,702.53	£20,638.49
Garden of Rest	£15,000.00	£0.00	£0.00	£0.00	£15,000.00
Additional Parking	£75,902.50	£0.00	£0.00	£0.00	£75,902.50
Reserves	£30,000.00	£0.00	£0.00	£0.00	£30,000.00
VAT	-£2,134.10	£0.00	£3,658.33	£6,253.37	-£4,729.14
Total	£179,347.06	£102,479.00	£4,352.47	£49,688.40	£236,490.13

188.3 Receipts – none received

Payments

To whom	Description	Total
Katrina Henshaw	September wages	£741.01
HMRC	September Tax and NI	£272.17
Asentric	Clerk's Pension	£150.00
EE	Mobile phone – September	£10.46
Mail Chimp	Monthly subscription	£28.08
Cash Plus	Annual Fee	£69.00
Unity Bank	Service Charge	£24.15
Hislop & Co Horticulture	Maintenance contract – September	£1,200.00
	Orchard maintenance - August	£660.00
	Community Garden Maintenance	£180.00
Bob Lever	Tree Survey Report	£160.00
Information Commissioner	Data Protection fee	£35.00
Olive Press	Printing PDR leaflet	£282.00
Blandy and Blandy	Section 106 Agreement - Deed of Variation (Community Hall Transfer)	£684.00
Total		£4,495.87

It was

RESOLVED

That payments of £4,495.87 be paid and it was noted that £300 was transferred to the cash plus card on 2nd October 2020.

188.4 Savings Account – The Working Group is working on a proposal. **Action: BD / AMH / SR / NR**

189 Correspondence

189.1 CBC – Sustainability Plan. Councillor Dack congratulated Councillor Dixon and his team in producing such a detailed report in less than 12 months.

189.2 CBC – Economic Strategy

189.3 CBC – Community Champions. It was agreed to register FPC as a Community Champion.

Action: KH

189.4 CBC – Training sessions about the ‘Multi-agency information form’

190 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.

190.1 FPC has offered the use of its Zoom account to voluntary organisations in Fairfield.

191 Date of next meeting

191.1 The next Parish Council meeting will be held on 12th November 2020 at 7.00 pm

Meeting closed 9.00 pm

Glossary of acronyms

App	an application, especially as downloaded by a user to a mobile device.
CBC	Central Bedfordshire Council
FPC	Fairfield Parish Council
NB	Nota bene (Latin phrase meaning “note well”)
NHS	National Health Service
POA	Public Order Act
PDR	Permitted Development Rights
TPO	Tree Preservation Order