

Minutes of an ordinary Meeting of Fairfield Parish Council held virtually on Zoom on Thursday 10th September 2020 at 7:00 pm

Councillors present: B E Dack (Chairman) (BD), N Andrews (NA), P Daffarn (PD), 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 N Harris (NH) and four members of the public.

132 Apologies for Absence

132.1 Apologies for absence from were received from A M Hunt (AMH) (Personal), Ward Members Councillors B Saunders (BS) and S Dixon (SD).

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 Councillors Dack and Reynolds declared a personal interest on item 137.2 as they are both close neighbours. It was agreed they both would participate in the discussion as they did not have a prejudicial interest.

Councillors Dack and Andrews declared an interest on item 151. (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.

134.2 No written requests for dispensations for declarable interests.

134.3 No requests for dispensation were granted.

135 Council Minutes

135.1 Minutes of the Ordinary Meeting held on Thursday 13th August 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.

136 Public Participation Session

136.1 No members of the public requested to speak.

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.

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

137.2 CB/20/02928/FULL 35 Bronte Avenue. Deadline for comments to CBC is 6th October.

Single storey extension

FPC has no objections to the basic principle of the application based on the information available but queried the felt roof. Materials are not specified and FPC request that there are conditions that the construction complies with the Fairfield Neighbourhood Plan Design Statement.

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 In his absence, Councillor Dixon sent the following report: -

The recruitment of a new Chief Executive will conclude with an appointment by the 26th September and depending whether an internal candidate is appointed or not, it will be up to three months for the person to take up the post.

Despite the appointment, we are looking at what the post Covid normal may look like. A deep dive into likely resident attitude covering matters such as commuting habits, will influence future place planning. Pre Covid some 40% of residents travelled out of the authority for work.

A considerable amount of focus will be on green transport options and rural accessibility. The exponential rise in the use of digital communication channels has also raised both locally and nationally, questions around the quality and reliability of the infrastructure that delivers this service.

Throughout the pandemic officers at CBC have worked with the voluntary sector in helping those in need. Initial feedback on the financial impact of the pandemic look sound, particularly when judged against other authorities. If you have any feedback to add to the 'new normal' discussions, I would be grateful for an email.

Despite the disruption of the pandemic, CBC has continued to offer services as normal wherever possible. Schools returning this week and the likely return to work patterns will test resident attitude to the social distancing measures the government introduced.

A recent local spike in cases came from a 21st birthday party, where eleven of the fifteen attendees were confirmed as positive. Thankfully, there have only been two further associated cases.

Councillor Dixon has asked the Assets team for their support to try and negotiate some land to the north of the Homes England site for allotments. Likewise, he is waiting on an update on the land off Eliot Way for the proposed Garden of Reflection.

Councillor Harris advised that £4.2 million has been awarded under the Business Grant Scheme and £2.3 million has been awarded under the Small Grant Scheme. Councillor Harris also advised that she still has some money left in her Discretionary Grant so encouraged people to contact her to discuss potential applications.

Councillor Harris advised there is a consultation running on amalgamating the clinical commissioning group (CCG) for Bedfordshire, Luton and Milton Keynes into one. The consultation is available on the CBC website and closed on Sunday 13th September.

139.2 The Article 4 consultation starts next week with CBC writing to householders. The consultation process will last for six weeks before going back to Executive for consideration. FPC will also be distributing a leaflet to encourage residents to support this proposal.

140 Winter Maintenance Plan

140.1 A draft revised Plan has been circulated to all. Following a discussion and with a unanimous vote it was

RESOLVED

To adopt the Winter Maintenance Plan.

To appoint Councillors Dack and Andrews as Local Resource co-ordinators during adverse weather.

The clerk to update the website and send the new plan to CBC. **Action: KH**

141 Storage Huts for Fairfield Scouts and the Community

141.1 Councillor Andrews has spoken to all residents close by and received no objections to these proposals. Quotations to install a base for the proposed storage sheds were received from B2B Construction, Maydencroft and Secure Way Ltd. Following a discussion and with a unanimous vote it was

141.2 **RESOLVED**

- **To proceed with this project the style and costs of sheds were agreed (total cost £1,019.97 + vat).**
- **To award contract for providing the base to B2B at a cost of £2,150.00 + vat**

REASONS

- **To provide additional storage for FPC and Scouts.**
- **To save money on renting additional storage.**

The clerk, with liaison with Councillor Andrews, to place the purchase orders and to send the contract to B2B. **Action: NA / KH**

142 Felling two dead Silver Birch Trees near the Community Garden

142.1 A from The Blue Tree Company was received to fell the two dead Silver Birch Trees. Following a discussion and with a unanimous vote it was

RESOLVED

To place the contract with Hislop & Co Horticulture Ltd (The Blue Tree company).

REASONS

- **Health and Safety.**
- **Hislop & Co Horticulture Ltd is the preferred contractor for FPC and the quote was considered good value.**

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

143 Maintenance on land that FPC do not own

143.1 It was agreed for FPC to meet with the Directors of FHMC to discuss the ongoing maintenance of land owned by Hotbed that FHMC has responsibility for maintaining. **Action: BD**

144 Remembrance Sunday 2020

144.1 It was agreed FPC should continue with its original plans to mark this occasion but in a way that will meet Government Covid-19 Guidelines, and which may need to be virtually. It was agreed to set up a Working Group to include Councillors Dack, Andrews and Khatwa and these will contact other organisations to discuss and agree proposed plans. **Action: BD / NA / VK**

145 Carol Service 2020

145.1 It was agreed FPC should continue with its original plans for a Carol Service this year but in a way that will be meet Government Covid-19 Guidelines. The above Working Group will discuss and agree proposals with other organisations. **Action: BD / NA / VK**

146 Covid-19 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 be closed down. Councillors Dack will write to all volunteers to advise them and thank them for volunteering when needed. They will also be advised that their details will be kept in case of any future Covid-19 lockdowns, but they could be deleted from the mailing list if they wished to be. **Action: BD**

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 Crushing Session 2020

148.1 Councillor Andrews advised that Covid-19 compliance sessions have been arranged for Saturday 19th September and Sunday 27th September. Councillor Daffarn will complete a Risk Assessment. The clerk will advise the insurance company of these events and send the Risk assessment. **Action: PD / KH**

149 Allotments

149.1 Councillor Reader advised that the Working Party visited Meppershall allotments and received some good advice from the Clerk to Meppershall Parish Council. The Working Group is investigating land that may be suitable for creating allotments. FPC has contact the sixty people on the waiting list for an allotment to see if they are still interested in having an allotment. An article has been included in Fairfield Matters advising residents of this project.

150 Proposed Garden of Reflection

150.1 Awaiting the survey report from CBC.

151 Transfer of the Community Hall

151.1 Linden Homes has agreed to ask CBC Planning 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".

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 ready to proceed but it will not be held 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. It was agreed that Councillors Dack and Reader would represent FPC.

155 Meeting with CBC Community Safety Team

155.1 Councillors Dack and Andrews met Julia Hobson-Cooper and Chloe Guffogg via Microsoft Teams on 27th August 2020. This is a new body set up within CBC and they have powers to issue fines to people breaking civil regulations. One of their principal aims was to create awareness and to get in early and stop situations escalating.

During this session, FPC highlighted the problems at the Blue Lagoon and requested assistance for the Tesco staff who are frequently abused by people buying drinks and snacks to take to the Blue Lagoon and many of them rarely wearing facemasks or observing safe distancing rules.

They also sought advice on Halloween 2020 and asked for assistance to prevent large gatherings during the Covid-19 Pandemic.

Finally, they 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.

156 Crime figures

156.1 During July there were no reported crimes in Fairfield.

156.2 During August there were two reported crimes in Fairfield. These were: -

- Section 4 POA Fear or provocation of violence
- Other criminal damage, other (Under £5,000)

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.

158 Finance

158.1 Bank reconciliation to 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.

158.2 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

It was

RESOLVED

That payments of £4,822.35 be paid and receipts of £51,318.20 was noted. It was also noted that £ 500 was transferred to the cash plus card on 19th August 2020 and £300 was transferred to the cash plus card on 25th August 2020.

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

158.4 It was agreed that the public and press did not need to be excluded from item 158.5 and 158.6 of these minutes.

158.5 Councillors had all been supplied the 2020/2021 National Salary Award guidelines from NALC. It was

RESOLVED

The clerk will be paid the new SCP30 backdated to 1st April 2020 as recommended by NALC E01-20 2020/21 National Salary Award and FPC will contribute 5% of her monthly wage towards her pension.

158.6 St Luke's Chapel – Following a discussion, it was agreed that FPC will contact the selling agents and declare an interest in purchasing the chapel and also to seek advice from anyone with relevant skills in converting a Chapel to a Community Building. **Action: BD**

159 Correspondence

159.1 Resident – The British Parking Association are running a selfish parker campaign.

159.2 CBC - Community Right to Bid – Fairfield

In accordance with the process agreed by the Council's Executive on 5 February 2014, the Council has accepted the nomination made by Fairfield Parish Council for:

- East Orchard
- Fairfield Bowls Club
- Fairfield Cricket Club
- Fairfield Tennis Court and Car Park
- West Orchard

to be listed on the Council's register of Assets of Community Value.

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.

160.1 There was no other business.

161 Date of next meeting

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

Meeting closed 9.10 pm

Glossary of acronyms

CBC	Central Bedfordshire Council
Covid-19	Coronavirus Disease 2019
FPC	Fairfield Parish Council
NB	Nota bene (Latin phrase meaning "note well")
POA	Public Order Act
SLCC	Society of Local Council Clerks
TPO	Tree Preservation Order