

## Draft Minutes of an ordinary Meeting of Fairfield Parish Council held virtually on Zoom on Thursday 12<sup>th</sup> November 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:** Forty-eight members of the public.

### 192 Apologies for Absence

192.1 Apologies for absence from were received from Ward Members Councillors B Saunders (BS), S Dixon (SD) and N Harris (NH).

### 193 Chairman's Notice

- 193.1 FPC's statement on commitment to openness and transparency is available on FPC website.
- 193.2 The Chairman reminded everyone that under FPC's policy of transparency and openness, permission needs to be requested if anyone wants to record part of whole of the meeting. FPC's current Zoom settings do not allow recording without the Chairman's permission.
- 193.3 The Chairman made a formal apology regarding comments he made at the September meeting.

### 194 Disclosures of Interest and Dispensation requests

- 194.1 Councillors Dack and Andrews declared an interest in item 215 (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.
- 194.2 No written requests for dispensations for declarable interests.
- 194.3 No requests for dispensation were granted.

### 195 Council Minutes

195.1 Minutes of the Ordinary Meeting held on Thursday 8<sup>th</sup> October 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.**

### 196 Public Participation Session

192. One member of the public requested to speak on item 201.1 (CCTV) and the recent anti-social behaviour in Fairfield. He introduced himself and explained that he was representing residents who were currently in the process of setting up a NHW Group in Fairfield which already had 450 members. The aim of the Group is to ensure the safety of families and properties in Fairfield. He requested a separate meeting with FPC to discuss these issues and proposed solutions in more depth and it was agreed that a meeting would be arranged for a Working Group of six (BD, AMH and NR from FPC and three members from the new NHW Group). Possible solutions that the Group would like investigated are CCTV and Private Security Patrols.

The Chairman thanked the resident for speaking at the meeting and thanked all the residents involved with this initiative. FPC confirmed support a NHW being set up and will assist in any way it can.

The Chairman reported that FPC is in regular contact with the Bedfordshire Police and he advised that the Neighbourhood Watch Co-Ordinator has agreed to meet the new Group to assist them in setting up. The standard format is to have one Co-Ordinator for the whole village and then separate Co-ordinators for streets/areas. The Police will provide all the leaflets and will give guidance especially on using social media. To use The NHW title, the Group will need to be registered with the Police.

Street Watch is an alternative initiative. The big difference between Street Watch and NHW is that individuals are given Police training and are issued with an official uniform to wear when patrolling specific areas.

CCTV had been looked into many times in the past and having a static camera would have several issues as would not cover the whole village and there would be GDPR issues with some locations. FPC was currently investigating purchasing mobile CCTV cameras with Langford, Henlow, Clifton and Stondon. The advantage of having mobile CCTV cameras is that they can be located in the areas with the problems when needed and sharing a CCTV with other villages would reduce costs.

FPC would need to hold a Referendum to fund Private Security and it would need to be available for the whole village.

The meeting of the Working Group would be set up as soon as possible and, in the meantime, FPC will give the new Group the Contact Details for the Police NHW Co-Ordinator. **Action: BD**

## 197 Planning Applications

### 197.1 CB/20/03603/FULL 5 Burton Close

Single storey rear extension.

FPC objected to this application as it does not comply with the Fairfield Neighbourhood Plan Design. If CBC Officers are minded to recommending it for approval, FPC request it is called into the Development Management Committee for determination.

### 197.2 CB/20/03668/FULL 5 Paxton Drive

Demolish existing conservatory and build new infill extension.

FPC objected to the application due to the insufficient information about the specifications of the proposed materials, which must comply with the Fairfield Neighbourhood Plan Design.

### 197.3 CB/20/03935/FULL 33 Fleming Drive

Demolishing of existing conservatory for a single storey ground floor 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.

### 197.4 CB/20/03946/FULL 39 Fleming Drive

Single storey rear extension and rear entrance canopy.

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.

## 198 Planning Decisions

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

**Consent was granted by CBC on 7th October 2020**

- 198.2 **CB/20/02928/FULL 35 Bronte Avenue. Deadline for comments to CBC is 6th October.**  
Single storey extension  
FPC had 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.  
**Full permission granted by CBC on 27th October 2020**
- 198.3 **CB/20/03267/FULL 1 Anderson Walk**  
Proposed single storey side / rear extension.  
FPC had 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.  
**Full permission granted by CBC on 21st October 2020**
- 198.4 **CB/20/03216/FULL 9 Shaftesbury Drive**  
Rear veranda.  
FPC had 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 advised that CBC Planning had confirmed that the design and access statement was submitted by the applicant, and they assured him the application was being assessed in compliance with the guidelines of the Fairfield Design Guides and Neighbourhood Plan.  
**Full permission granted by CBC on 26th October 2020**
- 198.5 **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.  
**Full permission granted by CBC on 3rd November 2020**

## 199 Planning Appeals

- 199.1 **APP/P0240/W/19/3230774 Land adjacent to Wilbury Hills Cemetery**  
Appeal by NHDC – CB/18/01615/OUT. Public enquiry to be held as a virtual event. Opening on Monday 22nd February 2021 at 10.00 am – currently scheduled for four sittings days. It was agreed that FPC would not request to speak at the Public Enquiry.

## 200 Central Bedfordshire Council Ward Members Report

- 200.1 In his absence, Councillor Dixon sent a written report: -  
The main thrust of activity at CBC has been in support of ongoing precautions against the spread of Covid-19. In addition to the day to day activities, CBC has had to start again with supporting businesses with the need to lock down again in many cases. As before, CBC will be administering applications for grants and continue to help the most vulnerable residents. Covid cases still remain higher than at any point for some considerable time, but thankfully still at a much lower rate per 100,000 than neighbouring authorities. That said, the country is entering a critical period in restricting any further spread and thanks go to the many volunteers and community champions that have stepped up to help out in these difficult times.
- 200.2 Mobile CCTV – Contact has been made with the Clerks of Fairfield, Langford, Henlow, Clifton and Stondon Parish Councils to see if they are interested in collaborating on the purchase of mobile CCTV equipment. Notwithstanding the very recent issues in the village, it was felt a shared facility could be of benefit in deterring some of the ASB and criminality. As soon as responses from all Parish Councils have been received, Councillor Dixon will look at meeting to agree a way forward.

200.3 Recycling in Central Bedfordshire Council – A recent enquiry about the bottle banks being moved from outside Tesco returned the following comment from a CBC Officer: -

"We will have a look at the bins and ensure all the signage is present to inform of reasonable times of use. Any suggestions of any alternate suitable locations would be welcomed, we will also have a look and liaise with Fairfield Parish Council when any are identified.

Kerb side glass collections were considered as part of our Waste Consultation and a possible option for the future. We are awaiting the outcome of the Governments Waste and Resource Strategy, as part of this there is a potential deposit return scheme proposed by the Government.

There is a second government consultation this year on the regulatory framework for introducing this potential deposit return scheme through secondary legislation, presently it is proposed to introduce a scheme from 2023, although ambition is to introduce it earlier if feasible.

Once we know the outcome of the above we will be better informed to review the options for the Council and will undertake further analysis how it could impact activities for collection and disposal of glass."

As yet CBC hasn't heard back on the governments deposit scheme.

200.4 Restricting PDR in Fairfield – Now that the Article 4 consultation has been closed, Officers are considering the responses. Their recommendations will be incorporated into a report for submission to the Executive meeting on 5<sup>th</sup> January 2020. If supported, the request will then be sent on to the Secretary of State.

## 201 CCTV

201.1 Following the recent anti-social behaviour incidents in Fairfield over the last couple of weeks, FPC has been asked to take some form of action and consider CCTV and/or paying for private security to patrol the village. This item has been discussed in items 196.1 and 200.2. Additionally, FPC has confirmed an interest in principle of sharing a mobile CCTV with other villages.

## 202 Recycling bottle bank

202.1 FPC has been asked for information on how to get the bottle banks replaced somewhere else as nearby resident are fed up with getting woken up early hours of the morning by it. They have contacted environmental health numerous times to no prevail. This item was covered in item 200.3. Unfortunately, there isn't an alternative suitable location in Fairfield and the bins have already been padded to reduce noise. It was agreed that FPC would ask CBC to put additional stickers on the bins to request that residents only use them between certain times. FPC will include an article in the next newsletter and will ask Fairfield Matters to include an article in the next edition. **Action: PD / KH**

## 203 Allotments

203.1 FPRA has advised that it has no objections to part of the cemetery area being utilised to provide allotments for residents. However, the Committee would appreciate being consulted when the plans are more formed, this request was agreed to. Middlemarch Resident Association has also asked to be consulted on plans when they are formed as the proposed site is opposite Middlemarch, this request was also agreed to.

203.2 To enable FPC to have approximately thirty allotments, an additional acre of land will need to be added to what FPRA has made available (see 201.1 above). The Northerns (the tenant farmers of the land adjacent to this area) have agreed to lease FPC an acre on a rolling twelve-month contract for £50 per allotment plot which equates to £750 per year. Following a discussion, and with a unanimous vote, it was agreed in principle to paying this rent, bearing in mind the rent charge for a full-size plot to an allotment holder is likely to be between £75 and £100. However, before any contract can be signed, it was agreed that a soil test needs to be done and further information is required on access and parking. The Working Group also need to ask if the Northerns would consider a five-year lease. **Action: SR**

203.3 Councillor Daffarn attended an 'Allotment Training Workshop on Tenancy Agreements and Policies'. This was highly informative and helpful. As well as a lot of information gleaned, FPC is now entitled to join the National Allotment Society at a reduced rate. The normal cost is £55 pa, but FPC can have a 10% reduction if it joins within eight weeks of this training session.

Local Authority membership gives the Council access to initial legal advice from in-house lawyer and feedback from members is that this is the most valued part of council membership offer.

- Access to initial legal advice on a range of issues e.g. tenancy agreements, leases, land disputes, rent rises, health and safety, environmental, contract and company law and data protection.
- Template documents
- Support to develop sites or move to devolved management
- Quarterly magazine and e-news

Following a discussion, and with a unanimous vote, it was

#### **RESOLVED**

**That FPC would joining the National Allotment Society.**

#### **REASON**

**To gain required knowledge to enable FPC to be able to provide allotments for residents of Fairfield.**

The clerk to arrange membership. **Action: KH**

Councillor Khatwa attended an 'Allotment Training Working on 'Site Facilities and Health & Safety' which was particularly useful. The main point was that as FPC is not an Allotment Association it will not be able to insure each plot so other options will need to be investigated.

Councillor Daffarn will be attending an 'Allotment Training Workshop on Self-Management by Associations'.

## **204 Orchards**

204.1 FPC has requested permission from FHMC to do the suggested work by Bob Lever on the trees and planning permission has been applied for to CBC as some trees have TPOs. Councillor Daffarn to supply the sketch map requested by CBC. **Action: PD**

204.2 FPC received quotations from Colin Carpenter and Hislop & Co Horticulture for the arborist work on Bob Lever's report. Following a discussion, it was

#### **RESOLVED**

**That FPC will award the contract to Colin Carpenter at a cost of £2,5000, subject to permission from FHMC and CBC.**

#### **REASONS**

- **FPC consider the price to be best value.**
- **To benefit from his experience as Colin Carpenter is already familiar with the Orchards.**

The clerk to place the contract and request the work is completed before 31<sup>st</sup> January 2020. **Action: KH**

204.3 Following a discussion and with a unanimous vote it was

#### **RESOLVED**

**That FPC would pay Colin Carpenter £25.00 for his advice on Memorial Trees.**

#### **REASON**

**To gain required knowledge to enable FPC to be able to provide Memorial Trees.**

The clerk to arrange payment. **Action: KH**

## **205 Etonbury Green Wheel**

205.1 Following a discussion, it was

### **RESOLVED**

**That FPC would commit to funding BRCC for financial year 2021/22 at the current funding level of £1,500 per year.**

### **REASON**

**To ensure progression of the Etonbury Green Wheel including the creation of missing links and the upgrading of certain sections.**

The clerk to advise BRCC. **Action: KH**

## **206 Benches at Cricket Ground**

206.1 Following a discussion, it was

### **RESOLVED**

**That FPC would purchase five replacement seats for the Cricket Pitch.**

Permission has been received from FHMC and the Cricket Club.

Councillors Andrews and Daffarn to look for suitable benches and provide quotes for the proposed styles and installation at the December meeting. **Action: NA / PD**

## **207 Luton Airport - proposed change in flight paths**

[https://consultations.airspacechange.co.uk/london-luton-airport/ad6\\_luton\\_arrivals/](https://consultations.airspacechange.co.uk/london-luton-airport/ad6_luton_arrivals/)

207.1 It was agreed that FPC do not need to comment on the new proposals as they will not affect Fairfield.

## **208 Local Council Administration 12<sup>th</sup> Edition**

208.1 Following a discussion, and with a unanimous vote, it was

### **RESOLVED**

**That FPC would purchase the 12<sup>th</sup> edition of the Charles Arnold-Baker book at the reduced price of £119.99.**

### **REASON**

**To assist the Clerk with her role.**

The clerk to purchase. **Action: KH**

## **209 Covid-19 Lockdown 2.0**

209.1 The helpline and email address has been resurrected.

## **210 Gritting adopted roads**

210.1 The Winter Service Lead Officer for CBC has confirmed that the highway authority are happy for Fairfield Parish Council to continue with the previous delegated function (gritting) agreement as an interim measure until a new Deed of Variation can be made and signed.

## 211 Remembrance Sunday

211.1 The service had to be reduced to a Wreath laying ceremony to comply with the Government's Covid-19 guidelines. The service was not advertised as the guidelines said the services were to be private. There was the Last Post and two brief readings to accompany the laying of wreaths. These were laid by Councillor Harris on behalf of Central Bedfordshire Council, Councillor Dack, Chairman of Fairfield Parish Council, Councillor Reynolds as Chairman of the Fairfield Park Residents Association, John Turner on behalf of the Fairfield Scouts, Bill Jennings on behalf of Fairfield Gardens residents, Les Pike on behalf of Fairfield Hall residents, Douglas Rule on behalf of Middlemarch residents and Bal Barhey on behalf of Fairfield's Sikh community.

It was agreed that Councillor Reynolds will investigate a war memorial. **Action: NR**

## 212 Proposed Carol Service

212.1 It was agreed to cancel the event for this year due to the Covid-19 Pandemic,

## 213 Pantomime

213.1 Imajica Theatre have confirmed that they will roll over the 2020 pantomime booking for £800 for up to 2 performances (1 day) to December 2021, the date will be confirmed in Spring 2021.

## 214 Proposed Garden of Reflection

214.1 Awaiting the survey report from CBC.

## 215 Transfer of the Community Hall

215.1 Nothing new to report.

## 216 St Luke's Chapel

216.1 The Chapel remains for sale, but the selling agents expect completion from prospective buyers. This is long overdue and FPC will retain its interest.

## 217 Additional Storage for Cricket Club / Green Storage Building

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

## 218 Proposed Trim Trail

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

## 219 Crime figures

219.1 During October there were two reported crimes in Fairfield. These were: -

- 2 x ABH

## 220 Speed Watch Figures

220.1 Speed Watch is not permitted during lockdown.

## 221 Finance

221.1 FPC has received a Precept Request for 2021/22 from CBC with a deadline of 18<sup>th</sup> January. Councillors should therefore send information for the 2021/22 budget to the clerk as soon as possible so this can be discussed at the December meeting. **Action: ALL**

221.2 Bank reconciliation to 31<sup>st</sup> October 2020

Where the money is	Value
Unity Trust	£230,099.48
Cash Plus Card	£312.79
Petty Cash	£0.00
<b>Total Money</b>	<b>£230,412.27 (1)</b>
<b>Cash Book</b>	
Total Receipts	£111,560.61
PLUS balance carried over 1 <sup>st</sup> April 2020	£179,347.06
LESS Total Payments	£60,495.40
<b>Total Money in cash book</b>	<b>£230,412.27 (2)</b>

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

221.3 Receipts

From whom	Description	Total
HMRC	Q2 VAT Refund	£4,729.14
<b>Total</b>		<b>£4,729.14</b>

Payments

To whom	Description	Total
Katrina Henshaw	October wages	£645.17
HMRC	October Tax and NI	£209.46
Asentric	Clerk's Pension	£150.00
EE	Mobile phone – October	£10.46
Mail Chimp	Monthly subscription	£23.96
Herts Full Stop	Stationery	£80.62
Fairfield Community Hall	Sep and Oct room rent for Scouts less credit for March	£178.00
BATPC	Allotment Training Vinesh and Penny	£90.00
Amazon	Laptop charger	£20.95
Hislop & Co Horticulture	Maintenance contract – October	£1,200.00
	Community Garden Maintenance	£120.00
Colin Carpenter	Advice for Memorial Trees	£25.00
BRCC	Contribution towards the development and enhancement of the Etonbury Green Wheel 2020/21	£1,500.00
Vida xl	Storage Sheds	£1,339.96
Lady Haig	Remembrance Sunday wreath	£72.00
Amazon	Mats for Remembrance Sunday	£51.49
Central Bedfordshire Council	Sponsored school crossing patrol September 2020 – July 2021	£4,000.00
Graphix	Halloween Banner	£36.00
<b>Total</b>		<b>£9,753.07</b>

It was

## RESOLVED

**That payments of £9,753.07 be paid and receipts of £4,729.14 was noted. It was also noted that £1,000 was transferred to the cash plus card on 15<sup>th</sup> October 2020 so storage sheds can be purchased online and £300.00 was transferred to the cash plus on 19<sup>th</sup> October 2020.**

221.4 Savings Account – Following a proposal from the Working Group, it was agreed to move £85,000 into a one year Bond United Trust Bank (1% interest) and £85,000 into instant access with The Cambridge BS (0.10% interest) leaving £60,000 with Unity Trust. The clerk to open these bank accounts. **Action: AMH / KH**

## 222 Correspondence

222.1 None received.

## 223 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.

223.1 Councillor Daffarn advised that she will be planting Plum Trees on the Orchard on 12<sup>th</sup> December providing it is Covid Safe to do so. She will be doing a Risk Assessment beforehand.

## 224 Date of next meeting

224.1 The next Parish Council meeting will be held on 10<sup>th</sup> December 2020 at 7.00 pm

Meeting closed 9.12 pm

## Glossary of acronyms

ABH	Actual bodily harm
ASB	Anti-social behaviour
BATPC	Bedfordshire Association of Town and Parish Councils
BRCC	Beds Rural Communities Charity
CBC	Central Bedfordshire Council
Covid-19	Coronavirus 2019
CCTV	Closed-circuit television
FHMC	Fairfield Hall Management Company
FPC	Fairfield Parish Council
NB	Nota bene (Latin phrase meaning “note well”)
GDPR	The General Data Protection Regulations
NHW	Neighbourhood Watch
TPO	Tree Preservation Order