

Date: Friday 4th December 2020

Councillors:

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

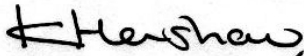
You are hereby summoned to attend the following meeting:

Fairfield Parish Council Meeting

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

Venue: Virtual Meeting on Zoom. Meeting ID: 838 7139 1710 Passcode: 680146
Phone numbers: 0203 203 051 2874, 0203 481 5237, 0203 481 5240

Members of the press and public are invited to attend.



Katrina Henshaw, Parish Clerk

Meeting Agenda

225 Apologies for Absence

225.1 To receive any apologies for absence from Councillors.

226 Chairman's Notice

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

226.2 Please note 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.

227 Disclosures of Interest and Dispensation requests

227.1 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.

227.2 To receive written requests for dispensations for declarable interests.

227.3 To grant any requests for dispensation as appropriate.

228 Council Minutes

228.1 To approve and sign as a correct record the minutes of the Parish Council meeting held on 12th November 2020.

229 Public Participation Session

229.1 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.

Planning and CBC Report

230 Planning Applications

230.1 CB/20/04235/FULL 155 Bronte Avenue

First and second floor rear extension.

Decision required: FPC to agree response to CBC. Deadline is 18th December.

230.2 CB/20/04257/FULL 39 Hardy Way

Single storey rear extension.

Decision required: FPC to agree response to CBC. Deadline is 22nd December.

230.3 CB/TRE/20/00600 East & West Orchards, Fairfield

Works to trees protected by a Preservation Order: Various works at east & west orchards Fairfield to CB/10/00010/G1&G2

Decision required: FPC to agree response to CBC. Deadline is 24th December.

230.4 Any urgent planning applications received between 4th and 10th December 2020.

231 Planning Decisions

231.1 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 requested it was called into the Development Management Committee for determination.

Full permission granted by CBC on 1st December 2020.

231.2 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.

Full permission granted by CBC on 19th November 2020.

232 Central Bedfordshire Council Ward Members Report

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

232.2 To receive an update on sharing a mobile CCTV with other parish councils.

Decision items

233 CBC Local Plan

233.1 Councillor Dack to give a verbal report on Part 2 of the Local Plan inquiry concerning area SRA3 East of Arlesey.

234 British Legion

234.1 Covid meant that many of the usual collections for the British Legion had to be curtailed and they are literally millions down in funding. Normally the Fairfield Community Church appeal raised £400 for them and FPC had planned on a collection at the service that unfortunately had to be cancelled due to the Covid-19 Pandemic. FPC to discuss the recent appeal from the Legion.

Decision required: To consider making a donation to them.

235 Christmas tree Collection Point

235.1 **Decision required: Is FPC going to offer this service again this year? If agreed, permission from FPRA to use their land and Hislop & Co Horticulture will need to be asked to dispose of the trees and display signs.**

236 Benches at Cricket Ground (Appendix A)

- 236.1 **Decision required:** To agree design and costs. Agreement on the Design and Location is required from the Cricket Club. As long as the Cricket Club are in agreement with the proposed style then FHMC are happy for this to go ahead.
- 236.2 To receive quotations for installations. **Decision required:** To agree who to award contract to.

237 Two replacement Silver Birch Trees in the Community Garden (Appendix B)

- 237.1 To receive quotations for new trees. **Decision required:** To consider purchasing and planting two silver birch trees to replace the two trees that were recently felled. If agreed, FPC to agree where to purchase from. Permission will need to be sought from FHMC and the Bowls Club.

238 A replacement tree in the Urban Park

- 238.1 The tree in the centre of the Urban Park has never been well loved. Over the years the promise was always that it was finding its roots and it would improve. However, this has not really happened, probably due to the poor soil, rubble and debris that it was planted in.

The tree cannot support lights well and is now becoming an embarrassment, bringing opprobrium to Fairfield, being tall and gangly with no proper Christmas tree shape.

Decision required: FPC to consider looking into replacements, or alternatives to the tree in the centre of the Urban Park. This may be completely digging up the tree and the whole planting area, which would entail moving the benches.

Expert advice could be sort as to whether there is any hope of reviving the tree, and if not whether the planting area can be enriched to support a new tree.

It may be that, if it is the wish of FPC the Urban Park tree is relieved of its Christmas duties and FPC consider purchasing a separate tree to put on the mound over the holiday periods.

An idea to offset the big financial implications would be to use the Anglian Water moneys as this type of project would be of benefit to the whole of Fairfield.

Motion: A working group is set up to look into the replacement of the Urban Park tree. Permission will need to be sought from FPRA.

239 March 2021 Meeting

- 239.1 To agree to move the March meeting to 3rd March 2021.

Information items

240 Orchards

- 240.1 FPC has requested permission from FHMC to do the suggested work by Bob Lever on the trees and planning permission has been applied for as some trees have TPOs.
- 240.2 To receive confirmation from Councillor Daffarn that the Plum Trees will be planted on 12th December.

241 Proposed Garden of Reflection

- 241.1 Awaiting the survey report from CBC.

242 Allotments

- 242.1 To receive an update from Councillor Reader.

243 Transfer of the Community Hall

- 243.1 To receive an update from Councillor Reader.

244 St Luke's Chapel

244.1 To receive an update from Councillor Dack.

245 Additional Storage for Cricket Club / Green Storage Building

245.1 To receive an update from Councillors Dack and Andrews.

246 Proposed Trim Trail

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

247 Neighbourhood Watch

247.1 To receive an update from Councillors Dack, Hunt and Reynolds.

248 Crime figures

248.1 To receive crime figures for November.

249 Speed Watch Figures

249.1 There was no Speed Watch during November 2020 due to the Covid-19 Pandemic.

Finance and Correspondence

250 Finance

250.1 FPC has received a Precept Request for 2021/22 from CBC with a deadline of 18th January. Councillors should therefore send information for the 2021/22 budget to the clerk as soon as possible so this can be agreed at the January meeting.

250.2 To receive bank reconciliation to 30th November 2020. **(Appendix C)**

250.3 To receive receipts and agree payments. **(Appendix D)**

250.4 To receive an update on opening a savings account.

251 Correspondence

251.1 Any urgent correspondence received between 4th and 10TH December 2020.

252 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.

253 Date of next meeting

253.1 The next Parish Council meeting will be held on 14th January 2021 at 7.00 pm

Glossary of acronyms

CBC	Central Bedfordshire Council
Covid-19	Coronavirus 2019
FHMC	Fairfield Hall Management Company
FPC	Fairfield Parish Council
FPRA	Fairfield Park Resident Association
NB	Nota bene (Latin phrase meaning "note well")
TPO	Tree Preservation Order

Appendix A – Proposed benches at Cricket Ground

The proposed style of benches is Elwood™ Recycled Material Seat from Glasdon.

<https://uk.glasdon.com/focus-on-local-councils/seating/recycled-materials-seating/elwood-tm-recycled-material-seat>



Cost to purchase a bench is

Dark Oak bench = £671.33 includes free delivery

Brown Enviropol material slats = £0.00

Adjustable depth concrete in fixing kit (80 mm screws) = £30.86

Total cost for one bench = £702.19 + vat

Total cost for five benches = £3,510.95 + vat

Alternative option

www.reviverecycledplastics.co.uk is a subsidiary of Maydencroft Limited and so if there was a bench on their website that FPC liked then they could quote for that.



GENERAL CONSTRUCTION & MAINTENANCE WORK

Extensions, Conservatories, & Conversions

Tel/Fax 01462 713908

Mobile 07779091281

E-Mail b2bconstuction@hotmail.co.uk

Quotation

Fairfield Park Parish Council

Cricket pitch benches

Assemble benches (Supplied by others)
Install 5 x concrete bases for new benches to sit on.
Securely fix benches to concrete.

For a sum of £1850.00 + VAT

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

04.12.20



QUOTATION ML9684

Client: Fairfield Parish Council
Job: Bench Installation
Author: NW
Office: Letchworth

REF	DESCRIPTION	QTY	UNIT	RATE (£)	PRICE (£)
1.0	Glasdon Bench Installation				
1.1	Install 5(no) Gladson benches provided by client. Each bench will have two small concrete pads to sit on and the benches will be bolted to these.	5	Item	325	1,625
				SUBTOTAL	1,625
				VAT @ 20%	325
				TOTAL	1,950

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 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'.

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 5230
Reference		Created	27/11/2020
Invoice Address	Fairfield Community Hall, Kipling Cresent, Fairfield, Bedfordshire, SG5 4GY	Expires	27/12/2020
Delivery Address	Fairfield Community Hall, Kipling Cresent, Fairfield, Bedfordshire, SG5 4GY		

Description	Qty/Hrs	Price/Rate	Net Amount	% VAT	VAT	Total (£)
Fencing services To lay 5 x concrete bases 10ft x 2ft and 6" deep at different areas around the cricket pitch allowing to be dug in 4" and to then build and bolt down 5 x benches supplied by others. Take away all resulting waste soil debris.	1.00	3,250.00	3,250.00	20.00	650.00	3,900.00

(NB. This work should be done during the Summer months when
vehicle access onto the cricket field wont cause damage).
(NR15 Fencing services)

Amount Ex VAT 3,250.00 (£)

Total VAT 650.00 (£)

Total 3,900.00 (£)

VAT Rate	Net (£)	VAT (£)	Total (£)
Standard 20.00%	3,250.00	650.00	3,900.00

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 B – Quotes for Silver Birch Trees

Quote 1 – Grassland Nursery

https://www.grasslands.co.uk/betula-utilis-15-litre-pot.html?gclid=EAlalQobChMIjdyrtfCx7QIVF-ztCh1zMwEvEAQYAIABEglCqPD_BwE

Betula Utilis 15 litre pot £51.00 each (no vat)

Delivery charge £50.00

Total cost = £152.00

Quote 2 Todds Nursery

<https://toddsnursery.co.uk/small-and-large/>

2-2.5m tall (pot grown) at £46.50 each plus VAT

Delivery cost = £30.00

Total Cost = £123.00 + vat

Quote 3 Trees Direct

<https://www.treesdirect.co.uk/product/silver-birch-trees/>

Betula Pendula 1.75 - 2 meters Pot grown (10 litre pot) £55 inc Vat

Delivery charge £18.00

Total cost = £109.67 + vat

Plus two posts and ties. (Presume all above might provide but gives idea on price)

<https://www.wickes.co.uk/Forest-Garden-Timber-Garden-Tree-Stake---80mm-X-1-5m/p/543222>

£7.50 each

https://www.amazon.co.uk/SUPER-RUBBER-PLANT-SUPPORT-BAREROOT/dp/B00J2VN136/ref=sr_1_7?dchild=1&keywords=Tree+Stakes+and+Ties&qid=1607005622&sr=8-7es

£4.19 each

Appendix C - Bank Reconciliation at 30th November 2020

Where the money is	Value
Unity Trust	£223947.37
Cash Plus Card	£274.35
Petty Cash	£0.00
Total Money	£224,221.72 (1)
Cash Book	
Total Receipts	£111,560.61
PLUS balance carried over 1 st April 2020	£179,347.06
LESS Total Payments	£66,685.95
Total Money in cash book	£224,221.72

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

Appendix D

Receipts – None received

Payments

To whom	Description	Total
Katrina Henshaw	November wages	£695.70
HMRC	November Tax and NI	£242.38
Asentric	Clerk's Pension	£150.00
EE	Mobile phone – November	£10.46
Mail Chimp	Monthly subscription	£24.06
Ebuyer	Toner	£99.97
Mazars	Audit 2019/20	£480.00
Colin Carpenter	Memorial Tree and Stakes	£48.50
The National Allotment Society	Membership	£60.40
Amazon	Stationery	£14.38
Hislop & Co Horticulture	25% of Cost for felling Silver Birch trees	£285.00
	Community Garden Maintenance	£60.00
B2B Construction	Install Concrete Base and erect new sheds	£2,580.00
Koncept	Microphones	£246.00
Total		£4,996.85

02.12.20 transferred £300 to Cash Plus Card