

Date: Friday 8th January 2021

Councillors:

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

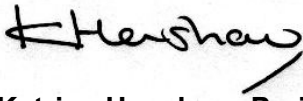
You are hereby summoned to attend the following meeting:

Fairfield Parish Council Meeting

Date/ Time: Thursday 14th January 2021 at 7.00 pm

Venue: Virtual Meeting on Zoom. Meeting ID: 815 5565 5682 Passcode: 144828
Phone numbers: 0203 481 5237 0203 481 5240 0203 051 2874

Members of the press and public are invited to attend.



Katrina Henshaw, Parish Clerk

Meeting Agenda

254 Election of Chair for the remaining part of the Civic Year.

254.1 To elect the Chair and the Chair to sign a Declaration of Office.

255 Election of Vice Chair for the remaining part of the Civic Year (if Vice is elected as Chair)

255.1 To elect the Vice Chair and the Chair to sign a Declaration of Office.

256 Apologies for Absence

256.1 To receive any apologies for absence from Councillors.

257 Chair's Notice

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

257.2 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.

258 Disclosures of Interest and Dispensation requests

258.1 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.

258.2 To receive written requests for dispensations for declarable interests.

258.3 To grant any requests for dispensation as appropriate.

259 Council Minutes

- 259.1 To approve and sign as a correct record the minutes of the Parish Council meeting held on 10th December 2020.

260 Public Participation Session

- 260.1 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

261 Planning Applications

261.1 CB/20/03613/VOC Fairfield Hospital, Hitchin Road.

Variation of Condition 19 to Planning Permission MB/00/01151/OUT (Outline: up to 853 residential dwellings, lower school, retail floor space, community centre and related highway works, footpath, cycle ways and bridle way) New proposal for the affordable housing provisions stated in condition 19 to not be binding on a mortgagee or chargee or any receiver.

Decision required: FPC to agree response to CBC. Deadline is 11th January 2021.

261.2 CB/20/04571/FULL Land West of Hitchin Road, Fairfield Park

Erection of 24 two storey dwellings, with a new access off Hitchin Road and extension of Eliot Way, together with garaging, parking, landscaping and all enabling development.

Decision required: FPC to agree response to CBC. Deadline is 19th January 2021.

- 261.3 Any urgent planning applications received between 7th and 14th January 2021.

262 Planning Decisions

262.1 CB/20 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.

Full permission granted by CBC on 18th December 2020.

262.2 CB/20/03935/FULL 33 Fleming Drive

Demolishing of existing conservatory for a single storey ground floor 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.

Full permission granted by CBC on 2nd December 2020.

262.3 CB/20/03946/FULL 39 Fleming Drive

Single storey rear extension and rear entrance canopy.

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.

Full permission granted by CBC on 3rd December 2020.

262.4 CB/20/04257/FULL 39 Hardy Way

Single storey 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. However, there is concern about the slate and brick and the applicant should be made aware that these must match the existing slates and bricks.

Full permission granted by CBC on 16th December 2020.

- 262.5 **CB/20/01519/LDCE Urban Central Park, Dickens Boulevard, Fairfield**
Lawful Development Certificate Existing: Remove canopy and re-site in park.
FPC had no objections.
Application withdrawn 16th December 2020.

263 Central Bedfordshire Council Ward Members Report

- 263.1 To receive a report from a CBC Ward Members on matters pertaining to Fairfield.
- 263.2 To receive an update on sharing a mobile CCTV with other parish councils.
- 263.3 To receive formal notification that the responses from Article 4 consultation to restrict PDR in Fairfield were considered at the Executive meeting where it was agreed that CBC would support FPC's application and will therefore send it on to on to the Secretary of State.
- FPC to thank Ward Councillor Dixon for his support with this application and his excellent work in guiding the application through CBC.

Decision items

264 Budget 2021/22

- 264.1 To receive a comparison of budget 2020/21 with expenditure to date. **(Appendix A)**
- 264.2 To agree budget 2021/22 and set Precept for 2021/22. **(Appendix B)**

265 Transfer of the Community Hall

- 265.1 FPC has been advised by Blandy that FPC and Fairfield Community Hall Trust need to jointly consult a Solicitor who specialises in Trusts. **Decision required:** FPC to agree to engage a solicitor and pay costs.

266 Benches at Cricket Ground (Appendix C)

- 266.1 To receive clarification on quotations for installations from Maydencroft and B2B as per item 236.2 (December 2020 minutes). **Decision required:** To agree who to award contract to.
- 266.2 To agree permission for a resident to purchase a bench as a memorial bench to be installed at the Cricket Ground and if so to agree if a policy/application form is needed for this bench and future benches (will always be subject to permission from landowner).

267 Two replacement Silver Birch Trees in the Community Garden (Appendix D)

- 267.1 Councillor Andrews advised that FHMC and the Bowls Club both would like the trees replaced with Silver Birch trees and the Bowls Club have offered to plant and water them. Quotations for new trees were received on item 238.1 (December 2020 minutes) from Grasslands Nursery, Todd's Nursey and Trees Direct. **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.

Information items

268 Orchards

- 268.1 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.
- 268.2 To receive a report from Councillor Daffarn on the new plum trees planted on 12th December.

269 Proposed Garden of Reflection

269.1 FPC is waiting the results of the survey from CBC.

270 Allotments

270.1 To receive an update from Councillor Reader.

271 Additional Storage for Cricket Club / Green Storage Building

271.1 To receive an update from Councillors Andrews.

272 Proposed Trim Trail

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

273 Neighbourhood Watch

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

274 Crime figures

274.1 During December there was one reported crime in Fairfield. This was an assault occasioning actual bodily harm (ABH).

275 Speed Watch Figures

275.1 To receive Speed Watch figures for December.

Finance and Correspondence

276 Finance

276.1 To receive bank reconciliation to 31st December 2020. **(Appendix E)**

276.2 To receive receipts and agree payments. **(Appendix F)**

277 Correspondence

277.1 CBC – Extended Consultation on Leisure Facilities Strategy. (Deadline is 17th January 2021).

277.2 CBC – Budget 2021 Consultation. (Deadline is 27th January 2021).

277.3 Any urgent correspondence received between 7th and 14th January 2021.

278 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.

279 Date of next meeting

279.1 The next Parish Council meeting will be held on 11th February 2021 at 7.00 pm

Glossary of acronyms

bf	brought forward
CBC	Central Bedfordshire Council
CCTV	Closed-circuit television.
FHMC	Fairfield Hall Management Company
FPC	Fairfield Parish Council
NB	Nota bene (Latin phrase meaning 'note well')
PDR	Permitted Development Right
TPO	Tree Preservation Order

Appendix A – Q3 Budget Comparison 2020/21

	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	£24,112.44	£13,609.26
Recreation	£33,706.12	£40,498.43	£908.40	£20,555.87	£54,556.98
Community Hall	£0.00	£10,000.00	£0.00	£3,249.16	£6,750.84
Orchards	£16,790.39	£0.00	£48.50	£13,030.96	£3,807.93
Apple Day	£529.62	£470.38	£0.00	£152.54	£847.46
Grants	£3,341.02	£20,000.00	£187.87	£3,280.53	£20,248.36
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
<i>VAT</i>	<i>-£2,134.10</i>	<i>£0.00</i>	<i>£8,421.02</i>	<i>£8151.47</i>	<i>£-1864.55</i>
Total	£179,347.06	£102,479.00	£9,565.79	£72,532.97	£218,858.78

Appendix B

	Estimated bf 01/04/2020 (1)	Estimated Budget costs (2)	Precept 2021/22 (3)	Difference between (1) + (3) and (2)
Administration	£10,097.12	£25,000.00	£14,902.88	£0.00
<i>General</i>		£20,000.00		
<i>Legal expenses for Community Hall transfer</i>		£5,000.00		
Recreation and Public Lands	£29,489.12	£635,281.32	£47,816.71	-£557,975.49
<i>bf Project from Anglian Water donation (25/9/18)</i>		£7,000.00		
<i>bf Money from Youth Club Closure (1/2/19)</i>		£1,674.32		
<i>bf Trim Trail (£10,000 from Campbell and Buchanan donation 14/9/15)</i>		£19,800.00		
<i>Grass verges / roundabouts / dog bins</i>		£12,000.00		
<i>Hardy Way / Kingsley Avenue hedge</i>		£650.00		
<i>Gritting</i>		£5,000.00		
<i>Road Crossing Officer</i>		£4,000.00		
<i>Summer Youth Activities</i>		£5,000.00		
<i>Silent Fireworks (5th November)</i>		£3,000.00		
<i>Remembrance Sunday</i>		£500.00		
<i>Carol Service</i>		£500.00		
<i>Christmas Events</i>		£3,000.00		
<i>Christmas Lights</i>		£7,000.00		
<i>Crime Prevention</i>		£2,000.00		
<i>Litter bins</i>		£2,157.00		
<i>Expanding Bowls Club / Cricket Club car park</i>		£20,000.00		
<i>Cricket Club extension / removal of green hut</i>		£10,000.00		
<i>Street Lighting – Eliot Way, Hardy Way and the path between School and Community Hall</i>		£32,000.00		
<i>Recreation area</i>		£500,000.00		
Allotments	£10,000.00	£80,000.00	£12,500.00	-£57,500.00
<i>(£10,000 from Campbell and Buchanan donation 14/9/15)</i>				
Garden of Rest / Reflection	£15,000.00	£80,000.00	£7,500.00	-£57,500.00
<i>(£15,000 from Campbell and Buchanan donation 14/9/15)</i>				
Grants	£20,248.36	22,500.00	£2,251.64	£0.00
<i>bf Matched funding for play equipment</i>		£12,500.00		
Community Hall	£6,750.84	£32,250.00	£13,249.16	-£12,250.00
<i>PA System</i>		£2,000.00		
<i>Roof</i>		£5,000.00		
<i>Replacement of roof (10 years)</i>		£10,000.00		
<i>Outside window and door painting (every 3 years)</i>		£3,000.00		
<i>Railings painting (every 5 years)</i>		£500.00		
<i>Handrails and posts painting (yearly)</i>		£250.00		
<i>Heating system</i>		£1,000.00		
<i>Building insurance (exterior)</i>		£1,000.00		
<i>Exterior drains</i>		£1,000.00		
<i>Clock service</i>		£500.00		
<i>Sink Fund</i>		£10,000.00		
Orchards	£1,307.93	£9,800.00	£8492.07	£0.00
<i>Grass cutting</i>		£,2500.00		
<i>Maintenance</i>		£1,000.00		
<i>New trees</i>		£300.00		
<i>Tools</i>		£500.00		
<i>Community Garden</i>		£500.00		
<i>Contingency</i>		£5,000.00		
Apple Day	£847.46	£1,000.00	£152.54	£0.00

Additional Parking in Fairfield	£75,902.50	£75,902.50	£0.00	£0.00
Reserves	£30,000.00	£30,000.00	£0.00	£0.00
Total	£199,643.37	£991,733.82	£106,865.00	-£685,225.49

The proposed Precept of £106,865.00 leaves band D charge at £79.75 (0% change).

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Appendix C – Clarification of quotations

B2B Quote

B2B confirm quote is for 1 base under each bench.

B2b had anticipated having to wheelbarrow concrete to each location so that is already included.

Maydencroft Quote

Maydencroft have requoted for 1 base under each bench – see Quotation ML9684 Revision A
Maydencroft have confirmed that in regards to damaging the ground, we have track mats which will protect the cricket pitch.



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

11.01.21



QUOTATION ML9684 REVISION A

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 sit on a single concrete pad which the benches will be bolted to.	5	Item	355	1,775
				SUBTOTAL	1,775
				VAT @ 20%	355
				TOTAL	2,130

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 D – Quotes for Silver Birch Trees

Quote 1 – Grassland Nursery

https://www.grasslands.co.uk/betula-utilis-15-litre-pot.html?gclid=EAlalQobChMljdyrtfCx7QIVF-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 E – Bank Reconciliation at 31st December 2020

Where the money is	Value
Unity Trust	£218,492.15
Cash Plus Card	£366.63
Petty Cash	£0.00
Total Money	£218,858.78 (1)
Cash Book	
Total Receipts	£112,044.79
PLUS balance carried over 1 st April 2020	£179,347.06
LESS Total Payments	£72,533.07
Total Money in cash book	£218,858.78 (2)

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

Appendix F – Receipts and Payments

Receipts

From whom	Description	Total
Aztek	Refund for storage unit	£221.42
Central Bedfordshire Council	20/21 Grass cutting contribution	£214.26
Richard Craven	Memorial Tree	£48.50
Total		£484.18

Payments

To whom	Description	Total
Katrina Henshaw	December wages	£581.92
HMRC	December Tax and NI	£168.40
Asentric	Clerk's Pension	£150.00
Unity Bank	Service Charge	£24.90
EE	Mobile phone – December	£10.46
Design Wall	Website	£37.12
Mail Chimp	Monthly subscription	£23.64
BATPC	New Councillor Induction course (Vinesh Khatwa)	£30.00
Lexis Nexis	Local Council Administration book	£94.00
Oliver Tansley	Designing NHW Flyer	£50.00
Graphix	Printing NHW flyer	£77.00
Sparkx	Christmas Lights	£4,672.70 £227.99
The Royal British Legion	Donation	£400.00
Hislop & Co Horticulture	Maintenance contract – November	£1,200.00
	Maintenance contract – December	£1,200.00
Curry's	Cooker for Community Hall	£2,051.00
Curry's	Microwave for Community Hall	£161.00
Curry's	Fridge Freezer for Community Hall	£534.99
Total		£11,695.12