

## Minutes of an ordinary Meeting of Fairfield Parish Council held virtually on Zoom on Thursday 11<sup>th</sup> March 2021 at 7:00 pm

**Councillors present:** N Andrews (NA) (Chair), BE Dack (BD), P Daffarn (PD), A M Hunt (AMH), V Khatwa (VH), 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 four members of the public.

### 310 Apologies for Absence

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

### 311 Chair's Notice

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

311.2 The Chair 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 Chair's permission.

### 312 Disclosures of Interest and Dispensation requests

312.1 Councillors Andrews and Dack declared an interest in item 325.1 (Councillor Andrews is a Trustee/Chair of the Community Hall Trust and Councillor Dack is a Trustee/Treasurer). It was agreed they would both stay at the Zoom meeting as there is no decision or discussion.

312.2 No written requests for dispensations for declarable interests.

312.3 No requests for dispensation were granted.

### 313 Council Minutes

313.1 Minutes of the Ordinary Meeting held on Thursday 11<sup>th</sup> February 2021 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 Chair.**

### 314 Public Participation Session

314.1 One member of the public requested to speak on item 315.1. She was interested to know the reason for the bollards as both sites would have their own access and questioned the need for them. She suggested an alternative would be to just provide pedestrian and cycle access by blocking the remainder of that strip. If there is a real need for the bollards she asked if the bollards would have a lock and key and if so, who the key holder would be.

Her major issue, which was previously fully explained, was regarding the safety of and within Lydgate Fields if access was allowed through it from Eliot Way and the effect of potentially more than doubling the traffic on the cul-de-sac.

If Abbeymill's new proposal explicitly states that only pedestrian and cyclist access is permitted via Lydgate Fields and vehicle access (including motor bikes or scooters etc) would be prohibited, then she would not object to that. She also requested that Lydgate Fields are consulted on any proposed cycle routes through Lydgate Fields. She reminded FPC that the residents of Lydgate Gardens have never objected to the actual site development for the houses.

FPC advised the resident that the reason for the bollards was in case emergency vehicles needed access. Although estates/roads with only one entrance/exit are considered secure by design and therefore reduce crime there can be an issue for emergency vehicles, hence the need for bollards. FPC believe that the bollards will be fitted with FP11 locks for which the fire service carry a key.

### 315 Planning Applications

#### 315.1 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.

Abbeymill Homes have supplied an amended site plan. They have included bollards to the access between Lydgate Field and the new development which will prevent vehicular access.

Although FPC still has safety concerns over the access from Hitchin Road without the left in and left out restriction, it acknowledged that this was a decision for CBC Highways. FPC therefore agreed to remove its objection to through traffic from Eliot Way to Hitchin Road via Lydgate Fields and suggestion that there is no access from Hitchin Road.

FPC would like a condition added to state that the bollards must comply with the Fairfield Neighbourhood Plan Design (page 33) and must be fitted with FB11 locks. The request for the following conditions remains: -

- Provision needs to be made for the cycle path that forms part of the Green Wheel. The growth of Pix Brook and Etonbury will see an increase in cyclists and FPC has concerns for their safety.
- A crossing point and/or Road Crossing Officer will need to be provided across Hitchin Road so people can get to the Lower School safely.
- The Construction Statement must include details of where the construction workers will be allowed to park. They must not park on Fairfield roads (in particular Lydgate Fields, Eliot Way and Fairfield Gardens). FPC suggests Abbeymill Homes speak to Stotfold Football Club to seek permission for the construction workers to park there and arrange to bus them to site as previous developers have done.
- The Construction Statement must state that construction traffic is not permitted to enter via Lydgate Fields.
- A planning condition must state that the construction complies with the Fairfield Neighbourhood Plan Design.

The Clerk to advise Abbeymill Homes and CBC. **Action: KH**

315.2 Letter from Homes England – FPC received information about environmental management that is planned to be carried out over the coming weeks.

#### 315.3 CB/21/00559/FULL 56 Charlotte Avenue

Single storey rear extension.

Councillor Hunt would ask for additional information that was needed. It was agreed to delegate powers to Councillors Hunt, Dack and Reynolds to agree comments to send to CBC as the deadline is 18<sup>th</sup> March 2021. **Action: AMH / BD/ NR**

*Post meeting note (added Friday 12<sup>th</sup> March 2021).*

*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.*

### 316 Planning Decisions

#### 316.1 CB/21/00193/FULL 155 Bronte Avenue

Re-submission of CB/20/04235/FULL First and second floor rear extension  
**Application withdrawn 4<sup>th</sup> March 2021.**

### 317 Central Bedfordshire Council Ward Members Report

317.1 Councillor Dixon reported that while there were only ten covid cases in the ward currently, the previous week there was only one case people so there is a need to continue to follow the current rules. Although levels are down and vaccines are increasing, it is crucial residents do not get complacent at this stage and must not relax all previous efforts.

Ward Councillors Discretionary Grant Scheme starts again in April 2021 and each Ward Councillor has £2,000 to match fund projects. FPC was encouraged to advise them of any suitable projects.

317.2 Councillor Dixon will arrange a meeting with other Parish Councils to discuss sharing mobile CCTV. **Action: SD**

317.3 Copperfield Close – Councillor Dixon and Councillor Reynolds met with a resident to discuss the problems with entering and exiting Copperfield Close. Since the meeting, Councillor Dixon met with a highways officer. The issue is understood and a colleague from the safety audit team will be asked to suggest the most effective solution to the problem.

317.4 West Drive – Councillor Dixon has reported the faulty lighting along West Drive.

317.5 Parking restrictions on Dickens Boulevard – There have been recent reports that every weekday evening the scene there is ‘carnage’. Between 4.00 pm and 7.00 pm numerous vehicles park on the double yellow lines and cause danger and congestion. There is regular confrontation, sounding of car horns and angry words between motorists. This combined with the speed that some motorists travel along the road makes an accident highly likely. The CBC Enforcement Team attended the area several times recently but has not caught any people parking on the double yellow lines.

### 318 Local Plan

318.1 CBC has advised that Officers would not be looking to propose any amendments to the boundary line, due to the clear direction provided by the Inspectors on this point. Therefore, it has been agreed that FPC do not require a meeting with CBC at this stage.

### 319 Trees on Bronte Avenue

319.1 Councillor Daffarn advised that she had site meetings with Hislop & Co Horticulture, Maydencroft and Apex Trees regarding the trees and they all agreed that the wrong type of tree had been planted in this area. As these trees are the responsibility of CBC, Councillor Daffarn also met with CBC and is waiting for a proposal from CBC on what action can be taken. Councillor Dixon to chase up CBC and also ask them to look at the trees on Dickens Boulevard. **Action: SD**

### 320 Litter Picking

320.1 It was agreed for FPC to arrange litter picking at weekends during Covid-19. The Risk Assessment and Disclaimer had been circulated and were agreed by all.

Zurich has confirmed FPC’s Employers’ Liability cover will protect FPC against legal liabilities resulting from injury or disease suffered by your employees in the course of their duties.

Volunteers are covered under Public Liability insurance and they are eligible for the same protection that employees get under Employers’ Liability. Public Liability insurance will also extend to cover legal liabilities resulting from injury or disease suffered by a member of the public where it is deemed to be FPC’s fault.

For a claim against FPC to succeed, FPC would have to be found responsible for the individual's injury whilst volunteering. In the event of a claim arising Zurich will ask for copies of the risk assessments, as they will use these to defend a claim on FPC's behalf. FPC will need to document these Risk assessments and then take appropriate actions to ensure the safety of staff, volunteers, and service users. These should also follow any and all Government guidelines.

Councillor Andrews to coordinate and arrange publicity. **Action: NA**

### **321 Charging of electric cars**

321.1 It was agreed that Councillor Dixon would speak to Tesco to discuss the possibility of charging points for electric cars being installed as Tesco has recently entered an agreement with Volkswagen. He will also investigate other options available from CBC. Once proposals are known, the relevant landowners will be consulted. **Action: SD**

### **322 FPC Phone**

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

#### **RESOLVED**

**That FPC would purchase an iPhone 12 from Apple at a cost of £665.00 and have a Sim only from BT a cost of £10.00 per month and for FPC to keep the phone for three years. Total cost = £1,025.00 (£28.47 per month).**

#### **REASONS**

**To replace the current iPhone that is five years old and assist the clerk with her daily duties.**

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

### **323 Annual Parish Meeting – 15<sup>th</sup> April 2021**

323.1 It was agreed that there would be the usual Chairman's Report and Ward Councillor Report. It was also agreed to invite Richard Fuller, MP for North Bedfordshire. **Action: KH**

### **324 Christmas Lights 2022**

324.1 The budget of £7,000 was confirmed and it was agreed that Councillors Andrews and Khatwa would look at proposals and seek quotes. **Action: NA / VK**

324.2

### **325 Transfer of the Community Hall**

325.1 Councillor Reader advised that a 'List of Responsibilities' for FPC and The Community Hall Trust has been drafted. A meeting between FPC representatives and the Community Hall Trust representatives is being arranged to discuss this draft and also the proposed revised Trust Deed.

### **326 Orchards**

326.1 All the volunteer work in the orchards had been completed. Bob Lever has confirmed that it is fine for Colin Carpenter to carry out the arborist work now. Colin will therefore be doing the work over the next few weeks.

### **327 Proposed Garden of Reflection**

327.1 FPC is waiting for a meeting with CBC Assets.

### **328 Allotments**

328.1 FPC is waiting for a decision on item 327.1 by CBC assets before this can be progressed as it is hoped to do the projects together.

### 329 Trim Trail

329.1 The working group will be doing presentation board in the Urban Park to show residents the proposals and ask for their thoughts.

### 330 St Luke's Chapel

330.1 Belvoir has advised that contracts have been exchanged for the sale of this property and the competition is expected to take place on Friday 12<sup>th</sup> March 2021. Belvoir has agreed pass on FPC contact details to the new owners and ask them to make contact as soon as possible.

### 331 FPC Artefacts

331.1 Hitchin Museum has offered to look at the Artefacts and offer advice on how to display them.

### 332 Neighbourhood Watch

332.1 There was nothing new to report.

### 333 Crime figures

During February there were four reported crime in Fairfield. These were for: -

- 2 malicious communications
- 1 shoplifting
- 1 harassment

### 334 Speed Watch Figures

334.1 During February there were twelve sessions completed in Bedfordshire by Speed Watch Volunteers. Three of these sessions were held in Fairfield, with thirty-five offenders notified to Bedfordshire Police.

### 335 Finance

335.1 Bank reconciliation to 28<sup>th</sup> February 2021

Where the money is	Value
Unity Trust	£28,377.01
Cash Plus Card	£504.62
Petty cash	£0.00
The Cambridge Building Society	£85,000.00
United Trust Bank	£85,000.00
<b>Total Money</b>	<b>£198,881.63 (1)</b>
<b>Cash Book</b>	
Total Receipts	£113,198.97
PLUS balance carried over 1 <sup>st</sup> April 2020	£179,347.06
LESS Total Payments	£93,664.40
<b>Total Money in cash book</b>	<b>£198,881.63 (2)</b>

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

335.2 Receipts

From whom	Description	Total
Ray Robbins	Memorial Bench	£1,117.75
Cash Plus	Refund	£1.06
<b>Total</b>		<b>£1,118.81</b>

## Payments

To whom	Description	Total
Katrina Henshaw	February wages	£771.48
HMRC	February Tax and NI	£291.76
Asentric	Clerk's Pension	£150.00
EE	Mobile phone – February	£59.65
Mail Chimp	Monthly subscription	£23.02
Hislop & Co Horticulture	Maintenance contract – February	£1,200.00
	Gritting	£883.80
Asgard	Storage Shed	£1,974.00
<b>Total</b>		<b>£5,353.71</b>

It was

### **RESOLVED**

**That payments of £5,353.71 be paid and receipts of £1,118.81 was noted. It was also noted that £2,300 was transferred to the cash plus card on 16<sup>th</sup> February 2021.**

### **336 Correspondence**

336.1 BATPC – The Census day is Sunday 21st March.

336.2 There was no urgent correspondence.

### **337 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.

337.1 There was no other business.

### **338 Date of next meetings**

338.1 The next Parish Council meeting will be held on 8<sup>th</sup> April 2021 at 7.00 pm.

338.2 The Annual Parish Meeting will be held on 15<sup>th</sup> April 2021 at 7.00 pm.

Meeting closed 8.55 pm.

## **Glossary of acronyms**

BATPC	Bedfordshire Association of Town and Parish Councils
CBC	Central Bedfordshire Council
CCTV	Closed-circuit television
FPC	Fairfield Parish Council
NB	Nota bene (Latin phrase meaning 'note well')