

## Draft Minutes of an Annual Meeting of Fairfield Parish Council held virtually on Zoom on Thursday 6<sup>th</sup> May 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 B Saunders (BS) and eight members of the public.

### 1 Election of Chair for the ensuing Council year

1.1 Councillor Andrews was proposed and seconded to be re-elected as Chair. There were no other nominations and therefore, with a unanimous vote it was

#### **RESOLVED**

**That Councillor Andrews be re-appointed the Chair for the ensuing Council year.**

Councillor Andrews to sign the Declaration of Acceptance of Office of Chair which will be countersigned by the Clerk as Proper Officer of the Council. **Action: NA / KH**

### 2 Election of Vice Chair for the ensuing Council year

2.1 Councillor Hunt was proposed and seconded to be re-elected as Vice Chair. There were no other nominations and therefore, with a unanimous vote it was

#### **RESOLVED**

**That Councillor Hunt be re-appointed the Vice Chair for the ensuing Council year.**

Councillor Hunt to sign the Declaration of Acceptance of Office of Vice Chair which will be countersigned by the Clerk as Proper Officer of the Council. **Action: AMH / KH**

### 3 Apologies for Absence

3.1 Apologies for absence were received from Ward Members Councillors S Dixon (SD) and N Harris (NH).

### 4 Chair's Notice

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

4.2 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.

### 5 Disclosures of Interest and Dispensation requests

5.1 Councillors Andrews and Dack declared an interest in item 45.1 (Councillor Andrews is a Trustee/Chair of the Community Hall Trust and Councillor Dack is a Trustee/Treasurer). It was agreed that Councillor Andrews could give an update on the CHT and they would both stay at the meeting as it was an update only.

5.2 Councillors Dack and Reynolds declared an interest in item 46.1 (Councillor Dack is a Committee Member and Councillor Reynolds is the Committee Chair). It was agreed that Councillor Reynolds could give the FPRA update and they could both stay at the meeting as it was an update only.

5.3 No written requests for dispensations for declarable interests.

5.4 No requests for dispensation were granted.

## 6 Council Minutes

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

## 7 Public Participation Session

7.1 Three members of the public requested to speak on item 46.

(1) The resident was in favour of the musical instruments and explained the critical role they played to encourage different ages and abilities, including children with special educational needs and disabilities, to interact.

The resident also asked FPC how it was going to deal with the recent bullying and threats and the resident complained that the Family Forum Facebook page had allowed abusive comments on the site. *(Although the Family Forum Facebook is nothing to do with FPC, Councillor Khatwa is an administrator with his personal Facebook profile).*

(2) The resident was in favour of all the equipment apart from the musical equipment. He expressed concerns that FPRA had purchased the equipment without consulting the residents. He stated that musical equipment was not required to meet SEN requirements and was not installed in any other park in UK that was close to housing. The resident requested the following actions:-

1. Noise survey of Urban Park
2. Consultation with everyone in particular with residents within 150 meters of the parks.
3. If the musical equipment cannot be cancelled to relocate it to a different park.

(3) The resident asked FPC to support residents who objections to the proposed musical equipment. She stated that all the residents she has spoken to were fully supportive for all the proposed new equipment apart from the musical equipment.

She noted FPRA had agreed to delay the musical equipment so additional investigation and consultation could take place. However, she would like to see the musical equipment being replaced with equipment that is not musical.

She acknowledged she had chosen to live near a park but said she would not have made this choice if there had been musical equipment in it.

Due to the pandemic, she was now working from home and would be on a long-term basis and the noise from the proposed musical equipment would made this very difficult.

She reported that residents already experienced anti-social behaviour at the park and feared that the proposed musical equipment would attract more.

The Chair said that FPC was 100% against any intimidation of any kind and apologised to the resident that FPC had not been fully aware of what was happening. He assured the resident that FPC takes these matters very seriously.

Councillor Khatwa apologised on behalf of the admin of the Family Forum Facebook page for the delay in removing the posts and agreed they should have been removed immediately.

Councillor Reynolds spoke as the FPRA Chair and advised that the consultation was not as planned at the FPRA meeting held in November meeting, this was due to the new Covid-19 restrictions that were imposed by the Government in November (Lockdown Three).

He also advised that the musical equipment could not be relocated from Urban Park to any of the other play areas as they would be closer to houses. The Orchards had also been suggested but these were not under the control of FPRA. (FHMC has the responsibility for them).

He said the FPRA were making further investigations and would then be discussing the issues and possible solutions with those concerned.

Residents were encouraged to report all anti-social behaviour to the Police on 101 or online and also make FPRA and FPC aware of these incidents.

*Item 46 was discussed after this item to allow the members of public to listen to the item.*

## **8 Planning Applications**

### **8.1 CB/21/01397/FULL 37 Hardy Way, Fairfield.**

Loft conversion with rooflights to front and rear slopes.

FPC has no objections to the basic principle of the application based on the information available and providing the following conditions are imposed:-

1. The side window on the south elevation is obscured with a small lever opening at the top to prevent it fully opening to protect the neighbour's privacy. If anyone wishes to change this in the future, a planning application would be required.
2. That the construction complies with the Fairfield Neighbourhood Plan Design Statement.

### **8.2 CB/21/01634/FULL 41 Fleming Drive, Fairfield.**

Single storey front porch extension.

FPC objects to the application as due to the adverse impact on the aesthetics of the street scene. It was acknowledged that the applicant had met all the criteria for materials.

### **8.3 CB/TRE/21/00209 3 Fairfield Mews**

Works to Trees protected by Tree Preservation Order MB/99/00001: Lift crown of Beech (T1) over entrance/gate to approx. 5.5m above ground level : Norway Maple (T1) lift crown by removing five low branches, reduce lateral crown spread on house side by approximately 1.5 metres to MB/TPO/99/00001 (T163).

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

### **8.4 CB/TRE/21/00210 Land adjacent to 1 Fairfield Mews**

Works to Trees protected by Tree Preservation Order MB/99/00001: Lift crown of Beech (T1) over entrance/gate to approx. 5.5m above ground level and lift crown of Elm (T2) to approx. 5.5 above ground level.

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

### **8.5 CB/21/01796/FULL 22 Hardy Way, Fairfield, Hitchin, SG5 4GH**

Single storey side extension internal alterations & new wc in existing garage.

As this application was only received today, it was agreed to delegate powers to Councillors Hunt, Dack, Reader and Reynolds to agree comments to send to CBC as the deadline is 2<sup>nd</sup> June 2021.

**Action: AMH / BD/ SR / NR**

### **8.6 CB/TRE/21/00266 67 Heathcliff Avenue, Fairfield.**

Works to trees subject to a Tree Preservation Order: MB/99/00001/W6 Fell Sycamore Tree (T1) and Elm Tree (T2)

As this application was only received today, it was agreed to delegate powers to Councillors Hunt, Dack, Reader and Reynolds to agree comments to send to CBC as the deadline is 27<sup>th</sup> May 2021.

**Action: AMH / BD/ SR / NR**

## 9 Planning Decisions

- 9.1 CB/21/01008/FULL 50 Charlotte Avenue  
Proposed 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.  
**Full permission granted by CBC on 19<sup>th</sup> April 2021.**

## 10 Planning Appeal Decision

- 10.1 CB/18/01615/OUT Land adjacent to Wilbury Hills Cemetery  
Erection of crematorium, including vehicular access to Arlesey New Road, internal access roads, car parking and service areas, alterations to levels, landscaping and memorial gardens and related works.  
**CBC has advised that the decision against this appeal has been received as 'Planning Appeal Dismissed'.**  
As NHDC has already put in a new entrance, created a ditch, and removed a hedge, it was agreed to ask CBC to request that NHDC restore this to how it was before. **Action: KH**

## 11 Planning Enforcement Cases

- 11.1 **CB/20/03325/FULL 7 Burton Close**  
Proposed single storey side extension.  
A case has been raised and acknowledgement received from the owner that they are working with CBC to resolve matters.

## 12 Local Plan

- 12.1 CSA Environmental submitted a response to CBC on behalf of FPC to reiterate that the remaining parcel of land between Fairfield and the Allocation Site be included within the allocation. FPC considers it an error that it has not been included, as the future of this last remaining parcel of land directly between Fairfield and Arlesey must be considered holistically as part of the surrounding Allocation.

## 13 Central Bedfordshire Council Ward Members Report

- 13.1 Councillor Saunders reported
- The Annual Meeting will be held on 13<sup>th</sup> May 2021 and will be the first physical meeting since the Covid-19 pandemic started.
  - Business Grants have restarted.
  - Community Asset Grant Scheme for 2021 has been launched.
  - Ward Members each have a Discretionary grant of £2,000. (£1,000 is match funded and £1,000 is for smaller projects).
  - The public consultation on proposals relating to special schools and additional resource provisions within mainstream schools has been re-launched. The consultation is open for 12 weeks until 8th July 2021.
  - There is an ongoing consultation on where to install electric vehicle charge points in Central Bedfordshire.
- 13.2 Councillor Dixon will arrange a meeting with other Parish Councils to discuss sharing mobile CCTV. **Action: SD**

#### **14 Review of Standing Orders and Financial Regulations**

- 14.1 Standing Orders Version 5 were adopted 13<sup>th</sup> September 2018 and were last reviewed 12<sup>th</sup> March 2020. They have recently been reviewed and no amendments were required.
- 14.2 Financial Regulations Version 4 was adopted 12<sup>th</sup> March 2020. They have recently been reviewed and no amendments were required.

#### **15 Review of Code of Conduct**

- 15.1 The Code of Conduct was last reviewed and adopted on 12<sup>th</sup> March 2020. It has recently been reviewed and no amendments were required.

#### **16 Adoption of accessibility Statement**

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

**RESOLVED**

**That FPC would adopt the Accessibility Statement.**

#### **17 Review of Reserves Policy**

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

**RESOLVED**

**That FPC would adopt the Reserve Policy Version 2.**

#### **18 Review of insurance cover arrangements and asset register**

- 18.1 The Asset Register has been reviewed by all and agreed. As the Internal Auditor has recommended that all assets are photographed it was agreed the Chair and Clerk would arrange and file appropriately. **Action: NA / KH**

- 18.2 The Insurance Policy has been reviewed and FPC considered quotations from Zurich (current insurers), Came and Company and BHIB for a one-year premium, a three-year long-term agreement and a five-year long-term agreement.

With a unanimous vote, it was

**RESOLVED**

**That FPC renew with Zurich at a cost of £482.71 with a five-year long-term agreement.**

**REASONS**

**This was the most competitive quotation.**

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

#### **19 Review of Finance Risk Assessment**

- 19.1 FPC reviewed the Risk Assessment 2021/22 and is satisfied it covers all required items.

#### **20 Annual Health and Safety Risk Assessments on community assets**

- 20.1 All FPC electrical equipment that is stored at the Community Hall has recently been Pat Tested.
- 20.2 It was agreed to conduct annual health and safety risk assessments on remaining community assets including land. **Action: PD**

It was agreed the clerk would register FPC Phone and Laptop at [www.immobilise.com](http://www.immobilise.com), The UK National Property Register. **Action: KH**

#### **21 Review of the Council's and Clerk's membership of other bodies**

- 21.1 FPC is currently a member of BATPC (including NALC affiliation), SLCC and ICO.

## **22 Review of the Council's Data Protection Policy and Freedom of Information Policies**

22.1 The Data Protection Policy and the Freedom of Information Policy and Procedure and Policy were last reviewed 8<sup>th</sup> April 2021 and are next due for review April 2025.

## **23 Review of the Complaints Handling Procedure and Policy and Procedure for dealing with vexatious complaints and unreasonable behaviour**

23.1 The Complaints Handling Procedure Version 2 was adopted 13<sup>th</sup> August 2020. It has recently been reviewed and no amendments were required.

23.2 The Policy and Procedure for dealing with vexatious complaints and unreasonable behaviour Version 1 was adopted 12<sup>th</sup> January 2017. It has recently been reviewed and no amendments were required.

## **24 Review of the Council's employment policies and procedures**

24.1 The employment policies and procedures were last reviewed November 2019 and will next be reviewed November 2023, or sooner if required.

## **25 Review of the Recruitment and Selection Policy**

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

### **RESOLVED**

**That FPC would adopt the Recruitment and Selection Policy Version 2.**

## **26 Review of the Health and Safety Policy**

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

### **RESOLVED**

**That FPC would adopt the Health and Safety Policy Version 2.**

## **27 Review of the Council's expenditure incurred under s137 of the Local Government Act 1972 or the General Power of Competence.**

27.1 No expenditure was made under the s137 of the LGA 1972 during Financial Year 2020/21.

27.2 During the Financial Year 2020/21 The General Power of Competence was used for the following payments: -

- £162.63 to purchase materials to make Face Shields (Covid-19)
- Donation of £500.00 to Letchworth Garden House Hospice (Covid-19)
- Donation of £500 to Keech Cottage (Covid-19)
- Donation of £500 St John's Hospice, Moggerhanger (Covid-19)
- Donation of £100 St John's Hospice, Moggerhanger (Covid-19) - Charity selected by volunteer for collecting prescriptions.
- .£72.00 for Remembrance Sunday wreaths
- £400 donation to The Royal British Legion

## **28 The General Power of Competence**

28.1 FPC is eligible to use the Power of Competence as required until May 2023.

## **29 Committees**

29.1 It was agreed that FPC did not require any committees currently.



### **30 Appointment of Communications Officers**

- 30.1 It was agreed to appoint Councillor Dack as Lead and Councillor Khatwa as Vice Lead for Website and Facebook communications.
- 30.2 It was agreed to appoint Councillor Dack as Lead and Councillor Daffarn as Vice Lead for communications by newsletters.

### **31 Appointment of Working Party for Planning**

- 31.1 It was agreed to appoint Councillors Hunt, Dack, Reader and Reynolds as the Working Party for Planning.

### **32 Appointment of Lead and Vice Lead Councillors for the Orchard Maintenance**

- 32.1 It was agreed to re-appoint Councillor Daffarn as Lead and Councillor Andrews as the Vice Lead Councillors for the Orchard Maintenance.

### **33 Appointment of Working Party for Diversity Awareness**

- 33.1 It was agreed to re-appoint Councillors Andrews, Khatwa and Reader as the Working Party for Diversity Awareness.

### **34 Appointment of Bank Signatories**

- 34.1 It was agreed to appoint Councillors Dack, Daffarn, Reader and Reynolds as the bank signatories. No action required as the bank mandate does not need updating.

### **35 Review of Direct Debits**

- 35.1 To review direct debits that are set up.
- EE monthly payment of mobile phone – currently £10.00 + vat.
  - ICO annual fee for data protection registration – currently £35.
  - Mail Chimp Monthly Subscription from Cash Plus Card.

### **36 Review of Zoom Subscription**

- 36.1 It was agreed to renew the annual subscription at a cost of £119.90 + vat. It was agreed that this will be made available to all Management/Resident Companies/Associations/Steering Groups and Community Groups. **Action: KH**

### **37 Agreement for sponsoring school crossing patrol September 2021 - July 2022**

- 37.1 It was agreed to pay £4,000 towards the cost of the school crossing patrol for the period September 2021 to July 2022.

### **38 Appointment of representatives on outside bodies**

- 38.1 It was agreed to re-appoint Councillor Daffarn representative for the Green Wheel.
- 38.2 It was agreed to re-appoint Councillor Hunt as the representative for the Community Hall and it was agreed she is just a liaison person and not a representative of the Management Committee.

### **39 Appointment of Emergency Plan Co-ordinators**

- 39.1 It was agreed to re-appoint Councillors Reader and Reynolds as the Emergency Plan Co-ordinators.

#### **40 Appointment of Defibrillator Inspector**

40.1 It was agreed to re-appoint Councillors Daffarn and Reynolds to maintain and inspect the Defibrillator by Tesco.

#### **41 Calendar of meeting dates for the ensuing Council year**

41.1 The meeting dates for the ensuing Council year were agreed as follows: -

Thursday 6th May 2021 – Annual Meeting

Thursday 8th July 2021

Thursday 9th September 2021

Thursday 14th October 2021

Thursday 11th November 2021

Thursday 9th December 2021

Thursday 13th January 2022

Thursday 10th February 2022

Thursday 10th March 2022

Thursday 14th April 2022

The APM date to be set between 1st March and 1st June 2022.

#### **42 Grant Application from Bowls Club**

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

##### **RESOLVED**

**That FPC will award The Bowls Club a grant of £450 towards costs for improvements to the existing petanque piste surface at Fairfield Bowls Club. This is to provide a safer surface and enable future competitive matches to take place.**

##### **REASON**

**To support recreational activities.**

The clerk to advise the Bowls Club and arrange payment of the grant. **Action: KH**

#### **43 Proposed Garden of Reflection**

43.1 CBC has advised that following works to clear the area in Eliot Way to allow for investigation into potential asbestos, it was reported that none was found. It should be noted that a number of Tree Preservation Orders in the area to be aware of.

CBC is agreeable to arrangements to grant a long-term lease to FPC, however before this can happen, there is another matter concerning the title held that needs to be resolved. The transfer of the land to CBC has a restrictive covenant imposed by the Transferor, Fairfield Developments Limited. The transfer has a covenant to not use the land in question for anything except 'employment use'. Fairfield Redevelopments Ltd has advised that FPC would first need to apply for planning permission for a change of use before this can be done. CBC Planning would invite a pre-application submission in order to allow them to formally review the proposal.

It was agreed to submit a pre-application to CBC. **Action: NA / SR / KH**

#### **44 Hybrid Meeting**

44.1 It was agreed to investigate what equipment is required for Hybrid meetings and find out costs. **Action: NA/ VK**

44.2 It was agreed not have a meeting in June 2021 as we would not be ready for Hybrid Meetings. It was agreed to delegate powers for planning applications to Councillors Hunt, Dack, Reader and Reynolds



## 45 Community Hall

- 45.1 Councillor Reader reported that nothing had happened on the transfer and he advised he would chase up Fairfield Redevelopments Limited. **Action: SR**

Councillor Andrews advised that the Community Hall Trust would be installing Solar Panels later this month and scaffolding would be erected next week.

*Item 46 was discussed after item 7 to allow the members of public to listen to the item.*

## 46 All-inclusive Play Equipment in FPRA play areas.

- 46.1 Councillor Reynolds advised that following the objections received about the musical equipment as Chair of FPRA he had called an Emergency General Meeting which was held on Tuesday and was attended by all Committee members.

The Committee considered all the feedback they had received in response to the public information sessions that had been held.

The FPRA committee has decided to go ahead with the installation of the majority of the new equipment, but to suspend the installation of any auditory pieces. The decision was unanimous.

The supplier has agreed to put the order for the auditory equipment on hold. The FPRA intend to work with residents, Setter Play and Percussion Play, to find an acceptable way forward and hope to eventually be able to install the equipment in some form.

The consultation of residents was not to the level that the committee had intended. However, it has proved successful in that the views of residents were obtained, and it has shaped the next steps in the process.

The committee are disappointed by the behaviour of some residents who were opposed to the project. Some of the behaviour is unacceptable in an open and inclusive community. There is never a need to threaten to damage the property of others or to bully and harass those that volunteer and strive to improve the community in which they live.

Councillor Reynolds acknowledged that lessons have been learned along the way but asked everyone not to lose sight of the far-reaching consequences of this project – to make the playgrounds inclusive for all and to allow children with special educational needs and disabilities to be able to play and develop alongside other children and their families. He therefore looks for the support of FPC to continue to support what he considers to be a wonderful project.

It was agreed that the Grants from FPC and CBC would be used to fund the non-musical equipment that will be installed this month. It was acknowledged that FPRA have the responsibility of the parks but FPC would like to oversee and assist with all future consultations and use some of the knowledge and expertise from CBC and other relevant bodies.

It was also agreed that FPC would issue a statement to say that:-

“The parish council is here to represent all the residents of Fairfield and is always happy to listen to all opinions, concerns and ideas.

However, we will not tolerate any bullying, threats, or any form of intimidation of anyone and if this happens, we will inform the appropriate authorities so action can be taken.

We all live in this community together and there may be times when people have different opinions. These opinions can all be heard without bullying, threats, or intimidation.

Please all be kind to one another and together our community can stay the happy and safe place we all chose to live in”. **Action: KH**

## 47 Allotments

- 47.1 Nothing new to report.

## 48 Trim Trail

- 48.1 Nothing new to report.

## 49 Fairfield Festival

49.1 This has been postponed to 2022.

## 50 Christmas Lights 2021

50.1 Nothing new to report.

## 51 Cricket Club Storage Shed

51.1 The shed has been removed. Residents from Kipling Crescent have sent a formal thank you to FPC as it has made such an impact and they are so happy with the way the shed has been disposed of so quickly. The new storage shed was installed today (Thursday 6<sup>th</sup> May 2021).

## 52 Benches around the Cricket Pitch

52.1 The benches have now all been installed and FPC has received many notes of thanks from residents for them and also the plaques with quotations on.

## 53 Policies

53.1 Councillors Andrews, Dack, Daffarn and Khatwa are reviewing the Communication Guidelines, Social Media and Electronic Communication Policy and the Social Networking Policy.

**Action: NA / BD / PD / VK**

## 54 Crime figures

During April there were 5 reported crime in Fairfield. These were for: -

- . Malicious communications
- . Assault without injury
- . Public fear alarm or distress
- . Harassment
- . Interfering with a motor vehicle

## 55 Speed Watch Figures

55.1 During April there were 1 session in Fairfield with 14 offenders. Throughout Bedfordshire there were 126 sessions with 540 letters being issued. 55 of the sessions were from Speed Watch Groups and 71 were from Bedfordshire Borough Speed Awareness Vehicle.

## 56 Annual Report

56.1 To be completed by 30<sup>th</sup> June 2021. **Action: KH**

## 57 Finance

57.1 The internal audit took place on 28<sup>th</sup> April 2021 and the report from the Internal Auditor has been circulated to all. The overall internal audit assurance rating is VERY GOOD. The Internal Auditor has completed the Annual Internal Report 2020/21 of the Accounting Governance and Annual Return 2020/21. The clerk is working through the list of recommendations.

57.2 Section 1 (page 4), The Annual Governance Statement 2020/21, of the Accounting Governance and Annual Return 2020/21 was completed and signed by the Chairman and Clerk. This will be displayed on the website. The Clerk to send to the external auditor. **Action KH**

57.3 Section 2 (page 5), The Accounting Statements, of the Accounting Governance and Annual Return 2020/21 was completed and signed by the Chairman and Clerk. This will be displayed on the website. The Clerk to send to the external auditor. **Action KH**

57.4 It was agreed the period for the exercise of public rights for the accounts ended 31<sup>st</sup> March 2021 will be between Tuesday 11<sup>th</sup> May to Tuesday 22<sup>nd</sup> June 2021. The clerk to display the notice on the website and noticeboards. **Action: KH**

57.5 Bank reconciliation to 30<sup>th</sup> April 2021

<b>Where the money is</b>	<b>Value</b>
Unity Trust	£84,993.12
Cash Plus Card	£392.72
Petty Cash	£0.00
The Cambridge Building Society	£85,000.00
United Trust Bank	£85,000.00
<b>Total Money</b>	<b>£255,385.84 (1)</b>
<b>Cash Book</b>	
Total Receipts	£80,295.81
PLUS balance carried over 1 <sup>st</sup> April 2020	£195,309.28
LESS Total Payments	£20,219.25
<b>Total Money in cash book</b>	<b>£255,385.84 (2)</b>

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

57.6 Receipts

<b>From whom</b>	<b>Description</b>	<b>Total</b>
Central Bedfordshire Council	Grant for play equipment	£25,000.00
<b>Total</b>		<b>£25,000.00</b>

CBC awarded this Grant to FPC so FPC could purchase the equipment together. As a local authority FPC is able to reclaim VAT on non-business use supplies purchased with its own funds, which can include grants from other local authorities. (See para 6.1 of VAT Notice 749). This was considered best use of spending public money.

FPRA is purchasing the remaining equipment with its funds and will be paying VAT on that.

Payments

<b>To whom</b>	<b>Description</b>	<b>Total</b>
Katrina Henshaw	April wages	£1,202.13
HMRC	April Tax and NI	£569.58
Asentric	Clerk's Pension	£150.00
EE	Mobile phone – April	£12.00
Mail Chimp	Monthly subscription	£23.22
Envato	Website design	£64.64
Siteground	Hosting website for two years	£460.51
Zoom	Annual subscription	£143.88
BATPC	Affiliation fees 2021 – 22	£588.00
Hislop & Co Horticulture	Removal of Silver birch trees (75% of invoice)	£855.00
Colin Carpenter	Orchards	£2,500.00
Maydencroft	Asbestos removal and building removal	£4,200.00
Fairfield Community Hall	Scout's rent – April	£222.00
<b>Total</b>		<b>£10,990.96</b>

It was

**RESOLVED**

**That payments of £10,990.96 be paid and receipts of £25,000 was noted. It was also noted that £300 was transferred to the cash plus card on 12<sup>th</sup> April 2021 and £400.00 was transferred pm 29<sup>th</sup> April 2021.**

## 58 Correspondence

- 58.1 CBC – Relunched a public consultation on proposals relating to special schools and additional resource provisions within mainstream schools. The consultation is open for 12 weeks until 8<sup>th</sup> July 2021 and can be found online at [www.schoolsforthefuture.co.uk/send](http://www.schoolsforthefuture.co.uk/send)
- 58.2 CBC – Community Asset Grant scheme has been given the green light to go ahead with another bidding round. The grant scheme is open to a range of Central Bedfordshire organisations, including voluntary and community groups, not-for-profit organisations, Parish or Town Councils. A briefing session will be held on 14 May from 10.00 am to 11.00 am for applicants.
- 58.3 Resident – Concerns about people damaging shrubs by Dickens Boulevard roundabout.
- 58.4 Resident – Concerns regarding parking on Palmerston Way.
- 58.5 Resident – Concerns about litter and dog bins around the cricket ground.
- 58.6 CBC - The Big Lunch - getting people together in Central Bedfordshire. The Big Lunch is the UK's annual get together for neighbours. The event will take place 5-6 June 2021.
- 58.7 CBC – Parish Schedule - updates to site information and projects for S106 funding. Response required by 25<sup>th</sup> June 2021. **Action NA / SR**

## 59 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.
- 59.1 There was no other business.

## 60 Date of next meetings

- 60.1 The next Parish Council meeting will be held on 8<sup>th</sup> July 2021 at 7.00 pm in the Community Hall.

Meeting closed at 9.10 pm

## Glossary of acronyms

APM	Annual Parish Meeting
BATPC	Bedfordshire Association of Town and Parish Councils
CBC	Central Bedfordshire Council
CHT	Community Hall Trust
Covid-19	Coronavirus 2019
FHMC	Fairfield Hall Management Company
FPC	Fairfield Parish Council
FPRA	Fairfield Park Residents Association
ICO	The Information Commissioner.
LGA	Local Government Act
NALC	National Association of Local Councils
NB	Nota bene (Latin phrase meaning 'note well')
SLCC	Society of Local Council Clerks
VAT	Value Added Tax
w.c.	Water closet or flush toilet