

## Minutes of an ordinary Meeting of Fairfield Parish Council held virtually on Zoom on Thursday 8<sup>th</sup> April 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 six members of the public.

### 339 Apologies for Absence

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

### 340 Chair's Notice

- 340.1 FPC's statement on commitment to openness and transparency is available on FPC website.
- 340.2 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.

### 341 Disclosures of Interest and Dispensation requests

341.1 Councillors Andrews and Dack declared an interest in item 349.1 (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 for the decision but could not participate in the vote.

Councillor Dack also declared an interest in item 344.8 as the planning application would affect him personally. It was agreed he would stay at the Zoom meeting for the decision but could not participate in the vote.

- 341.2 No written requests for dispensations for declarable interests.
- 341.3 No requests for dispensation were granted.

### 342 Council Minutes

342.1 Minutes of the Ordinary Meeting held on Thursday 11<sup>th</sup> March 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.**

### 343 Public Participation Session

No members of the public requested to speak.

## 344 Planning Applications

### 344.1 CB/20/04571/FULL Land West of Hitchin Road

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. CBC has received amendments to this application in respect of the above property.

Revised Proposal Received including revised Layout, House Type details Landscaping, AIA, Transport Statement, Flood Risk Assessment, Construction Management Plan.

FPC agreed to request the following conditions are added: -

- The bollards must comply with the Fairfield Neighbourhood Plan Design (page 33) and must be fitted with FB11 locks.
- 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.

### 344.2 CB/21/01008/FULL 50 Charlotte Avenue

Proposed single storey 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 Statement.

### 344.3 CB/21/01219/FULL 8 Paxton Drive

Erection of single storey rear extension, partial conversion of double garage and introduction of parking area in front of property.

FPC objects to the application on the following grounds. If the partial conversion of the double garage is allowed, this will reduce the parking available below that required for the size of a four bedrooomed house. FPC strongly objects to the solution of using the front garden for parking due to the adverse impact on the aesthetics of the street scene.

### 344.4 CB/21/01032/ADV Land East of Hitchin Road and South of Former Pig Testing Unit

Advertisement: Hoarding and sales flags on 5.5m flag poles to serve the development consented under CB/16/0145/OUT for a temporary period of three years. Flower meadow colour artwork with advertising signage panels showing the development names, web address and developer.

FPC has no objections to this application but does request that a condition states that the address advertised must be Fairfield and not Stotfold as it is part of the Fairfield village.

### 344.5 CB/21/00833/FULL Land East of Hitchin Road and South of Former Pig Testing Unit.

Temporary sales office for a period of three years and four x up-lighters to plot 3 (show home).

FPC has no objections to this application but does request that all the lighting is switched off by 9.00 pm.

### 344.6 CB/21/01342/FULL 19 Bronte Avenue

Single storey flat roofed rear extension with lantern and dentil parapet walls.

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.

**344.7 CB/21/01348/FULL 141 Bronte Avenue**

Single storey 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 Statement and in particular that the roof tiles must match the existing slate tiles.

*Before this item, Councillor Dack advised that he would be objecting to this application as he had concerns over how close the dormer window was to his garden and would look directly into his conservatory style dining room.*

*Councillor Dack took no part in the discussion or vote of item 344.8.*

**344.8 CB/21/01354/FULL 32 Bronte Avenue**

Single storey rear/side extension and rear dormer to facilitate loft conversion.

FPC objects to this application as the dormer window will have an impact on the privacy of 24 and 26 Bronte Avenue and Anderson Walk. FPC therefore suggests a velux window is used instead. FPC has no objections to the basic principle of the rest of the application based on the information available and providing there are conditions that the construction complies with the Fairfield Neighbourhood Plan Design Statement.

**345 Planning Decisions**

**345.1 CB/20/04267/LB Apartment 50 Bedford Wing, Fairfield Hall.**

Listed building: Install secondary glazing to four sash windows.

FPC had no objections.

Listed Building Granted by CBC 17<sup>th</sup> March 2021.

**345.2 CB/21/00216/FULL 12 Salisbury Close.**

Incorporate existing veranda area into kitchen.

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 8<sup>th</sup> March 2021.

**345.3 CB/21/00559/FULL 56 Charlotte Avenue**

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 8<sup>th</sup> March 2021.

**346 Local Plan**

The six-week consultation on the proposed Modifications to the Local Plan started on Friday 19<sup>th</sup> March. As part of the Local Plan Examination process, CBC is seeking views on the schedule of Main Modifications and associated documents, including the Sustainability Appraisal and Habitats Regulation Assessment of the Modifications, and Modification to the Policies Maps. All consultation documents are available on the Council's website at the following link: [www.centralbedfordshire.gov.uk/mmc-march-2021](http://www.centralbedfordshire.gov.uk/mmc-march-2021).

It was agreed that FPC will ask CSA Environmental to draft a response to the consultation. The response should include a recommendation to the Inspectorate to include the Vistry land.

As the deadline for comments is before the next Parish Council meeting it was agreed to delegate powers to Councillors Andrews, Dack and Daffarn to agree the response. **Action: NA/BD / PD**

### 347 Central Bedfordshire Council Ward Members Report

- 347.1 Councillor Dixon reported that no decision had been made yet on the appeal for the Cemetery at Wilbury Hills. He also advised that he is waiting for the proposals from the CBC Highway Officer for the entrance/exit at Copperfield Close.
- 347.2 Councillor Dixon will arrange a meeting with other Parish Councils to discuss sharing mobile CCTV. **Action: SD**
- 347.3 Bronte Avenue and Livingstone Way Tree Maintenance – Councillor Dixon met with the CBC Highway Officer who confirmed CBC has responsibility of these trees. The Officer is drafting a proposal which will be sent to FPC.
- 347.4 Clearance of litter from the area near the Green Lagoon – Councillor Dixon confirmed this is on private land and the CBC Officers had requested the owners clear the area up.
- 347.5 Charging of Electric cars – Tesco has advised that the store is too small to support a charging point in the car park. CBC will be sending a questionnaire to residents asking them for their views about charging points.

Councillor Dixon asked Councillors to advise him of their opinions on the proposed use of hired E-Scooters.

### 348 FPC Policy Review

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

#### **RESOLVED**

**That FPC would adopt the following policies**

- **Data Protection Policy Version 2**
- **FOI – Policy and Procedure for Information Requests Version 2**
- **FOI – Publication Scheme Version 2**
- **Information Security Policy Version 2**
- **Retention Notice Version 2**
- **Records Management Policy Version 2**

The Clerk to update the website. **Action: KH**

It was agreed that Councillors Andrews, Dack, Daffarn and Khatwa would review the Communication Guidelines, Social Media and Electronic Communication Policy and the Social Networking Policy. **Action: NA / BD / PD / VK**

Councillor Dack and the Clerk are updating the Website Accessibility Statement, and this will be displayed on the FPC Website. **Action: BD / KH**

The clerk is reviewing all other policies. **Action: KH**

*Councillors Andrews and Dack took no part in the discussion of item 349 and Councillor Hunt acted as Chair.*

### 349 Transfer of the Community Hall

- 349.1 There is nothing new to report on the transfer to FPC from Linden Homes.

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

#### **RESOLVED**

**That FPC would adopt the ‘Transfer of freehold land and Trust Deed’ and the ‘List of Responsibilities’.**

### 350 Cricket Club

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

#### RESOLVED

That FPC would pay for clearing moss from the felt roofing roof of the Cricket Club at a cost of £1,200 and pay for the cricket pitch aeration, raking and reseeded at a cost of £2,910. It was agreed to award the contract to Maydencroft.

#### REASONS

To repair damage the residents caused to the cricket ground over the past few years and to compensate the Cricket Club for costs incurred from damage to the property of the cricket club by residents.

The Clerk to place the contract with Maydencroft. **Action: KH**

Councillors Andrews and Khatwa to liaise with the cricket club to find ways to encourage Fairfield residents to participate in playing cricket. **Action: NA / VK**

### 351 Great British Spring Clean

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

#### RESOLVED

That FPC would agree to clean-up for during the campaign (28 May – 13 June 2021).

#### REASON

To keep Fairfield Tidy.

Councillors Andrews and Daffarn to coordinate. **Action: NA / PD**

It was noted that Richard Fuller, MP for North East Bedfordshire had offered to take part in litter picking in Fairfield. The Clerk to arrange a suitable date. **Action: KH**

### 352 Grass outside 143/145 Bronte Avenue

352.1 Following a request to grass the area outside 143/145 Bronte Avenue, Hislops has looked at this area. Essentially most of the grass under the Hornbeams trees is non-existent so they are allowing to re-seed and topsoil this whole area, 3x tonnes topsoil + 1x bag grass seed + half day labour with team = £505 + vat.

It was noted that the grass verges are the responsibility of CBC, although FPC does have an agreement to cut the grass.

It was suggested that grass under the trees will always struggle so it was not considered necessary to topsoil the whole area. It was agreed that Councillor Andrews will seed the area outside 143/145 to see if that resolves the problem. **Action: NA**

### 353 Preparation for VE Day 8th May 2021

353.1 It was agreed that Councillors Hunt, Reader and Reynolds would form a Working Party to consider if Tommy figures should be purchased. **Action: AMH / SR / NR**

### 354 Permanent War Memorial

354.1 It was agreed that Councillors Hunt, Reader and Reynolds would form a Working Party to consider having a permanent War Memorial in Fairfield. **Action: AMH / SR / NR**

### 355 The NHS, Social Care and Frontline Workers' Day

355.1 This event is planned for the 5th July 2021.

*It was agreed to suspend standing orders item 3x and extend the meeting to longer than 2.5 hours to enable all items on the agenda to be discussed.*

### **356 Local Racial and Diversity Awareness**

356.1 FPC agreed to look at ways to become a Diversity Council. Councillors Andrews, Khatwa and Reader to form a Working Party and involve residents as required. **Action: NA / VK / SR**

356.2 It was agreed the new Working Party to investigate what other local government bodies do. **Action: NA / VK / SR**

356.3 It was agreed the new Working Party would propose activities that can be planned for the future to promote diversity. **Action: NA / VK / SR**

### **357 Fairfield Festival**

357.1 It was agreed that FPC will support a Community Day on August Bank Holiday (30th August) with an initial budget of £5,000. It was agreed that Councillors Andrews, Khatwa and Reader will form a Working Party and will include community groups (Fairfield Events/ Management Companies / Resident Associations / Scouts etc.). **Action: NA / VK / SR**

**Reason:** To bring the community together again, celebrating the diverse nature of the Community in Song, Dance Food & Drink.

The proposed location is to use the Community Hall and land to rear and Urban Park. (Permission from FHMC and FPRA will be required, and the Community Hall will need to be booked).

### **358 What FPC services FPC offers Management Companies / Residents Associations**

358.1 It was noted that FPC currently offer to host website and emails for Management Companies / Residents Associations.

### **359 Pat Testing**

359.1 All FPC electrical equipment that is stored at the Community Hall has recently been Pat Tested.

### **360 Orchards**

360.1 Colin Carpenter has completed all the arborist work listed in Bob Lever's report.

### **361 Proposed Garden of Reflection**

361.1 FPC waiting for a meeting with CBC Assets to be arranged.

### **362 Allotments**

362.1 Councillor Reader reported that the Allotment Working Party had a very positive virtual meeting with the National Lottery about receiving a grant from the Community Fund. However, FPC need to have a plan in place and proper costings before an application could be considered.

### **363 Trim Trail**

363.1 The Working Party are waiting for revised drawings from Settle Play so the public consultation can take place.

### **364 Christmas Lights 2022**

364.1 Councillors Andrews and Khatwa will supply a proposal at the next meeting.

### 365 Crime figures

During March there were 14 reported crime in Fairfield. These were for: -

- 3 x Criminal damage to a vehicle
- 2 x Stalking
- 1 x Assault with injury
- 1 x Public fear alarm or distress
- 1 x Other criminal activity
- 1 x Sexual
- 1 x Criminal Damage – Residential
- 1 x Assault without injury
- 1 x Threats to kill
- 1 x harassment
- 1 x malicious communications

### 366 Speed Watch Figures

366.1 During March there were 2 sessions in Fairfield with 27 offenders. Throughout Bedfordshire there were 97 sessions with 285 letters being issued. 39 of the sessions were from Speed Watch Groups and 58 were from Bedfordshire Borough Speed Awareness Vehicle.

### 367 Finance

367.1 Bank reconciliation to 31<sup>st</sup> March 2021

Where the money is	Value
Unity Trust	£25,068.19
Cash Plus Card	£241.09
Petty Cash	£0.00
The Cambridge Building Society	£85,000.00
United Trust Bank	£85,000.00
<b>Total Money</b>	<b>£195,309.28 (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	£97,236.75
<b>Total Money in cash book</b>	<b>£195,309.28 (2)</b>

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

367.2 Q4 comparison between budget and expenditure

	bf 01/04/2020 (1)	Budget 2020/21 (2)	Additional income (3)	Money spent 2020/21 (4)	Money remaining (1)+(2)+(3)-(4)
Administration	£6,211.51	£31,510.19	£36.43	£32,464.72	£5,293.41
Recreation	£33,706.12	£40,498.43	£2,026.15	£33,143.55	£43,087.15
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
VAT	-£2,134.10	£0.00	£8,421.02	£11,915.29	-£5,628.37
<b>Total</b>	<b>£179,347.06</b>	<b>£102,479.00</b>	<b>£4,352.47</b>	<b>£97,236.75</b>	<b>£195,309.28</b>

Budget 2021/22 updated with money bought forward.

NB £10,000 Recreation bf has been allocated to Allotments.

	<b>bf 01/04/2021 (1)</b>	<b>Precept 2021/21 (2)</b>	<b>Allocated money (3)</b>	<b>Money remaining (1)+(2)-(3)</b>
Administration	£5,293.41	£14,902.88	£0.00	£20,196.29
Recreation	£33,087.15	£47,816.71	£33,143.32	£47,760.54
Community Hall	£6,750.84	£13,249.16	£0.00	£20,000.00
Orchards	£3,807.93	£8,492.07	£2,500.00	£9,800.00
Apple Day	£847.46	£152.54	£0.00	£1,000.00
Grants	£20,248.36	£2,251.64	£14,968.58	£7,531.42
Allotments	£10,000.00	£12,500.00	£0.00	£22,500.00
Garden of Rest	£15,000.00	£7,500.00	£0.00	£22,500.00
Additional Parking	£75,902.50	£0.00	£0.00	£75,902.50
Reserves	£30,000.00	£0.00	£0.00	£30,000.00
VAT	-£5,628.37	£0.00	-£5,628.37	£0.00
<b>Total</b>	<b>£195,309.28</b>	<b>£106,865.00</b>	<b>£44,983.53</b>	<b>£257,190.75</b>

### 367.3 Receipts

<b>From whom</b>	<b>Description</b>	<b>Total</b>
CBC	2021/2021 Precept	£53,433.00
HMRC	Q4 2020/21 VAT Refund	£1,862.81
	<b>Total</b>	<b>£55,295.81</b>

### Payments

<b>To whom</b>	<b>Description</b>	<b>Total</b>
Katrina Henshaw	March wages	£872.73
HMRC	March Tax and NI	£357.41
Asentric	Clerk's Pension	£150.00
Unity Trust	Service Charge	£23.55
EE	Mobile phone – March	£12.38
Mail Chimp	Monthly subscription	£22.92
Microsoft	Annual subscription	£79.99
Hislop & Co Horticulture	Maintenance contract – March	£1,200.00
Amazon	Extension lead	£39.99
Amazon	Phone case	£22.64
Apple	iPhone 12	£799.00
Ebuyer	Toner	£98.99
Glasdon	6 Benches	£5,491.74
Maydencroft	Installation of benches	£2,556.00
Maydencroft	Installation of shed base	£900.00
	<b>Total</b>	<b>£12,627.34</b>

It was

### RESOLVED

That payments of £12,627.34 be paid and receipts of £55,295.81 was noted. It was also noted that £800 was transferred to the cash plus card on 15<sup>th</sup> March 2021.



### **368 Correspondence**

- 368.1 CBC - The East West Rail Company, which was established by the government to deliver the East West Rail link between Oxford and Cambridge, has launched its non-statutory public consultation on their proposals for the new railway between Bletchley and Cambridge, via Bedford. The consultation can be viewed at <https://eastwestrail.co.uk/consultation> and is open until 9 June 2021.
- 368.2 Resident – concern about people parking on paths around the park are being and pedestrians have to walk in the road to get round them. It was noted that this matter was currently being discussed by Parliament. In the meantime, residents should report instructions to the Police and/or the Clerk.

### **369 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.
- 369.1 Councillor Daffarn advised that a resident had expressed an interest in looking after the Telephone Box library.

### **370 Date of next meetings**

- 370.1 The Annual Parish Meeting will be held virtually on Zoom on 15<sup>th</sup> April 2021 at 7.00 pm.
- 370.2 The next Parish Council meeting will be the Annual Meeting and will be held on virtually on Zoom on 6<sup>th</sup> May 2021 at 7.00 pm.

Meeting closed 10.25 pm.

### **Glossary of acronyms**

CBC	Central Bedfordshire Council
CCTV	Closed-circuit television
FPC	Fairfield Parish Council
NB	Nota bene (Latin phrase meaning 'note well')