

## Minutes of an Ordinary Meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 22<sup>nd</sup> July 2021 at 7:00 pm

**Councillors present:** N Andrews (NA) (Chair), BE Dack (BD), P Daffarn (PD), V Khatwa (VH), S Reader (SR) and N Reynolds (NR)

**Officer present:** Katrina Henshaw (KH)

**Also present for all or part of the meeting:** Three members of the public.

### 61 Apologies for Absence

61.1 Apologies for absence were received from Councillor A M Hunt (AMH) (family commitments) and Ward Members Councillors B Saunders (BS), S Dixon (SD) and N Harris (NH).

### 62 Chair's Notice

- 62.1 FPC's statement on commitment to openness and transparency is available on FPC website.
- 62.2 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.

### 63 Disclosures of Interest and Dispensation requests

- 63.1 Councillors Andrews and Dack declared an interest in items 74 and 87 (Councillor Andrews is a Trustee/Chair of the Community Hall Trust and Councillor Dack is a Trustee/Treasurer). It was agreed that they could both stay at the meeting for both items as item 74 was a FPC Event and 87 was an update only. It was agreed that Councillor Andrews could make a statement on behalf of the Trust prior to the update.
- 63.2 Councillors Dack and Reynolds declared an interest in item 88 (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.
- 63.3 No written requests for dispensations for declarable interests.
- 63.4 No requests for dispensation were granted.

### 64 Council Minutes

64.1 Minutes of the Annual Meeting held on Thursday 6<sup>th</sup> May 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.**

### 65 Public Participation Session

65.1 No members of the public requested to speak.

## 66 Pre-Planning Application

### 66.1 WHP Telecoms Ltd – Proposed 5G Telecommunications Installations for H3G

Location: A507 SW Stotfold.

Type of installation: Proposed 20.0m Phase 8 monopole c/w wraparound cabinet at base and associated ancillary works.

FPC had no comments on this.

## 67 Planning Applications

### 67.1 TRE/21/00226 67 Heathcliff Avenue

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

FPC objected to this application as the trees are not dead, deceased or unsafe.

### 67.2 CB/21/01796/FULL 22 Hardy Way

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

FPC had no objections to the basic principle of the application for the single storey side extension and internal alterations based on the information available and providing there are conditions that the construction complies with the Fairfield Neighbourhood Plan Design Statement.

The w.c. in the garage is 800mm wide. Although we cannot see this impacting the use of the garage based on our measurements, we did ask CBC to check that it remains 'parking' and suitable in size as such. If within their standard sizes for a garage it does not, then FPC object on the grounds of parking issues on Fairfield and that a 3/4 bed house will be left with only one parking space. FPC therefore request that this is added as a condition.

### 67.3 CB/21/01810/FULL 155 Bronte Avenue

Partial demolition of existing conservatory, construction of single storey rear extension and installation of timber pergola in rear garden.

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.

### 67.4 CB/21/02234/FULL 38 Beatrice Place

Erection of single storey rear extension with roof lanterns, loft conversion with two rear dormers and roof-lights.

FPC had no objections to the basic principle of the application for the single-story extension to the rear of the property based on the information available and providing there are conditions that the construction complies with the Fairfield Neighbourhood Plan Design Statement.

However, FPC did object to the dormer extension at the 2nd floor level, which is within the roof. The design shows two flat roofed dormer extensions to the rear. This is against PDR and the design guide and there will be privacy issues and if officers are minded recommending it for approval FPC request it is called into the Development Management Committee for determination

### 67.5 CB/21/02226/VOC Former Pig Unit, Hitchin Road

Variation of Condition number(s) 17 of planning permission CB/15/03182/FULL (Erection of 131 dwellings with access, parking, landscaping, open space and associated works). Addition of pump station to approved plans.

FPC has no objection as this is regarding a pump station that has already been built at the bottom of Fairfield Gardens and is therefore an application for retrospective permission.

### 67.6 CB/21/02102/FULL 67 Bronte Avenue

Demolition of existing conservatory. Construction of new single storey 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.

**67.7 CB/21/02235/FULL 27 Copperfield Close**

Single storey 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.

**67.8 CB/21/02642/VOC 7 Burton Close**

Variation of condition 3 to planning application CB/20/03325/FULL (Proposed single storey side extension): One number skylight built, not two number skylights approved.

FPC is content that the materials being used comply with the design statement and Neighbourhood plan. However, FPC do have concerns regarding the height of the single roof lantern. This was not in the original planning application and is subject to the VOC. FPC therefore request CBC planning and planning enforcement investigate and make the required decision.

**67.9 CB/TRE/21/00286 5 Lydgate Fields**

Works to a tree protected by a Tree Preservation Order: 4 metre crown reduction and removal of dead branches on two sycamore trees (TP174 & TP175) to MB/TPO/99/00001.

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

**67.10 CB/21/02235/FULL 27 Copperfield Close**

Single storey 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.

**67.11 CB/21/02966/VOC St Luke's Church Eliot Way**

Variation of condition 3, 4, 6, 7, 8 and 9 of planning permission CB/18/01980/VOC (Variation of Condition: to Condition 13) Amendment sought to previously approved plans.

FPC had no comments.

67.12 There were no urgent planning applications received between 16<sup>th</sup> and 22<sup>nd</sup> July 2021.

**68 Planning Decisions**

**68.1 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 bridleway) New proposal for the affordable housing provisions stated in condition 19 to not be binding on a mortgagee or chargee or any receiver.

FPC had no comment on this application.

**Application withdrawn 3<sup>rd</sup> June 2021.**

**68.2 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 objected 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 bed roomed 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.

**Full permission granted by CBC on 7<sup>th</sup> May 2021.**

FPC to ask CBC for an explanation why this application and CB/21/01634/FULL 41 Fleming Drive (Item 68.7) had been approved when FPC had objected to them due to the adverse impact on the aesthetics of the street scene. **Action: KH**

**68.3 CB/21/01342/FULL 19 Bronte Avenue**

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

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 12<sup>th</sup> May 2021.**

**68.4 CB/21/01348/FULL 141 Bronte 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 and in particular that the roof tiles must match the existing slate tiles.

**Full permission granted by CBC on 13<sup>th</sup> May 2021.**

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

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

FPC objected 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 had 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.

**Full permission granted by CBC on 13<sup>th</sup> May 2021.**

**68.6 CB/21/01397/FULL 37 Hardy Way**

Loft conversion with rooflights to front and rear slopes.

FPC had 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.

**Full permission granted by CBC on 20<sup>th</sup> May 2021.**

**68.7 CB/21/01634/FULL 41 Fleming Drive**

Single storey front porch extension.

FPC objected 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.

**Full permission granted by CBC on 24<sup>th</sup> May 2021.**

**68.8 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 had no comments on this and will leave it to the CBC Tree Officer to carry out appropriate investigations.

**CBC granted Consent on 7<sup>th</sup> June 2021.**

**68.9 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 had no comments on this and will leave it to the CBC Tree Officer to carry out appropriate investigations.

**CBC granted Consent on 7<sup>th</sup> June 2021.**

68.10 **CB/21/01796/FULL 22 Hardy Way**

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

FPC had no objections to the basic principle of the application for the single storey side extension and internal alterations based on the information available and providing there are conditions that the construction complies with the Fairfield Neighbourhood Plan Design Statement.

The w.c.in the garage is 800mm wide. Although we cannot see this impacting the use of the garage based on our measurements, we did ask CBC to check that it remains 'parking' and suitable in size as such. If within their standard sizes for a garage it does not, then FPC object on the grounds of parking issues on Fairfield and that a 3/4 bed house will be left with only one parking space. FPC therefore request that this is added as a condition.

**CBC granted Consent on 10<sup>th</sup> June 2021.**

68.11 **CB/TRE/21/00266 67 Heathcliff Avenue**

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

FPC objected to this application as the trees are not dead, deceased or unsafe.

**Application withdrawn 24<sup>th</sup> May 2021.**

68.12 **CB/21/01810/FULL 155 Bronte Avenue**

Partial demolition of existing conservatory, construction of single storey rear extension and installation of timber pergola in rear garden.

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.

**CBC granted Consent on 28<sup>th</sup> June 2021.**

68.13 **CB/21/02234/FULL 38 Beatrice Place**

Erection of single storey rear extension with roof lanterns, loft conversion with two rear dormers and roof-lights.

FPC had no objections to the basic principle of the application for the single-story extension to the rear of the property based on the information available and providing there are conditions that the construction complies with the Fairfield Neighbourhood Plan Design Statement.

However, FPC did object to the dormer extension at the 2nd floor level, which is within the roof. The design shows two flat roofed dormer extensions to the rear. This is against PDR and the design guide and there will be privacy issues and if officers are minded recommending it for approval FPC request it is called into the Development Management Committee for determination.

**CBC granted Consent on 13<sup>th</sup> July 2021.**

**69 Central Bedfordshire Council Ward Members Report**

69.1 The Local Plan has been adopted by CBC and has now become law. It is very good news that Inspectors have endorsed the main point on coalescence and stated that no building can take place this side of the pipeline. However, it is disappointing that the map wasn't amended to include the Vistry (formerly Linden Homes) land in the Plan. As Linden Homes will not be able develop the land whilst the Plan is in force (2035), it was agreed that FPC would ask Vistry for first option to purchase the land if they decide to sell it. The clerk to write to Vistry. **Action: KH**

Covid-19 cases have recently increased in the Central Bedfordshire area, so residents were encouraged to be cautious and continue with 'Hands, Space, Face, Fresh Air'.

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

## **70 Maintenance Contract**

- 70.1 Hislop & Co Horticulture Ltd has confirmed that there is no increase in price apart from gritting due to Brexit. Costs will not be known exactly until Hislop & Co Horticulture Ltd speak with suppliers nearer the time. Following a discussion, and with a unanimous vote, it was

### **RESOLVED**

**That FPC will award Hislop & Co Horticulture with the maintenance contract until 31<sup>st</sup> August 2022.**

### **REASON**

**It makes sense to use the same company as FPRC for maintenance as many areas are adjacent to one another and the gritting contract is split (75% FPC and 25% FPRC)**

The clerk to send the contract to Hislop and Co Horticulture Ltd. **Action: KH**

## **71 FPC Policy Review**

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

### **RESOLVED**

**That FPC would adopt the Communication Guidelines Version 2 with the agreed amendments.**

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

### **RESOLVED**

**That FPC would adopt the Social Media and Electronic Communication Policy Version 2.**

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

### **RESOLVED**

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

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

### **RESOLVED**

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

- 71.5 Expense Policy were adopted 13th February 2014. It has recently been reviewed and no amendments were required.

## **72 Training**

- 72.1 Between meetings the following training sessions were agreed:-

- Councillor Andrews attended Finance for Councillors by The Parkinson Partnership LLP on 24th June 2021. (Cost £30.00)
- Councillor Reader will be attending APSE Trees and Woodlands Seminar on 28th July 2021.(Cost £149.00 + VAT)
- The clerk will be attending Internal Controls (Cost £30.00) and Budgeting for Clerks and Finance Staff (Cost £30.00) by The Parkinson Partnership LLP on 9th September 2021 and 6th October 2021.

With a unanimous vote, it was

### **RESOLVED**

**That FPC formally agreed this above action.**

### **REASON**

**To give Councillors and the Clerk adequate training.**



### 73 Orchard Maintenance

- 73.1 Quotes were received from Hislop and Co Horticulture Ltd and Maydencroft. As the June meeting was cancelled, it was agreed unanimously, via email, to award the contract to Hislop and Co Horticulture Ltd.

With a unanimous vote, it was

#### **RESOLVED**

**That FPC formally agreed this above action.**

#### **REASONS**

**Hislop and Co Horticulture Ltd has done the work before and offered a competitive price.**

- 73.2 It was agreed to ask Bob Lever to complete the survey of the Orchard Trees in September and seek permission from FHMC to do this. **Action: KH**

### 74 Apple Day 2021

- 74.1 It was agreed to hold the Apple Day on 18<sup>th</sup> September and the budget of £1,000 was confirmed.
- 74.2 It was agreed that Councillors Andrew and Daffarn would organise this event with the help of the Community Hall Trust. **Action: NA / PD**

It was agreed that Councillors Andrews and Dack would review the 'Friends of Orchard' database and use this for communication and to try and recruit additional volunteers. **Action: NA / BD**

It was agreed that SR would look at other ways of processing the crop for next year and discuss ideas with FHMC. **Action: SR**

### 75 Large TV Screen to watch the Euro 2020 Final

- 75.1 Between meetings, with a vote of 5 for, 1 against (due to Covid-19) and 1 abstention, FPC agreed to provide a large screen for residents on the cricket pitch to give residents the opportunity to watch the Final. A risk assessment was completed, and restrictions were put in place to prevent groups of more than 30.

With a unanimous vote, it was

#### **RESOLVED**

**That FPC formally agreed this above action.**

#### **REASON**

**To offer residents the opportunity to watch the Final together in a Covid-19 safe venue.**

- 75.2 Emails from two residents thanking FPC for arranging this were noted.
- 75.3 Voluntary donations of £471.35 were received from residents which would be used towards the cost of the screen.

### 76 Fairfield Community Church

- 76.1 At the chair's request, Councillor Dack met with the church to discuss their proposal for a service of reflection to mark the end of Covid-19 restrictions. It will reflect on those that have lost their lives as well as one of thanks to NHS, volunteers, both local and national, as well as the many others that have been involved during the 18 months of the pandemic.

They separately are seeking permission of the FPRA to use the Urban Park for the event which provisionally is planned for the first Sunday in September.

It was agreed that FPC would support the event both in publicity and attendance on the condition that the event was multi-faith and inclusive to all.

## **77 Remembrance Sunday (14<sup>th</sup> November 2021) and Carol Service**

77.1 It was agreed that Councillor Dack would organise these two events and a budget of £1,000 was confirmed.

## **78 Outdoor Public address system**

78.1 In the past FPC has hired equipment for both Apple Day and WW1 commemoration. This need is going to increase with annual remembrance services and other events.

Following a discussion and with unanimous vote, it was

### **RESOLVED**

**To purchase from Monaco the following:-**

**1 x Audio mixer 12 channel with integrated MP3 player and Bluetooth receiver. £176.45**

**1 x 4-way radio microphone receiver £302.94**

**2 x microphones (we will need an ongoing supply of AA batteries). £78.99 each**

**2 x PAK Active Speakers £313.06 each**

**2 stands for above £94.80**

**2 x 15metre cables to attach audio equipment with speakers. £17.65 each**

**This totals £1,696.53 + VAT**

### **REASON**

**It was agreed that it would be more cost effective to own the equipment rather than hiring it and after research Monaco was considered the best value.**

The clerk to send a purchase order. **Action: KH**

## **79 Christmas Lights**

79.1 FPC sought quotations from four companies. The Christmas Decorating Company visited Fairfield and advised FPC's budget was too small for them. Blanchere Illuminations also visited Fairfield but are more of a town centre operation. They did supply a quotation which was over budget. Between meetings in order to secure the purchase of a second-hand artificial tree, it was agreed unanimously via email, to award the contract to The Christmas Decorators at a cost of £7,658 per year for three years. At the end of the three-year rental scheme FPC will have ownership of the tree, lights and all the associated cables.

With a unanimous vote, it was

### **RESOLVED**

**That FPC formally agreed this above action**

### **REASON**

**It was agreed it would be more cost effective to own the lights and The Christmas Decorators was considered best value.**

79.2 It was agreed to add an extra £342 to the Christmas Lights budget for additional Christmas decorations.

It was agreed that Councillor Daffarn would ask Letchworth and Baldock Lions Club if they could arrange for Santa and sleigh to visit Fairfield in December at a fixed location. **Action: PD**



## 80 Bannatynes overspill car park

- 80.1 The overflow car park has been used for drug use and other activities in recent months. After discussions / meetings with Safer Bedfordshire and the local police it was mentioned that the current lighting (two bollards on permanently) and the grown area on the west side of the car park, made the area ideal for these activities.

The area is within 100 meters of the proposed garden of reflection and allotments, which will require some parking so using this car park could save FPC creating a new parking space and all the associate costs. (The car park currently has 53 bays, which are never fully used).

Fairfield, as a community, has been asked to provide space for groups like NHS Blood and Transport and various mobile scanning sessions, which at present we have no space to run.

Councillors Andrews and Reader met recently with Chair of the Directors of FHMC & the Regional Manager of Bannatynes to look at how FPC could manage this space going forward. It has been proposed that the bollard lights are replaced with lamp posts and the west side of the car park be opened up for ease of walking across the orchards and then the car park. Quotes from DW Windsor (lighting), Maydencroft (Building the Steps / Opening up West End of Car Park) and Cable Test Limited (replacement of columns and lanterns) have been received.

It was agreed that Councillors Andrews and Reader would start negotiations with Bannatynes and FHMC for FPC to manage this car park for all the parish and Bannatynes members. If permission is granted, FPC agreed a provisional budget of £10,000 to manage it.

## 81 Litter Bins

- 81.1 FPC received correspondence from residents who were concerned about litter bins being full and querying if there was sufficient bins in Fairfield. It was agreed to arrange a meeting with all the Resident/Management Companies/Associations and Steering Committees to agree a policy for Fairfield on who provides litter bins and who pays to have them emptied. **Action: KH**

## 82 Meeting with Resident/Management Companies/Associations and Steering Committee

- 82.1 It was agreed to arrange a meeting (via Zoom or in person) to discuss the following items and any other items suggested:-

- Bins
- Bollards
- Charging points for electric cars. **Action: KH**

## 83 HM The Queen's Platinum Jubilee.

- 83.1 The nation will be celebrating the Queen's Platinum Jubilee in June 2022. There will be a repeat of the beacon lighting that took place for the end of WW1 commemoration. The beacon lighting event is planned to take place throughout the UK, the channel island, Isle of Man, UK Overseas Territories and in addition the capitals of the Commonwealth countries. Bruno Peek, who co-ordinated the country wide event last time has produced a document outlining how to participate: [www.queensjubileebeacons.com](http://www.queensjubileebeacons.com)

It was agreed for Fairfield to join in this celebration by lighting its beacon on the evening on Thursday 2<sup>nd</sup> June 2022. Councillor Daffarn to organise the event **Action: PD**

FPC has a beacon, but it has WW1 on so Councillor Andrews to investigate this being changed. **Action: NA**

- 83.2 It was agreed to arrange an Outdoor Cinema (3 films) on Friday 3<sup>rd</sup> June 2022 at a cost of £1,600 + VAT subject to permission being granted by FHMC and Cricket Club. Councillor Andrews to seek permission, investigate wet weather insurance and book the Outdoor Cinema. **Action: NA**

## 84 Proposed Garden of Reflection

- 84.1 CBC has confirmed receipt of the pre-planning application and will issue a written response on 19<sup>th</sup> July 2021.

## 85 Allotments

85.1 Nothing new to report.

## 86 Hybrid meetings

86.1 Councillors Andrews and Khatwa have investigate what would be required and advised the cost would be over £2,000. It was agreed not to proceed with purchasing any equipment at this stage.

## 87 Transfer of Community Hall

87.1 Councillor Andrews advised that the Trust is now a Charitable Incorporated Organisation and from the 1<sup>st</sup> August the Trust would be called 'Fairfield Community Trust'. The constitution states that at least one Trustee should be a member of FPC. Councillors Khatwa and Reader to meet with the Trust to discuss how FPC and the Trust can work together. **Action: VK / SR**

Councillor Reader advised that the transfer was in the hands of Vistry (formerly Linden Homes) and there was nothing new to report.

## 88 All-inclusive Play Equipment in FPRA play areas

88.1 Councillor Reynolds advised that all the equipment that had been agreed had been installed. The rest of the equipment was still be investigated.

## 89 Trim Trail

89.1 Nothing new to report.

## 90 Annual Report 2021

90.1 This is now available on the FPC website.

## 91 Crime figures

91.1 During May there were 6 reported crimes in Fairfield. These were for: -

- 2 x Theft or unauthorised taking of a motor vehicle
- 1 x Assault with injury
- 1 x Public fear alarm or distress
- 1 x Burglary - residential
- 1 x Other criminal damage

91.2 During June there were 4 reported crimes in Fairfield. These were for: -

- 2 x Public fear alarm or distress
- 1 x Harassment
- 1 x Malicious comments

## 92 Speed Watch Figures

92.1 During May there were 3 sessions in Fairfield with 1214 vehicles going past and 16 offenders. Throughout Bedfordshire there were 113 sessions with 472 letters being issued. 61 of the sessions were from Speed Watch Groups and 52 were from Bedfordshire Borough Speed Awareness Vehicle.

92.2 During June there were 5 sessions in Fairfield with 2067 vehicles going past and 116 offenders. Throughout Bedfordshire there were 114 sessions with 597 letters being issued. 64 of the sessions were from Speed Watch Groups and 50 were from Bedfordshire Borough Speed Awareness Vehicle.

## 93 Finance

### 93.1 Bank reconciliation to 31<sup>st</sup> May 2021

Where the money is	Value
Unity Trust	£75,721.70
Cash Plus Card	£226.29
Petty Cash	£0.00
The Cambridge Building Society	£85,000.00
United Trust Bank	£85,000.00
<b>Total Money</b>	<b>£245,947.99 (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	£29,657.10
<b>Total Money in cash book</b>	<b>£245,947.99 (2)</b>

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

### 93.2 Bank reconciliation to 30<sup>th</sup> June 2021

Where the money is	Value
Unity Trust	£42,387.21
Cash Plus Card	£410.63
Petty Cash	£0.00
The Cambridge Building Society	£85,000.00
United Trust Bank	£85,000.00
<b>Total Money</b>	<b>£245,797.84 (1)</b>
<b>Cash Book</b>	
Total Receipts	£87,730.54
PLUS balance carried over 1 <sup>st</sup> April 2020	£195,309.28
LESS Total Payments	£37,241.98
<b>Total Money in cash book</b>	<b>£ 245,797.84 (2)</b>

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

### 93.3 Q1 comparison between budget and expenditure

	bf 01/04/2021 (1)	Budget 2021/22 (2)	Additional income 2021/22 (3)	Money spent 2021/22 (4)	Money allocated 2021/22 (5)	Money remaining (1)+(2)+(3) -(4)-(5)
Administration Inc Wages	£5,293.41	£14,902.88	£0.00	£6,105.70	£9,000.00	£5,090.59
Recreation Inc Events	£33,087.15	£47,816.71	£25,000.00	£22,698.00	£74,128.32	£9,077.54
Grants	£20,248.36	£2,251.64	£0.00	£1,249.00	£2,407.58	£18,843.42
Community Hall	£6,750.84	£13,249.16	£0.00	£0.00	£0.00	£20,000.00
Orchards	£3,807.93	£8,492.07	£0.00	£2,500.00	£1,250.00	£8,550.00
Apple Day	£847.46	£152.54	£0.00	£0.00	£0.00	£1,000.00
Allotments	£10,000.00	£12,500.00	£0.00	£0.00	£0.00	£22,500.00
Garden of Rest	£15,000.00	£7,500.00	£0.00	£0.00	£0.00	£22,500.00
Additional Parking	£75,902.50	£0.00	£0.00	£0.00	£0.00	£75,902.50
Reserves	£30,000.00	£0.00	£0.00	£0.00	£0.00	£30,000.00
VAT	-£5,628.37	£0.00	£9,297.54	£4,689.28	£0.00	-£1,020.11
<b>Total</b>	<b>£195,309.28</b>	<b>£106,865.00</b>	<b>£34,297.54</b>	<b>£37,241.98</b>	<b>£86,785.90</b>	<b>£212,443.94</b>

93.4 Receipts

From whom	Description	Total
HMRC	VAT Refund Jan-May 2021	£7,434.73
Residents	Donations for Euro 20 Final	£471.35
<b>Total</b>		<b>£7,906.08</b>

Payments

To whom	Description	Total
Katrina Henshaw	May wages	£469.92
	June wages	£470.12
HMRC	May Tax	£117.60
	June Tax	£117.40
Asentric	Clerk's Pension - May	£150.00
	Clerk's Pension – June	£150.00
EE	Mobile phone – May	£13.21
	Mobile phone – June	£12.00
Mail Chimp	Monthly subscription - May	£22.55
	Monthly subscription – June	£23.10
Unity Trust Bank	Service charge	£23.40
Herts Full Stop	Stationery	£113.29
Ebuyer	Toner	£92.56
Siteground	Website software	£18.72
Zurich	Insurance	£482.71
BATPC	Finance Training Courses for Nick Andrews and Katrina Henshaw	£90.00
APSE	Trees and Woodland Seminar for Shawn Reader	£178.80
Hislop & Co Horticulture	Maintenance – April	£1,200.00
	Maintenance – May	£1,200.00
	Maintenance – June	£1,200.00
	Community Gardens – May	£120.00
Maydencroft	Cricket Club Maintenance	£4,920.00
GeoXphere Ltd	Parish Online	£63.00
The Christmas Decorator	50% Deposit for Christmas Lights 2021	£4,594.80
Sundown Cinema	Large Screen for Euro 20 Final	£1,080.00
Fairfield Bowls Club	Grant	£450.00
Fairfield Community Hall	Scout's rent – May	£577.00
	Scout's rent – June	£572.00
<b>Total</b>		<b>£18,522.18</b>

It was

**RESOLVED**

**That payments of £18,522.18 be paid and receipts of £7,906.08 was noted. It was also noted that £300 was transferred to the cash plus card on 2<sup>nd</sup> June 2021.**

## 94 Correspondence

- 94.1 Standalone 10k road race – This will take place on Sunday 26<sup>th</sup> September 2021. It starts and finishes in Standalone Farm. The runners will start at 09.30am. The race runs along Stotfold and Hitchin Road both of which will be closed for the duration of the race. Sign will be displayed informing everyone and there will be marshals on the day.
- 94.2 CBC – EV Charging Register. To help CBC understand where to prioritise the installation of charge points, they would like to hear from you. CBC aim to have a properly coordinated network of charging points across Central Bedfordshire that will give residents the confidence to use electric vehicles. If you currently drive an electric vehicle, or are planning to buy or lease one in the future and would like to nominate an area for a charge point, let register with CBC at <https://www.centralbedfordshire.gov.uk/xfp/form/253>
- If people do not have access to off-street parking (like a driveway), CBC love to hear from you too so they can better understand what type of charge point is needed where.
- You can also find out where charge points are already available by visiting Zap Maps – see <https://www.zap-map.com/live/>
- 94.3 Bedfordshire Police and Partnership Trust – Signpost (Victim Care Service) and The Bobby Scheme – help for the vulnerable and elderly (over 65).
- 94.4 Resident - Request for FPC to ensure residents are advised of the law regarding e-scooters.

## 95 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.
- 95.1 There was no other business.

## 96 Date of next meetings

- 96.1 The next Parish Council meeting will be held on Thursday 9<sup>th</sup> September 2021 at 7.00 pm in the Community Hall.

Meeting closed at 9.10 pm

## Glossary of acronyms

BATPC	Bedfordshire Association of Town and Parish Councils
CBC	Central Bedfordshire Council
Covid-19	Coronavirus 2019
FHMC	Fairfield Hall Management Company
FPC	Fairfield Parish Council
FPRA	Fairfield Park Residents Association
HM	Her Majesty
NB	Nota bene (Latin phrase meaning 'note well')
VAT	Value Added Tax
w.c.	Water closet or flush toilet