

Draft Minutes of an Ordinary Meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 11th November 2021 at 7:00 pm

Councillors present: N Andrews (NA) (Chair), BE Dack (BD), P Daffarn (PD) and N Reynolds (NR).

Officer present: Katrina Henshaw (KH).

Also present for all or part of the meeting: Ward Member Councillor N Harris (NH) and twelve members of the public.

171 Apologies for Absence

171.1 Apologies for absence were received from Councillor S Reader (SR) (illness), Ward Members Councillors B Saunders (BS) and S Dixon (SD).

172 Chair's Notice

172.1 FPC's statement on commitment to openness and transparency was presented with the meeting sign-in sheets and is available on FPC website. The members of public present confirmed they had read the statement.

172.2 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.

173 Disclosures of Interest and Dispensation requests

173.1 Councillor Dack and Reynolds declared a personal interest in item 176.3 (near neighbour of applicant). It was agreed that both could participate in the discussion as there was no prejudicial interest.

173.2 Councillors Andrews and Dack declared an interest in item 190 (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 as it was an update only.

173.3 Councillor Dack and Reynolds declared an interest in item 191 (Councillor Dack is a FPRA Committee Member and Councillor Reynolds is the FPRA Committee Chair). It was agreed that Councillor Reynolds could give the FPRA update, and they could all stay at the meeting as it was an update only.

173.4 No written requests for dispensations for declarable interests.

173.5 No requests for dispensation were granted.

174 Council Minutes

174.1 Minutes of the Ordinary Meeting held on Thursday 14th October 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.

175 Public Participation Session

- 175.1 One member of the public requested to speak on item 179 (Defibrillator at Harlington House). The resident stated that there are 130 houses in Fairfield Garden and Harlington House has 19 apartments for people aged 55 or older. The nearest defibrillator is near Tesco (10-15 minutes away) which means the chances of someone surviving a cardiac arrest is only between 3-5%. If they had a defibrillator within 5 minutes away the chances of survival increase dramatically to around 74%. The resident requested that FPC purchase a defibrillator and install it by the bins at Harlington House. Although this area isn't open to all, it is accessible and visible to all.
- 175.2 One member of the public requested to speak on item 180 (CBC Proposed works to improve a section of the Western Bridleway). The resident acknowledged that there were two areas that needed improving but questioned why the whole length was being improved and why it would be 3 metres wide. The resident objected to the proposed work and requested FPC requested CBC do not carry out the works.

176 Planning Applications

- 176.1 **CB/21/04376/LB Apartment 61 South Wing, Fairfield Hall**
Replacement Boiler.
FPC had no objections.
- 176.2 **CB/21/04523/FULL 6 Shaftesbury Drive**
Extension to existing annexe.
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.
- 176.3 **CB/21/04700/VOC 7 Burton Close**
Variation of condition number 3 of planning permission CB/20/03325/FULL (Proposed single storey side extension). New proposal (one skylight built, not two skylights approved, skylight upstand and glazing reduced).
FPC had no comments on this and will leave it to the CBC to carry out appropriate investigations.
- 176.4 **CB/21/04773/FULL 27 Bronte Avenue**
Conversion of loft with new dormers and rooflights to rear and single roof light to front.
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.
- 176.5 **CB/21/02966/VOC St Luke's Church**
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 on this and will leave it to the CBC to carry out appropriate investigations.
- 176.6 **CB/21/03630/LB St Luke's Church**
Listed Building: Update, clarify and amend previously approved internal works (CB/18/01981/LB and CB/18/01980/VOC). Landscaping, tarmac areas, bin/cycle storage and fence.
FPC had no comments on this and will leave it to the CBC to carry out appropriate investigations.

177 Planning Decisions

- 177.1 **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 had 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.
Advertisement granted by CBC 12th October 2021.

177.2 **CB/21/03786/VOC 7 Burton Close**

Variation of condition 3 of planning permission CB/20/03325/Full (Proposed single storey side extension). One number skylight built, not the two number skylights approved, skylight height reduced.

FPC had no objection to this variation.

Variation refused by CBC 11th October 2021.

178 **Central Bedfordshire Council Ward Members Report**

178.1 Following up with work already been started by Councillor Dixon, Councillor Harris is liaising with CBC Youth Team regarding the recent problems with youths around Fairfield.

Councillor Harris is working with CBC Officers to find a solution to the trees that are obstructing the street lights in Bronte Avenue.

Councillor Harris advised that the rates of infection among school-aged children and young people increased to very high levels before half-term and there is now a rise in infections among older people in the community and a rise in admissions for COVID-19 in local hospitals. As the next half-term starts, the local situation remains very challenging. Given the present situation Vicky Head, the Director of Public Health (DPH) is advising all schools and colleges in our area to put in place additional temporary measures to reduce transmission and keep educational disruption as low as possible.

With cases of COVID-19 still at very high levels people are asked to remember the simple actions they can take to reduce the risk of catching COVID-19:

- Make sure you open your windows for a few minutes at a time if you have guests
- Wear a face covering
- Continue to take regular rapid lateral flow tests to help give you peace of mind that you're not spreading the virus
- Get a PCR test if you have any symptoms
- Above all get vaccinated and get your COVID-19 vaccination booster if you're eligible.

Councillor Harris is aware of the ongoing parking problem in Fairfield and has suggested using social media to request people park considerably. Any cars causes an obstruction should be reported to the Police on 101 or www.police.uk/pu/contact-the-police/report-a-crime-incident (or 999 in an emergency)

178.2 Councillors Dack, Reader and Reynolds are working on the para to send to CBC prior to a meeting with CBC to discuss ways how FPC can improve the integration of the Fairfield Plan Design Statement with planning applications so as to protect the aesthetics of the street scene. **Action: BD / SR / NR**

178.3 Councillor Dixon is seeking advice from CBC on the logistics of Parish Councils sharing mobile CCTV.

179 **Defibrillator at Harlington House**

179.1 Following a discussion, it was agreed to purchase a defibrillator for Harlington House. The suggested location is their bin store which although isn't open to all is visible and accessible to all and has electricity. Permission from Crest Nicholson, via Preim, is required. A check also has to be made to see whether a lighting circuit is sufficient for the defibrillator. **Reason:** To provide a defibrillator for the 130 houses on Fairfield Gardens and 19 apartments at Harlington House for people aged 55 or older. Having access to a defibrillator within 5 minutes increases the chances of survival dramatically to around 74%.

The clerk to seek permission from Crest Nicholson and seek quotations for a Defibrillator and Electrician (the electrics will need to be checked at any agreed location). Someone from Fairfield Gardens will also need to volunteer to carry out the necessary checks. **Action: KH**

179.2 It was agreed to contact FHMC and FPRA to see if there are any other locations that may benefit from a defibrillator. **Action: KH**

180 CBC Proposed works to improve a section of the Western Bridleway

180.1 FPC wrote to 30 households near this section of the bridleway to advise them of the proposed works by CBC. These proposals were also displayed on the FPC website and noticeboards. 12 households have responded (9 in favour and 3 with objections). These comments were considered and with a unanimous vote it was agreed to request CBC do these works as part of the Etonbury Green Wheel and on condition that the height of the footpath will not be raised. It was noted that although this was a CBC project it was being funded by a grant from BRCC to make this stretch of the Green Wheel inclusive to all as access for wheelchairs and pushchairs is currently not adequate. **Reason:** To improve accessibility for all. The clerk to request CBC arrange the works as soon as possible **Action:** KH

181 Request to improve other areas of the Western Bridleway

181.1 It was agreed to ask CBC to also improve the areas between the pumping station and Brunel Walk which sometimes flood. **Action:** KH

182 Allotment Society

182.1 It was agreed to renew membership for another year at a cost of £55.00 + vat. The clerk to arrange. **Action:** KH

183 Bannatynes overspill car park

183.1 FHMC has advised that Hotbed has confirmed that their clients have no objection to the FPC proposal to maintain the overspill car park on condition FHMC is comfortable with the agreement. Hotbed wish to make it clear that any use FPC make of the car park, or any other part of the Estate, is with the licence of their clients which may be withdrawn at any time. They would not wish anyone to argue that they have acquired rights by prescription. It was agreed that if FPC proceed with this proposal, legal advice will be sought to draft a contract.

184 Parish Councillor Vacancies

184.1 CBC has confirmed that there was no request for an election to fill the vacancy that has arisen following the resignation of Amanda M Hunt so FPC may now proceed to co-opt. The vacancy has been advertised and FPC will aim to fill it by co-option at the FPC meeting on 9th December 2021.

184.2 Due to the resignation of Vinesh Khatwa a vacancy has arisen in the Office of Councillor for FPC. CBC has issued the official notice of a vacancy; this is displayed on FPC noticeboards and on the FPC website. If by 17th November a request for an election to fill this vacancy is made in writing to the Returning Officer at CBC by ten electors, an election will be held to fill the said vacancy, otherwise the vacancy will be advertised and filled by co-option. A vote of thanks was expressed to Vinesh for his work for FPC over the past year.

185 Ward Councillor Community Grant Scheme

185.1 FPC received a grant of £976.59 from the Ward Councillor Community Grant Scheme towards the cost of the display cabinets, stands and mannequin for the artefacts. A vote of thanks was expressed to Councillor Harris.

186 Tree Survey

186.1 FPC has placed an order with RGS Arboricultural to survey FPC's trees at the same time as FPRC's trees are surveyed.

187 Orchards

187.1 FHMC has granted permission for FPC to do this work detailed in Bob Lever's report subject to planning permission from CBC and at FPC's cost. Colin Carpenter has sent a quote for the work (to be agreed at the December meeting). FPC is seeking planning permission from CBC on the trees with TPOs.

188 Fairfield Sign

188.1 A Working Group has been formed.

189 Proposed Garden of Reflection

189.1 FPC is waiting for Vistry to advise if the pre-planning advice is sufficient information for Fairfield Redevelopments Ltd to agree to release the restrictive covenant on the land that states the land in question cannot be used for anything except 'employment use.'

190 Transfer of Community Hall

190.1 Vistry has advised that one final point is being discussed regarding a S106 side letter and then the grossments can be issued. Blandy and Blandy are seeking a copy of the side letter from CBC as Vistry have been unable to furnish their copy.

191 All-inclusive Play Equipment in FPRA play areas

191.1 There was nothing new to report and FPRA agreed to advise FPC if there are any new proposals.

192 Meeting with Resident/Management Companies/Associations and Steering Committee

192.1 The meeting will be after the FHMC AGM and Fairfield Gardens Steering group AGM.

193 Fairfield Neighbourhood Watch

193.1 Councillor Andrews met with the Fairfield Co-ordinator and offered support from FPC to invigorate NHW and suggested there is a NHW table at a future event. It was also suggested that the NHW signs are installed.

194 Crime figures

194.1 During October there were 6 reported crimes in Fairfield. These were for: -

- 2 x Assault without injury
- 2 x Attempted burglary – residential
- 1 x Threat intent to commit criminal damage
- 1 x Stalking

195 Speed Watch Figures

195.1 During October there were 2 sessions in Fairfield with 862 vehicles going past and 34 offenders. Throughout Bedfordshire there were 135 sessions with 597 letters being issued. 64 of the sessions were from Speed Watch Groups and 71 were from Bedfordshire Borough Speed Awareness Vehicle.

Some residents have expressed concern about the speeding on Dickens Boulevard during the day. Unfortunately, all the current volunteers work full time so new volunteers would be needed to carry out sessions here at the correct times.

196 Remembrance Sunday – 14th November 2021 2.30 pm Urban Park

196.1 Councillor Dack confirmed all the arrangements had been made and the risk assessment had been sent to the insurance company. The Order of Service has been printed and the Last Post will now be played by a resident from Fairfield Gardens. 9 wreaths will be laid on the day.

197 Switching on the 2021 Christmas Lights – 28th November 2021 5.00 pm Urban Park

197.1 There will be a performance by Variety Express, a theatre company which raises funds for local performances. Following them will be Fairfield's own FlowArt Group who meet on Wednesdays in the Community Hall. The Bowls Club and WI will be offering mulled wine, orange juice, hot chocolate, and minced pies.

198 Christmas Carol Service – 11th December 2021 4.30 pm Urban Park

198.1 Carol Singing will be around the tree in Urban Park. The Bowls Club and WI will be offering mulled wine, orange juice, hot chocolate, and minced pies.

199 Finance

199.1 Bank reconciliation to 31st October 2021

Where the money is	Value
Unity Trust	£64,505.70
Cash Plus Card	£266.70
Petty Cash	£0.00
The Cambridge Building Society	£85,000.00
United Trust Bank	£85,000.00
Total Money	£234,772.40 (1)

Cash Book	
Total Receipts	£153,838.72
PLUS balance carried over 1 st April 2021	£195,309.28
LESS Total Payments	£114,355.60
Total Money in cash book	£ 234,772.40 (2)

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

199.2 Receipts

From whom	Description	Total
HMRC	2021/22 Vat Claim June – September	£10,748.20
Central Bedfordshire Council	Ward Councillor Grant	£976.59
	Total	£11,724.79

Payments

To whom	Description	Total
Katrina Henshaw	October wages	£873.33
HMRC	October Tax	£356.12
Asentric	Clerk's Pension – October	£150.00
EE	Mobile phone – October	£12.00
Mail Chimp	Monthly subscription	£23.24
Cash Plus	Charges	£2.36
Ebuyer	Toner and Shredder sheets	£106.83
Bob Lever	Orchard tree survey and report	£165.00
FHMC	Community Bulbs	£205.00
Leisuregrow	Christmas decorations	£370.70
Studio	Christmas lights	£44.94
Lady Haig	Wreaths and Poppies	£556.80
J&M Electrical Supplies	Cables	£133.96
CPC	Cables	£21.62
Viking	Storage boxes	£29.27
Morland Matting	Protected rubber cable mats	£136.79
	Total	£3,187.96

It was

RESOLVED

That payments of £3,187.96 be paid and receipts of £11,724.79 was noted. It was also noted that £500 transferred to cash plus on 22nd October and £600 on 25th October.

200 Correspondence

- 200.1 CBC has launched a consultation inviting people to have their say on proposed changes to CBC's Housing Allocation Scheme.
- 200.2 NALC – Policy consultation briefing on the current DEFRA Environmental Permitting Regulations Consultation (<https://consult.defra.gov.uk/water-quality/amendments-to-the-epr-for-groundwater/>). The DEFRA consultation affects all burial authorities, and existing cemeteries/burial grounds. It also states that if implemented, the proposals under consultation could reduce remaining burial capacity by up to 50%. The stated purpose of the proposals is to improve the way groundwater activities, and some related surface water discharge activities, are regulated. The closing date of the DEFRA consultation is 22nd December.
- 200.3 Bedfordshire, Luton and Milton Keynes Clinical Commissioning Group (BLMK CCG) is undertaking a public consultation on Fertility Services, Gluten-Free Food Prescribing and the Milton Keynes Pharmacy First minor ailment scheme policies in order to ensure equal access to healthcare services for all residents across BLMK. The case for change document, questionnaire, supporting documents for the consultation and details of the engagement sessions we are hosting are available on the CCG website: www.blmkccg.nhs.uk/PolicyConsultation. The consultation runs until 21 December 2021.
- 200.4 Best Bedfordshire School Trust - An open letter to the Central Bedfordshire Council Executive on the Schools for the Future programme.
- 200.5 CBC –Precept Request for 2022/23 must be sent to CBC by 17th January 2021. All Councillors to send the clerk items they would like included in the budget. **Action: ALL**

201 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.
- 201.1 There was no other business.

202 Date of next meetings

- 202.1 The next Parish Council meeting will be held on Thursday 9th December 2021 at 7.00 pm in the Community Hall.

Meeting closed at 8.30 pm

Glossary of acronyms

AGM	Annual General Meeting
CBC	Central Bedfordshire Council
CCG	Clinical Commissioning Group
CCTV	Closed-circuit television
DEFRA	Department for Environment Food and Rural Affairs
FHMC	Fairfield Hall Management Company
FPC	Fairfield Parish Council
FPRA	Fairfield Park Resident Association
FPRC	Fairfield Park Resident Company
NALC	National Association of Local Councils
NHW	Neighbourhood Watch
NB	Nota bene (Latin phrase meaning 'note well')
TPO	Tree Preservation Order
WI	Women's Institute

DRAFT