

Minutes of an Ordinary Meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 14th October 2021 at 7:00 pm

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

Officer present: Katrina Henshaw (KH)

Also present for all or part of the meeting: Ward Members Councillors S Dixon and N Harris (NH) and one members of the public.

131 Apologies for Absence

131.1 Apologies for absence were received from Councillor V Khatwa (VH) and Ward Member Councillor B Saunders (BS).

132 Chair's Notice

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

132.2 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.

133 Disclosures of Interest and Dispensation requests

133.1 Councillors Andrews and Dack declared an interest in items 146 and 160 (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 the items but not participate in the votes in item 146.

133.2 Councillors Dack, Reader and Reynolds declared an interest in item 161 (Councillors Dack and Reader are Committee Members and Councillor Reynolds is the 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.

133.3 No written requests for dispensations for declarable interests.

133.4 No requests for dispensation were granted.

134 Council Minutes

134.1 Minutes of the Ordinary Meeting held on Thursday 9th September 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.

135 Public Participation Session

135.1 No member of the public requested to speak.

136 Planning Applications

136.1 CB/21/04179/FULL 38 Beatrice Place

Erection of single storey rear extension, loft conversion with front and rear dormers and associated works.

FPC objected to the flat roof dormers for the loft conversion as these did not comply with the Fairfield Neighbourhood Plan Design Statement.

FPC had no objections to the single floor extension based on the information available and providing there are conditions that the construction complies with the Fairfield Neighbourhood Plan Design Statement.

136.2 CB/TRE/21/00493 Parklands surrounding Fairfield Hall.

Works to trees protected by a Tree Preservation Order. MB/TPO,99/00001 various trees as shown on the works schedule.

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

136.3 No urgent planning applications received between 8th and 14th October 2021.

137 Planning Decisions

137.1 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.

This application was withdrawn on 1st September 2021.

137.2 CB/21/03352/FULL 2 Leopold Corner

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 14th September 2021.

137.3 CB/21/03383/FULL 23 Faraday Gardens

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 7th September 2021

137.4 CB/21/03512/FULL 39 Fleming Drive

Single storey rear extension and door canopy.

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 21st September 2021.

137.5 CB/21/03601/FULL 58 Bronte Avenue

Replacement of eastern boundary fencing to 2.13m height. Replacement of part southern boundary fencing to 2.2m height.

FPC received objections from neighbours to this application.

FPC sees no reason why fencing over the permitted 1.8m height is required.

Full permission granted by CBC 30th September 2021.

138 Planning Appeals

138.1 CB/21/02642VOC 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 was 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.

Variation of condition refused by CBC 2nd August 2021.

An appeal has been made to the Secretary of State against CBC's decision to refuse planning permission described above.

139 Central Bedfordshire Council Ward Members Report

139.1 Councillor Dixon confirmed that Covid was still a problem and although the figures for the Stotfold and Langford Ward had decreased recently and hospitals were currently coping, people should still be very vigilant.

CBC now has an 'Engine Idling' Policy which will allow warnings and fines to be issued.

Councillor Harris confirmed a Match Funded Grant from the Ward Councillors Community Grant Scheme had been awarded to FPC towards the cost of a cabinet and mannequin to display the artifacts.

Councillor Harris is speaking to CBC about the trees in Bronte Avenue that are obstructing the street lights.

Garden Waste will be collected from Fairfield on Tuesday.

139.2 CBC Planning has agreed to meet FPC to offer advise on 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. Prior to the meeting, Councillors Dack, Reader and Reynolds to send CBC a para on what to discuss and examples of previous planning applications where the aesthetics of the street scene have been compromised. **Action: BD / SR / NR**

139.3 CBC has confirmed that there has been no planning breach at the Campbell, Buchanan and George Site on the removal of part of the hedgerow to create a footpath.

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

140 Central Bedfordshire Council Salt Scheme

140.1 CBC is once again offering the free salt bag scheme this winter. FPC has requested one 1 tonne of road de-icing salt to be delivered once a month to Hislop & Co Horticulture starting in November and continuing throughout the winter maintenance season.

CBC will not at any time in the future dispose of unused salt on a town or parish council's behalf and it should be noted that rock salt is classed as hazardous waste and would be expensive for to be disposed of.

141 Central Bedfordshire Council Repairs to Highways

141.1 FPC received a report from Councillor Reynolds detailing the outstanding faults and inaccurate updates on the 'fixmystreet' app that indicated the faults had been repaired when they had only received a temporary fix. He advised he had a very productive meeting with Councillor Ian Bond who is responsible for Highways and the 'fixmystreet' app. Councillor Bond agreed the app needed improving and confirmed that most faults are temporarily fixed quickly but should be permanently fixed within 6 weeks. Councillor Bond agreed that all the faults listed still needed permanent fixes and he committed to push for these to be done within 6 weeks.

It was agreed that Councillor Reynolds would give an update at the December meeting, and it would be discussed then if any additional action is required by FPC. **Action: NR**

142 Election of Vice Chair for the remaining part of the Council year

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

RESOLVED

That Councillor Daffarn be appointed the Vice Chair for the ensuing Council year.

Councillor Daffarn signed the Declaration of Acceptance of Office of Vice Chair which was countersigned by the Clerk as Proper Officer of the Council.

143 Appointment of Lead Councillor for Planning and Members of the Working Group.

143.1 It was agreed to appoint Councillor Reynolds as the Lead Councillor for the Working Party for Planning. Councillors Dack and Reader will continue as members of the Working Party for Planning.

144 Vacancy for a Parish Councillor

144.1 CBC has confirmed that there was no request for an election to fill the vacancy 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 11th November 2021. Deadline for applications is 31st October 2021.

145 Procedure for Co-Option and Application Form

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

RESOLVED

That FPC would adopt Version 3 of the Procedure for Co-Option and Application Form.

146 Community Hall

146.1 It was noted that FPC currently has £20,000 in the Community Hall budget.

146.2 It was agreed FPC will purchase equipment for the Community Hall to the value of £2,500.

146.3 It was agreed FPC will aim to create a sink fund of £50,000 over the next five years to cover costs of the roof windows and other items that need replacing.

146.4 It was agreed FPC will have an annual budget of £3,500 for general maintenance of the Community Hall.

146.5 It was agreed FPC will have an annual budget of £1,000 for building insurance of the Community Hall when it is transferred to FPC.

147 Halloween 2021

147.1 The Police will be doing extra patrols to prevent anti-social behaviour and residents should call 101 (or 999 in an emergency) if they see any anti-social behaviour.

It was agreed that FPC would issue a statement to encourage residents to keep Halloween celebrations minimal and low key in Fairfield due to the on-going Covid-19 Pandemic. Residents will also be encouraged to attend organised events rather than 'Trick or Treating' around Fairfield. The clerk to circulate a draft statement to all for approval. **Action: KH**

148 Remembrance Sunday – 14th November 2021

148.1 FPC received an update from Councillor Dack on the proposed service.

It was agreed that FPC would purchase from Lady Haig 200 long stem poppies at £2.40 each and 3 wreaths at a cost of £32.40 each. **Action: KH**

It was agreed to have 200 Order of Service printed as an 8-page A5 booklet that includes a full colour cover at £111. **Action: BD**

149 Switching on the 2021 Christmas Lights – 28th November 2021

149.1 It was agreed to switch on the Lights on Sunday 28th November with the Bowls Club selling mulled wine and the WI selling hot chocolate and minced pies. A local singing group called Variety Express will also attend this event with all of their proceeds being donated to local charities.

149.2 It was agreed for FPC, with permission from FPRA, to upgrade the power point nearest to Tesco in Urban Park and to purchase the appropriate leads with a budget of £600. **Action: NA/KH**

150 Christmas Carol Singing – 11th December 2021

150.1 FPC received an update from Councillor Dack on the proposed Carol Singing to be held on Saturday 11th December in the Urban Park. A budget of £300 was agreed to print Song Sheets.

151 Fairfield Sign

151.1 It was agreed to set up a Working Group to investigate having a Fairfield Sign on the land near the Eliot Way roundabout. Councillors Dack and Reader to represent FPC on the Working Group. The clerk to invite representation from FHMC and Fairfield Gardens. **Action: BD / SR / KH**

152 FPC Grant for Scout Rent

152.1 It was agreed to extend the grant awarded 9th July 2020 for the rent of the Community Hall for the Scouts until July 2022 as the grant was not used due to the Covid-19 Pandemic. The clerk to advise Scouts. **Action: KH**

153 Request for financial contribution for Etonbury Green Wheel 2022/23

153.1 It was agreed that FPC will continue to fund BRCC £1,500 for the Etonbury Green Wheel delivery in 2022/23. The clerk to advise BRCC. **Action: KH**

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

154.1 It was noted that FPC had received an email from a resident about these proposals and these comments have been passed onto CBC.

154.2 It was agreed that FPC to advise all residents in the area these proposals and seek their opinions. The draft letter has been circulated to all councillors and this was agreed. Copies to also be available on the FPC website and Noticeboards. **Action: KH**

155 Community Bulbs

155.1 It was agreed to contribute £205 to FHMC towards the costs of purchasing bulbs for volunteers to plant around Fairfield. The clerk to advise FHMC and arrange payment. **Action: KH**

156 Tree Survey

156.1 A report was received from Councillor Dack. It was agreed FPC will pay £450 to survey FPC's trees. **Action: BD / KH**

157 Orchards

157.1 The Tree Survey was received from Bob Lever, and it was agreed for the Clerk to thank him for such a detailed report. The clerk to seek permission from CBC and FHMC to do the proposed works and to seek a quote from Colin Carpenter to do the work required by an arborist. **Action: KH**

158 Apple Day 2021

158.1 Apple Day was a very successful event and was well supported by residents. A vote of thanks to Councillor Andrews and his team for all their work was recorded.

159 Proposed Garden of Reflection

- 159.1 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.'
- 159.2 Councillor Dixon advised that the CBC Tree Officer had looked at the condition of the trees on the land of the proposed Garden of Reflection and is currently compiling a report with proposed action on any dead or dangerous trees.
- 159.3 Councillors Andrews and Reader will seek alternative quotes for the planning permission when required.

160 Transfer of Community Hall

- 160.1 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.

161 All-inclusive Play Equipment in FPRA play areas

- 161.1 Nothing new to report.

162 Trim Trail

- 162.1 Councillor Reader advised that FHMC is reconsidering having equipment on their land. The clerk to send details of the proposal to FHMC. **Action: KH**

163 Bannatynes overspill car park

- 163.1 Councillor Andrews advised that FHMC is asking Hotbed if FPC can take over the lease on the carpark.

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

- 164.1 It was agreed to wait until after the FHMC AGM and Fairfield Gardens Steering group AGM before arranging a meeting to discuss the following items:-

- Bins
- Bollards
- Charging points for electric cars.

It was agreed that FPC would offer to attend the Fairfield Gardens Steering group AGM.
Action: KH

165 Crime figures

- 165.1 During September there were 3 reported crimes in Fairfield. These were for: -

- 1 x Other criminal damage
- 1 x Theft in a dwelling
- 1 x Stalking

FPC agreed to request drugs, antisocial behaviour and speeding on Hitchin Road as the priorities in Fairfield for the local Community Policing Team to work on over the next quarter. The clerk to advise the Police. **Action: KH**

166 Speed Watch Figures

- 166.1 During September there were 3 sessions in Fairfield with 1210 vehicles going past and 67 offenders. Throughout Bedfordshire there were 125 sessions with 656 letters being issued. 55 of the sessions were from Speed Watch Groups and 70 were from Bedfordshire Borough Speed Awareness Vehicle.

167 Finance

167.1 Bank reconciliation to 30th September 2021

Where the money is	Value
Unity Trust	£61,472.25
<i>Less unrepresented payment (ICO DD)</i>	<i>£35.00</i>
Cash Plus Card	£2,589.84
Petty Cash	£0.00
The Cambridge Building Society	£85,000.00
United Trust Bank	£85,000.00
Total Money	£234,027.09 (1)
Cash Book	
Total Receipts	£142,093.93
PLUS balance carried over 1 st April 2021	£195,309.28
LESS Total Payments	£103,376.12
Total Money in cash book	£234,027.09 (2)

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

167.2 Q2 Comparison between budget and expenditure

	bf 01/04/2021	Budget 2021/22	Additional income 2021/22	Money spent 2021/22	Money allocated 2021/22	Money remaining (1)+(2)+(3) -(4)-(5)
	(1)	(2)	(3)	(4)	(5)	
Administration Inc wages	£5,293.41	£14,902.88	£0.00	£13,866.99	£6,248.12	£81.18
Recreation Inc Events	£33,087.15	£47,816.71	£471.35	£30,242.86	£38,874.84	£12,257.51
Grants	£20,248.36	£2,251.64	£25,000.00	£40,273.00	£4,589.75	£2,637.25
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	£3,710.00	£1,250.00	£7,340.00
Apple Day	£847.46	£152.54	£460.04	£1,103.25	£180.00	£176.79
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	£2,500.00	£0.00	£0.00	£25,000.00
Additional Parking	£75,902.50	£0.00	-£2,500.00	£0.00	£10,000.00	£63,402.50
Reserves	£30,000.00	£0.00	£0.00	£0.00	£0.00	£30,000.00
VAT	-£5,628.37	£0.00	£9,297.54	£14,180.02	-£10,510.85	£0.00
Total	£195,309.28	£106,865.00	£35,228.93	£103,376.12	£50,631.86	£183,395.23

167.3 Receipts

From whom	Description	Total
Central Bedfordshire Council	21/22 Precept	£53,432.00
Residents	Donations at Apple Day	£460.04
Total		£53,892.04

Payments

To whom	Description	Total
Katrina Henshaw	September wages	£543.91
HMRC	September Tax	£143.14
Asentric	Clerk's Pension – September	£150.00
EE	Mobile phone – September	£12.00
Unity Trust	Bank charges	£25.30
Cash Plus Card	Annual Fee	£69.00
Mail Chimp	Monthly subscription – September	£23.21
Elegant Themes	Website	£78.86
Herts Direct	Stationery	£33.85
Community Heartbeat	Adult pads for the defibrillator	£112.80
Hislop & Co Horticulture	Maintenance – August	£1,200.00
	Maintenance – September	£1,200.00
	Orchards	£600.00
Fairfield Community Hall	Scout's rent – September	£656.00
	Scout's rent – October	£524.00
Central Bedfordshire Council	Sponsored school crossing patrol Sep 21 – Aug 22	£4,000.00
BRCC	Contribution towards BRCC's work on developing the Etonbury Green Wheel in 2021/22	£1,500.00
Happy Days Events	Cork shooting hire and Rodeo Bull Hire for Apple Day	£450.00
Garden City Samba	Balance for performance fees for Apple Day	£150.00
Football Fun Factory	2 Inflatables for Apple Day	£100.00
PC Events Hire	2 Princesses for Apple Day	£150.00
Artikids	Children's craft activities at Apple Day	£65.00
Graphix	Apple Day Banners	£216.00
RDS	Display cabinets for artefacts	£2,208.00
Amazon	Mannequin for displaying Artefacts	£65.49
Amazon	Display stands for displaying Artefacts	£59.92
Sundown Cinema	Deposit for outdoor cinema for Queen's Jubilee	£480.00
Total		£14,816.48

It was

RESOLVED

That payments of £14,816.48 be paid and receipts of £53,892.04 was noted. It was also noted that £2,350 was transferred to the cash plus card on 30th September 2021.

168 Correspondence

- 168.1 Fairfield Lower School - The residents on Nickleby Way are getting increasingly frustrated with the parking at school drop off and pick up time. The school has sent messages to parents on numerous occasions reminding them to park politely, not block in cars and driveways but there has not been any improvement. The school has asked if there is anything FPC can do to help. Councillor Dixon agreed to ask CBC Parking Enforcement to attend the area. **Action: SD**

169 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.

169.1 There was no other business.

170 Date of next meetings

170.1 The next Parish Council meeting will be held on Thursday 11th November 2021 at 7.00 pm in the Community Hall.

Meeting closed at 9.20 pm

Glossary of acronyms

App	An application, especially as downloaded by a user to a mobile device.
CBC	Central Bedfordshire Council
CCTV	Closed-circuit television
Covid-19	Coronavirus Disease 2019
DD	Direct Debit
FHMC	Fairfield Hall Management Company
FPC	Fairfield Parish Council
FPRA	Fairfield Park Resident Association
ICO	Information Commissioner
NB	Nota bene (Latin phrase meaning 'note well')