

Minutes of an Ordinary Meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 10th February 2022 at 7:00 pm

Councillors present: N Andrews (NA) (Chair), BE Dack (BD), P Daffarn (PD), A Hopkins (AH), A Papakosta (AP), 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 (SD) and N Harris (NH) and two members of the public.

264 Apologies for Absence

264.1 Apologies for absence were received from Ward Member Councillor B Saunders (BS).

265 Chair's Notice

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

265.2 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.

266 Disclosures of Interest and Dispensation requests

266.1 Councillors Andrews, Dack and Papakosta declared an interest in item 283.1 (Councillor Andrews is a Trustee/Chair of the Fairfield Community Trust, Councillor Dack is a Trustee/Treasurer and Councillor Papakosta is a Trustee/Secretary). It was agreed that they could all stay for the item as it was an update only.

266.2 No written requests for dispensations for declarable interests.

266.3 No requests for dispensation were granted.

267 Council Minutes

267.1 Minutes of the Ordinary Meeting held on Thursday 13th January 2022 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.

268 Public Participation Session

268.1 No resident requested to speak.

269 Planning Applications

269.1 CB/TRE/22/00049 Church at Fairfield Hospital, Hitchin Road

Works to trees protected by a Tree Preservation Order MB/99/00001: Fell to the ground Beech Tree T1, remove branch to Austrian Pine Tree T2 and prune back south lateral branches to Austrian Pine Tree T4 giving 2m clearance to building, sever ivy and base and remove from stem. Remove deadwood to Sycamore Tree T7 and sever ivy to Holly Tree T14 and Holm Oak Tree T11. FPC has queried why the beech tree is being removed but has no other comments on this and will leave it to the CBC Tree Officer to carry out appropriate investigations. Councillor Dixon agreed to ask the Tree Officer to confirm why the tree needs to be removed. **Action: SD**

269.2 There were no urgent planning applications.

270 Proposed Street Naming for the 24 new dwellings on land west of Hitchin Road

270.1 CBC has advised that the street names suggested by FPC were put to the Developer who have advised they would like to proceed with Bessemer Fields. CBC appreciate that FPC's first choice was Seacole but as there were no suitability issues with this name, CBC would hope to see it used for a future development.

271 Planning Decisions

271.1 CB/21/05133/FULL 35 Heathcliff Avenue, Fairfield

Single storey side and rear extensions.

FPC asked CBC to confirm the height of the roof lantern complies with regulations. If the height complies, 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.

Full permission granted by CBC 17th January 2022

271.2 CB/21/05402/FULL 4 Edison Way, Fairfield

Single storey rear extension.

FPC asked CBC to confirm this was not an overdevelopment of the site and that the required size of garden remains. If it is not an overdevelopment, 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.

Full permission granted by CBC 27th January 2022

272 Central Bedfordshire Council Ward Members Report

272.1 Councillor Harris advised:-

- CBC Highways has trimmed the trees in Bronte Avenue and has been asked to trim other trees on adopted roads that are obscuring lampposts. It was noted that this work cannot be done during bird nesting season.
- CBC Highways have scheduled repairs to verges and lights.
- She is speaking to Tesco regarding the recent repairs that have not been carried out satisfactorily.
- CBC has granted permission for NHW signs be installed on CBC lampposts.
- She is speaking to Officers regarding S106 monies.

Councillor Dixon advised:-

- 7 Burton Close - two earlier appeals for the planning application are still being progressed.
- Covid-19 cases are still high but there are fewer people being hospitalised.
- CBC Budget has been approved by the Executive Committee and will be presented to the Full Council for approval on 24th February 2022. He thanked residents for responding to the consultation.

- He is chasing the Rights of Way Officer for a decision on Kingsley Avenue.
- CBC agrees Virgin Media has installed a new cabinet on FPRC land without permission and is investigating if Virgin Media was given permission and if by whom. FPRC and Virgin Media are looking to seek an agreement on where it can be installed.
- FPRC should receive a decision shortly regarding the trees for the Western Play Area.
- Campbell Buchanan George are still in discussions with Letchworth Heritage Foundation regarding a potential alternative access to their development for construction traffic.

Councillor Dixon agreed to speak to Abbeymill regarding the complaints about the lack of a wheel washer on site, the mud on the road, blocked gutters, damage to kerb at entrance and cycle track.

Action: SD

272.2 Fairfield Plan Design Statement – Councillor Dixon will chase up the Local Plan Team for a meeting to consider how best to protect the aesthetic of Fairfield. **Action: SD**

272.3 CCTV – Councillor Dixon is waiting on a date to meet with other local parishes to examine with the CBC CCTV manager, Steve Barratt, the options for a shared system. **Action: SD**

273 Meeting regarding safety issues on Hitchin/Stotfold Road

273.1 FPC received a report on the meeting between CBC and Councillors Dack and Hopkins held on 26th January 2022.

273.2 Following a discussion, it was agreed FPC would set aside £10k (from the parking budget) for the FPC share of match funding for road safety improvements to Hitchin Road that would include the provision of Smiley faces warning signs and other road markings.

273.3 It was agreed that the remit of the working group on a main welcome sign for Fairfield be extended to look at signage into and out of the village, together with other ideas on how traffic calming can be achieved. The Working Group is now Councillors Dack Hopkins and Reader.

274 Central Bedfordshire Council Repairs to Highways

274.1 Councillor Reynolds advised that some of the repairs were still outstanding. Councillor Harris to chase Highways. **Action: NH**

275 Tree Survey

275.1 FPC received quotations from Apex and Hislops & Co Horticulture. Following a discussion and with a unanimous vote it was

RESOLVED

To award the contract to Apex at a cost of £1,020.00 + VAT

REASONS

Apex has recently carried out work to trees in Fairfield which was of a high standard in Fairfield.

The quote was considered best value.

The clerk to place the contract. **Action: KH**

276 Defibrillators

276.1 FPC has received permission from Crest Nicholson to install a defibrillator on the back of the bin store at Harlington House and is now just waiting for agreement that the residents will pay for the electricity costs. FPC agreed to purchase the defibrillator from London Hearts once this is agreed. **Action: KH**

276.2 FPC agreed to purchase one additional defibrillator for the Hall Compound if permission is received from FHMC.

277 Path along the Cricket Club

277.1 Most of the solar lights are no longer working and even when they are all working, they are not fit for purpose. It was agreed that Councillor Reader will investigate solar powered bollards for safety reasons and discuss proposals with FHMC and the Cricket Club. **Action: SR**

278 Litter Pickers

278.1 It was agreed to purchase ten new litter pickers at £16.81 each and some bag rings. **Action: KH**

It was agreed to arrange a litter picking date for March. **Action: NA**

279 Three Counties website

279.1 The owners of <http://www.threecountiesasylum.co.uk/> have advised that they are unable to maintain the website any longer and will be closing the site at the end of February. It was agreed that FPC would move this to its server so that this website is kept alive and all the information on it is not lost. **Action: BD**

It was agreed to write to Richard and Ros Knight to thank them for all their hard work to create this invaluable website and invite them to view the artefacts now that they are on display in the Community Hall. **Action: KH**

280 2022 Events

280.1 The following was agreed:-

- **Saturday 2nd April – Community Market 10am – 3pm, Urban Park**
Lead Councillor: Nick Andrews
FPC to meet members of the community as a meet and greet and explain the role of the Council. Residents who run their own businesses are welcome to host a stall. Markets to run quarterly.
 - Include Community Hall “What’s on”
 - Neighbourhood Watch
 - Meet you Councillors
 - Plans and proposals on display for things in pipeline
- **Saturday 24th September – Apple Day**
Lead Councillor: Nick Andrews
Follow the same format as last year but increasing the hire cost of the food vendors. Event to be sponsored by a local business, First Step have been approached to sponsor the live music.

As well as having the hirers from the Community Hall to perform, the plan is to erect a stage on the cricket pitch with two to three bands playing live music.

A budget of £1,500 was agreed.
- **Sunday 13th November – Remembrance Service**
Lead Councillor: Barrie Dack
A budget of £250.00 was agreed.
- **Sunday 27th November – lights switch on, Urban Park**
Lead Councillors: Nick Andrews and Antony Hopkins
Follow the same format as last year with a different choir or band singing. Bowls Club and WI to provide refreshments.

A budget maybe required for paid entertainment.
- **Saturday 10th or Sunday 11th December – Carol Service, Urban Park**
Lead Councillors: Barrie Dack and Antony Hopkins
A budget maybe required for a brass band.

- **December Christmas events**

- **Lead Councillors: Nick Andrews and Anna Papakosta**

- Letchworth Arcadians Musical Society has offered to potentially host a Christmas concert or to perform at the lights switch-on. Following the success of the Imajica theatre performance it has been recommended they be hired again for two performances. The Community Trust is currently looking at alternative companies who can cater for an older audience.

- A budget of £500 was agreed for a deposit. This will be refundable if successful.

281 Queen's Platinum Jubilee

281.1 The following was agreed:-

- **Thursday 2nd June - Light the beacon ceremony, Urban Park**

- **Lead Councillors: Barrie Dack and Penny Daffarn**

- Event to be arranged by FPC/Management Companies and key organisations.

- Bowls Club and WI to provide refreshments.

- Replace the top of the beacon with a generic crown. Quote from Stevenage Sheet Metal is £144 including VAT.

- A budget of £500 was agreed.

- **Friday 3rd June Cinema Showings, Cricket Pitch**

- **Lead Councillors: Nick Andrews and Anna Papakosta**

- The proposal is to have three showings throughout the day. Only two showings are also being considered as it is half term. The screen will be placed on the pitch and cordoned off. Residents will be required to bring their own seats. The plan is to have four food vendors including a bar. Donations via the buckets will be asked for.

- A budget of £1,600 has been agreed (22nd July 2021 – Item 83.2)

- An additional budget of £450 was agreed for the film licences.

282 Christmas Lights

282.1 The budget of £8,000 was agreed and Councillors Andrews and Reader were appointed as the Working Group. There is £50.71 remaining from the 2021/22 budget.

283 Community Hall

283.1 FPC is waiting for CBC Planning to advise the current status of Vistry's application to vary the S106 agreement for the Community Hall. The clerk to chase Vistry for the paperwork. **Action: KH**

284 Orchards

284.1 Colin Carpenter has completed the work and two pruning sessions have been arranged for Saturday 5th February and Sunday 13th February.

285 Proposed Garden of Reflection

285.1 FPC is waiting for CBC to confirm acceptance to the proposed amendment to the Covenant from Vistry saying that land must be used for light industrial purposes and to advise what the next steps are for this land to be leased/transferred to FPC so a Garden of Reflection can be created. Councillor Dixon to chase CBC. **Action: SD**

286 Land around the western balancing pond in Fairfield (adjacent to the Anglian Water Pumping Station and Livingstone Way)

286.1 Vistry have not yet made any decisions as to whether they wish to sell the land adjacent to Livingstone Way. However, Vistry notes that following the recent adoption of the Local Plan, Fairfield Parish Council has requested the first option of the above land if it is to be sold. FPC did state that it only wishes to use the land in accordance with the adopted Local Plan and would be willing to a one hundred per cent indemnity on future building development.

287 Meeting with FHMC – 17TH January 2022

287.1 This was attended by Councillors Andrews and Reader. Notes from the meeting had been circulated to all.

288 Meeting between Residents Groups – 3rd February 2022

288.1 This was attended by Councillors Andrews and Papakosta with representatives from FHMC, FPRA, MRA, Preim and the Steering Group for Fairfield Gardens. Notes from the meeting had been circulated to all.

289 CBC Public Realm Bid Meeting – 19th January 2022

289.1 This was attended by Councillors Andrews and Daffarn. Notes from the meeting had been circulated to all.

290 TPC Topic Session – 26/01/2022 – The Strategic Plan – 26th January 2022

290.1 This was attended by Councillor Papakosta. CBC will circulate the presentation once it has been approved at a Full Council Meeting.

291 Community priority setting meeting on 2nd February 2022

291.1 This was attended by Councillor Dack. Notes from the meeting had been circulated to all.

292 Crime figures

292.1 During January there was four crimes in Fairfield. These was for:-

- Sexual
- Public fear alarm or distress
- Assault without injury
- Attempted burglary – residential

Councillor Hopkin has agreed to become involved with Neighbourhood Watch for Fairfield.

293 Speed Watch Figures

293.1 There were no Speed Watch sessions held in Fairfield during January.

294 Finance

294.1 Bank reconciliation to 31st January 2022

Where the money is	Value
Unity Trust	£41,887.75
Cash Plus Card	£72.20
Petty Cash	£0.00
The Cambridge Building Society	£85,000.00
United Trust Bank	£85,000.00
Total Money	£211,959.95 (1)
Cash Book	
Total Receipts	£157,336.45
PLUS balance carried over 1 st April 2021	£195,309.28
LESS Total Payments	£140,685.78
Total Money in cash book	£211,959.95 (2)

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

294.2 Receipts

From whom	Description	Total
HMRC	VAT Refund 01/10/21-31/01/21	£2,337.47
Community Trust	Return of deposit for interactive show	£400.00
Central Bedfordshire Council	2021/22 Grass cutting contribution	£214.26
Total		£2,951.73

Payments

To whom	Description	Total
Katrina Henshaw	January wages	£671.03
HMRC	January Tax	£224.63
Asentric	Clerk's Pension – January	£150.00
Cash Plus	Charges	£1.07
EE	Mobile phone – January	£12.00
Mail Chimp	Monthly subscription	£23.47
Acronis	Annual subscription	£69.99
Blandy and Blandy	Legal fees transfer of Community Hall	£1,143.00
Amazon	Adhesive	£22.16
Amazon	Photo frames for artefacts	£52.27
Amazon	Photo frames for artefacts	£11.55
VKF Renzel	Display book for artefacts	£59.66
Hislops & Co Horticulture	Maintenance Contract December 2021	£1,200.00
	Maintenance Contract January 2022	£1,200.00
Fairfield Community Hall	Scout Rent – January	£409.00
Total		£5,249.83

It was

RESOLVED

That payments of £5,249.83 be paid and receipts of £2,951.73 was noted. It was also noted that £300 was transferred to the Cash Plus card on 1st February 2022.

294.3 United Trust Bank – The Fixed Deposit account with United Trust Bank is due to mature on 14th February 2022. Following a discussion and with a majority vote (four in favour) it was agreed to reinvest the total maturing balance in a business six-month bond (0.70%). The other three voted to reinvest the total maturing balance in a Business one-year Bond (1.25%). The instruction was signed by two Councillors. The clerk to sent to United Trust Bank. **Action: KH**

295 Correspondence

295.1 CBC – Copy of the Councils draft Strategic Plan.

295.2 BATPC - NALC Policy Consultation Briefing - OFCOM Postal Regulation Consultation. The consultation runs until 3rd March 2022.

295.3 There was no other urgent correspondence.

296 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.

296.1 There was no other business.

297 Date of next meetings

297.1 The next Parish Council meeting will be held on Thursday 10th March 2022 at 7.00 pm in the Community Hall.

Meeting closed at 8.30 pm

Glossary of acronyms

BATPC	Bedfordshire Association Town and Parish Councils
CBC	Central Bedfordshire Council
CCTV	Closed-circuit television
Covid-19	Coronavirus 2019
FHMC	Fairfield Hall Management Company
FPRA	Fairfield Park Residents Associations
FPC	Fairfield Parish Council
MRA	Middlemarch Residents Association
NALC	National Association of Local Councils
NB	Nota bene (Latin phrase meaning 'note well')
TPC	Town and Parish Councils