

Minutes of an Ordinary Meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 14th April 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: No members of the public.

327 Apologies for Absence

327.1 Apologies for absence were received from Ward Members Councillors B Saunders (BS), S Dixon (SD) and N Harris (NH).

328 Chair's Notice

328.1 FPC's statement on commitment to openness and transparency was presented alongside the meeting sign-in sheets and is also available on FPC website. No members of public were present to confirm they had read the statement.

328.2 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.

329 Disclosures of Interest and Dispensation requests

329.1 Councillors Andrews, Dack and Papakosta declared an interest in item 352.1 (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.

329.2 No written requests for dispensations for declarable interests.

329.3 No requests for dispensation were granted.

330 Council Minutes

330.1 Minutes of the Ordinary Meeting held on Thursday 10th March 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.

331 Public Participation Session

331.1 No resident requested to speak.

332 Planning Appeals

332.1 7 Burton Close, Fairfield, Hitchin, SG5 4GP

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.

An appeal has been made to the Secretary of State against CBC's decision to refuse planning permission for the proposed development described above. The decision against this appeal has been received as 'Allowed with Conditions'.

333 Planning Applications

333.1 CB/22/00891/FULL 7 Franklin Place, Fairfield.

Single storey rear extension with velux windows.

FPC would prefer the bifold doors are aluminium. FPC had no other 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.

333.2 CB/22/00969/FULL 159 Hitchin Road, Fairfield.

Creation of one new dwelling within garden of No.159 Hitchin Road.

FPC OBJECT to this application as it does not meet the Fairfield Neighbourhood Plan Design –

- Page 9 – Examples show three photos of brick and one photo of a rendered building. There are no photos of black wood clad.
- Page 10 – Brickwork. A limited amount of render and painted brickwork can be used for new building, but this should not exceed 30% of the total number of dwellings.
- Page 22 – Example Exterior Finishings. Six photos of brick build houses.
- Page 38 – External materials. Facing brickwork to be predominately buff brickwork with random mix of render / painted brickwork to provide variation throughout the development. There is a list of possible bricks that can be used. There is no mention of wood cladding.

If officers are minded recommending it for approval FPC request it is called into the Development Management Committee for determination.

Councillor Dixon has submitted a call in on this application given the concerns around the external elevation finishes discussed. The planning officer is due to site shortly and he has already discussed the concerns.

333.3 CB/22/00965/FULL 14 Heathcliff Avenue, Fairfield.

Installation of roof windows to facilitate loft conversion.

FPC had no objections to the basic principle of the application based on the information available.

333.4 CB/22/00503/FULL Icknield House, Kingsley Avenue, Fairfield.

Part two storey, part single storey rear extension, single storey rear extension and first floor extension enlarging the link between the house and garage.

FPC had no objections to the basic principle of the application based on the information available and providing materials used are in keeping with the original building.

333.5 CB/22/01233/VOC Land East of Hitchin Road and South of Former Pig Testing Unit

Variation (or removal) of condition number 1 of planning permission CB/20/02055/VOC (Variation of Condition 1 to Planning Permission CB/18/02526/Full (Temporary access to site for the school)

Variation sought to provide safe route to school during construction for a further 2 years.

FPC had no objections to this application.

333.6 There were no urgent planning applications received between 8th and 14th April 2022.

334 Planning Decisions

334.1 **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 did query why the beech tree was being removed but has no other comments on this and left it to the CBC Tree Officer to carry out appropriate investigations.

CBC granted consent on 10th March 2022

334.2 **CB/TRE/22/00095 Fairfield Park**

Works to trees protected by a Tree Preservation Order MB/99/00001: remove to ground level to Lombardy Poplar Tree 1879, Elm Trees 1882, 1883, Black Pine Trees 1887, 1890, Sycamore Trees 1888, 1892, 1893 and Larch Tree 1895. Reduce crowns to Ash, Beech, Elm, Sycamore, Norway Maple to G1 and English Oak Tree 1881. Reduce by 3m and scaffold limb to Scots Pine Tree 1886. Reduce lateral limb to Horse Chestnut tree 1880. Pollard to 7m to Ash Tree 1884 and reduce crown by 3m to Sycamore Tree 1885. Remove south stem to Elm Tree 1889 and remove deadwood to Beech Tree 1891.

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

CBC granted consent on 11th March 2022

334.3 **CB/TRE/22/00068 Northern part of Fairfield Park, adjacent a footpath, Eliot Way**

Works to trees protected by a Tree Preservation Order: (MB/99/00001/G4): pollard a Beech Tree to approx.8m from ground level (T.1894)

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

CBC granted consent 15th March 2022

334.4 **CB/22/00520/FULL 6 Shaftesbury Drive, Fairfield**

Single storey side extension. Alterations to ground floor doors and windows to rear elevation. Installation of canopy to front door. Installation of velux windows to existing north facing roof slope. 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 6th April 2022

335 Central Bedfordshire Council Ward Members Report

335.1 In her absence, Councillor Harris sent a report advising that she is chasing up the cutting back the cycle path and is seeing if the signage along it can be improved. The subway on Hitchin Road to Stotfold at the A507 is still an ongoing issue due to parts needed and manufacturing delays so she is still pushing for updates and has been advised of no alternative so far. She advised that the traffic lights being on red constantly seems to be due to them being tampered with each time.

In his absence, Councillor Dixon sent the following report:-

FRL – he has asked Richard Fuller MP to take up the challenge of finally getting Vistry to rest control over to the community for the assets it still controls. He will chase this up.

Ruskin Drive School Access – CBC has not heard back via Campbell Buchanan George from the Letchworth Garden City Corporation on an alternative access to the site, despite initial indications that they are happy to consider the proposal.

Ukrainian Refugees – It was delightful to hear of a family from Ukraine arriving in the village. There are currently only five families in Central Bedfordshire, but a total of seventy sponsors waiting on the arrival of more families.

335.2 Grass Cutting Agreement - Councillor Dixon advised that Business Manager for Legal Services has looked into why the renewal is not progressing and has escalated it within Pathfinder.

335.3 Councillor Harris continues to chase the outstanding repairs to the highways.

336 CCTV

336.1 A report was received on the meeting with CBC about sharing CCTV with other parishes. Following the advice from CBC, FPC agreed it was not possible to pursue this matter.

337 Street Scene update on Neighbourhood Plan

337.1 A report was received on the meeting with CBC 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. Following the advice from CBC, it was agreed that FPC would review the Neighbourhood Plan. Councillors Reynolds (Lead), Dack, Hopkins and Reader to form the working Group. **Action: NR / BD / AH / SR**

338 FPC Insurance

338.1 FPC is in a Long-Term Agreement with Zurich and the policy is due for renewal on 15th May 2022. The renewal premium is £486.89 including tax. The renewal documents have been circulated to all Councillors. With a unanimous vote, FPC confirmed renewal. **Action: KH**

339 Code of Conduct

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

RESOLVED

That FPC would adopt Version 3 of the Code of Conduct.

The clerk to put this on the website. **Action: KH**

340 Review of Finance Risk Assessment

340.1 FPC reviewed the Risk Assessment 2022/23 and is satisfied it covers all required items.

The clerk to put this on the website. **Action: KH**

341 Defibrillators

341.1 Preim has confirmed Crest Nicholson has given FPC permission to install a defibrillator on the back of the bin store at Harlington House and the residents will pay for the electricity costs.

FHMC has granted permission to install a defibrillator on the Hall Compound and has confirmed the residents will pay for the electricity costs.

A quotation was received from Switched-On to install it and following a decision and with a unanimous vote it was

RESOLVED

To award the contract to Switched-On to install the defibrillator at a cost of £455 + vat.

REASON

FPC considered the price was a fair price and Switched-On were reliable contractors.

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

342 Hearing Loop

342.1 It was agreed to see if the current PA system is still working so that it can be linked to the Hearing Loop. **Action: NA**

Councillor Reader agreed to take responsibility for setting up the PA system and/or training other people. **Action: SR**

343 Zoom Subscription

343.1 Following a discussion, and with a unanimous vote it was agreed there was currently no requirement to renew the annual Zoom subscription at a cost of £119.90. Should there be a need in the future, FPC will review this.

344 Cricket Ground

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

RESOLVED

That FPC would award Letchworth Cricket Club a grant of £2,500 to purchase a mower so that the outfield in Fairfield can be mowed as required by volunteers from the Cricket Club with the following conditions:-

- **The Cricket Club insure the mower.**
- **The Cricket Club maintain it as required and service it annually.**
- **FPC can use it if required.**

REASON

To ensure that the outfield is mowed regularly.

The clerk to pay the grant and advise the conditions. **Action: KH**

345 Parish Online

345.1 Following a discussion, and with a unanimous vote the following training for Parish Online for Councillors was agreed.

- Annual Training subscription – £100 gives unlimited access for unlimited people from the same council to all group and few-to-one session for 12 months.

The clerk to arrange the training. **Action: KH**

346 Community Market 2nd April 2022 10 am and 3 pm Urban Park

346.1 FPC was pleased with the turnout. Several residents engaged with FPC and representatives from other groups were introduced to each other. It was agreed this was an effective way for FPC to engage with residents and it was proposed to arrange three or four similar events throughout the year.

347 Litter Picking Day 10th April 2022

347.1 This was successful with approximately forty families volunteering. Thanks were expressed to CBC who cleared away all the litter afterwards. It was agreed to purchase another twenty litter pickers at a cost of £16.81 each. The clerk to purchase. **Action: KH**

348 Queen's Platinum Jubilee 2nd and 3rd June 2022

348.1 Councillors Dack and Daffarn to arrange the Light the Beacon Ceremony, Urban Park on 2nd June. **Action: BD / PD**

348.2 Councillors Andrews and Papakosta confirmed the cinema showings on Friday 3rd June have been arranged. The three films will be Moana, Back to the Future and Mamma Mia. Food vendors will also be available.

349 FPC Surgery in Fairfield Gardens

349.1 It was agreed to hold a surgery on Thursday 16th June at 6.00 pm in Fairfield Gardens. It was agreed to produce a flyer (estimated cost £100). **Action: NA / AH**

350 It's Your Neighbourhood'

350.1 Sara Chick has confirmed that she has registered Fairfield with Anglia in Bloom and there was no fee this year. The £50 allocated for the fee has been added to the £500 budget for garden equipment and tools as agreed on 10th March 2022 (item 306.2).

351 Orchards

351.1 It was agreed that Colin Carpenter could do some more restorative pruning work on the large Cobb and Filbert Hazel nut trees next to the fruit trees in the West orchard in autumn/ winter 2022. It was also agreed that he could harvest a lot of the hazel shoots for hedging binders and some hedging stakes. The clerk to advise Colin Carpenter and request quotes. **Action: KH**

352 Community Hall

352.1 CBC has confirmed that the legal request to amend the S106 agreement for the Community Hall has been set up with a request to expedite. Blandy and Blandy have been advised to proceed with the transfer (agreed item 247.1 13th January 2022) and they have written to Wilkin Chapman to confirm this and have also requested that the final documentation for signing is now produced. Blandy and Blandy will forward the documentation once it is available for signing in due course.

Blandy and Blandy has supplied FPC a report on the title of the Community Hall which has been circulated to all Councillors to read and it was confirmed it was correct.

353 Proposed Garden of Remembrance

353.1 CBC has confirmed acceptance to Vistry's proposed amendment to the S106 agreement to add in suitable wording to allow its use as a sui generis use of a garden of rest or the relevant use class as defined by the relevant planning permission once obtained. The clerk to advise Vistry. **Action: KH**

It was agreed that FPC would apply for outline permission, serving the appropriate notice on CBC as land owners. **Action: SR**

During the planning process CBC can draw up appropriate heads of terms for the land to be transferred to FPC's custody.

353.2 Councillor Andrews and the Clerk met up with the representatives of ATC to explain FPC plans for the area and also acknowledged that some of the land is officially in Arlesey. ATC was supportive of the proposed plans would expect to support any future planning applications.

It was also agreed that ATC and FPC should meet up to discuss any issues that affect both parishes especially Arlesey and Fairfield will be in the same CBC Ward.

354 Hitchin Road Safety and Proposed Village Signage

354.1 FPC has applied for Rural Match Funding from CBC. FPC to ask Lisa Wright for an update on the proposals. **Action: KH**

354.2 FHMC has supplied FPC with the contact details for their solicitors for when FPC require permission to use their land.

355 Crime figures

355.1 During March there was seven crimes in Fairfield. These was for:-

- Theft in a dwelling x 2
- Stalking
- Theft from a motor vehicle
- Malicious communications
- Residential burglary
- Public fear alarm or distress

356 Speed Watch Figures

356.1 There were no Speed Watch sessions held in Fairfield during March.

357 Finance

357.1 Bank reconciliation to 31st March 2022

Where the money is	Value
Unity Trust	£33,972.11
Cash Plus Card	£363.75
Petty Cash	£0.00
The Cambridge Building Society	£85,075.22
United Trust Bank	£85,683.73
Total Money	£205,094.81 (1)
Cash Book	
Total Receipts	£158,229.59
PLUS balance carried over 1 st April 2021	£195,309.28
LESS Total Payments	£148,444.06
Total Money in cash book	£205,094.81 (2)

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

357.2 Q4 comparison for 2021/22 between budget and expenditure

	bf 01/04/2021 (1)	Budget 2021/22 (2)	Additional income 2021/22 (3)	Money spent 2021/22 (4)	Money to cf (1)+(2)+(3)-(4)
Administration Inc wages	£5,293.41	£14,902.88	£2,893.14	£21,840.85	£1,248.58
Recreation Inc Events	£13,287.15	£47,816.71	£100	£53,600.93	£7,602.93
Trim Trail	£19,800.00	£0.00	£0.00	£0.00	£19,800.00
Grants	£20,248.36	£2,251.64	£25,000.00	£44,013.35	£3,486.65
Community Hall	£6,750.84	£13,249.16	£2,500.00	£2,402.90	£20,097.10
Orchards	£3,807.93	£8,492.07	£0.00	£6,423.45	£5,876.55
Apple Day	£847.46	£152.54	£460.04	£1,283.25	£176.79
Allotments	£10,000.00	£12,500.00	£0.00	£55.00	£22,445.00
Garden of Rest	£15,000.00	£7,500.00	£2,500.00	£0.00	£25,000.00
Parking	£75,902.50	£0.00	£-32,500.00	£0.00	£43,402.50
Bowls Club / Cricket Club Car Park	£0.00	£0.00	£8,000.00	£0.00	£8,000.00
Bannatynes Car Park	£0.00	£0.00	£10,000.00	£0.00	£10,000.00
Hitchin Road	£0.00	£0.00	£10,000.00	£0.00	£10,000.00
Reserves	£30,000.00	£0.00	£0.00	£0.00	£30,000.00
VAT	£-5,628.37	£0.00	£22,411.41	£18,824.33	£-2,041.29
Total	£195,309.28	£106,865.00	£51,364.59	£148,444.06	£205,094.81

357.3 2022/23 Budget with funds bf

The following funds bf and reserves were agreed.

	bf 01/04/2021 (1)	Budget 2022/23 (2)	Total (1)+(2)
Administration	£1,248.58	£31,000.00	£32,248.58
Recreation	£7,602.93	£38,000.00	£45,602.93
Events	£176.79	£12,500.00	£12,676.79
Grants	£3,486.65	£10,000.00	£13,486.65
Community Hall	£20,097.10	£17,000.00	£37,097.10
Orchards / Community Garden	£5,876.55	£3,500.00	£9,376.55
Garden of Rest	£25,000.00	£20,000.00	£45,000.00
Allotments	£22,445.00	£21,713.50	£44,158.50
Trim Trail	£19,800.00	£0.00	£19,800.00
Parking	£43,402.50	-£43,402.50	£0.00
Bowls Club / Cricket Club Car Park	£8,000.00	£0.00	£8,000.00
Bannatynes Car Park	£10,000.00	£0.00	£10,000.00
Hitchin Road	£10,000.00	£0.00	£10,000.00
Reserves	£30,000.00	£0.00	£30,000.00
VAT	-£2,041.29	£0.00	-£2,041.29
Total	£205,094.81	£110,311.00	£315,405.81

357.4 Receipts

From whom	Description	Total
Central Bedfordshire Council	Precept	£55,156.00
HMRC	Statutory Sick Pay	£134.19
Total		£55,290.19

Payments

To whom	Description	Total
Katrina Henshaw	March wages	£830.31
HMRC	March Tax	£328.60
Asentric	Clerk's Pension – March	£150.00
Unity Trust Bank	Service Charge	£22.95
Unity Trust Bank	Handling cash charge	£1.50
EE	Mobile phone – March	£12.00
Mail Chimp	Monthly subscription	£26.66
Avanquest	Expert PDF	£29.99
Microsoft	365 subscription	£79.99
Herts Full Stop	Stationery	£33.68
Post Office	Special Delivery	£7.65
Barrie Dack	Website transfer fees	£12.00
Hislops & Co Horticulture	Maintenance Contract March 2022	£1,200.00
Spencer Oliver	Reimbursement for items for Community Garden	£192.17
Colin Carpenter	50% of Orchard contract	£1,250.00
Penny Daffarn	Tree tags	£58.14
Stevenage Sheet Metal	Jubilee beacon	£144.00
X2 Connect	Sparts parts for Telephone Kiosk Library	£143.04
Fairfield Community Hall	Scout Rent – April	£356.00
London Hearts	2 Defibrillators	£2,466.00
Total		£7,344.68

It was

RESOLVED

That payments of £7,344.68 be paid and receipts of £55,290.19 was noted. It was also noted that £400 was transferred to the Cash Plus card on 24th March 2022.

358 Correspondence

- 358.1 CBC – The joint Stotfold and Astwick Neighbourhood Plan Area Designation application has been approved and Stotfold Town Council and Astwick Parish Meeting can now proceed to develop a joint Neighbourhood Plan.
- 358.2 CBC – Temporary Closure of Bridleway 2. Notice that Central Bedfordshire Council intend to make an Order the effect of which will be to prohibit any person proceeding on foot or on horseback or lead a horse or cycle along the length of Bridleway No 2, Fairfield which extends from Ordnance Survey Grid Reference (OS GR) TL 2009,3525 to OS GR TL 2062,3482. This temporary closure is required to enable improvement works to the right of way. The closure is expected to take place from 24 April 2022 for six months.
- 358.3 CBC – Statement of Community Involvement. A six-week consultation will begin at 10.00 am on Tuesday 19th April, with the deadline for comments being 10.00 am on Wednesday 1st June.
- 358.4 There was no other urgent correspondence.

359 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.
- 359.1 It was suggested that the Safer Neighbourhood Team was invited to the APM to give a presentation about Home Security.

360 Date of next meetings

- 360.1 The next Parish Council meeting will be the Annual Meeting which will be held on Thursday 12th May 2022 at 7.00 pm in the Community Hall.
- 360.2 The APM will be held on Thursday 19th May 2022 at 7.30 pm in the Community Hall.

Meeting closed at 9.00 pm

Glossary of acronyms

APM	Annual Parish Meeting
ATC	Arlesey Town Council
bf	brought forward
CBC	Central Bedfordshire Council
cf	carried forward
CCTV	Closed-circuit television
Covid-19	Coronavirus Disease 2019
FHMC	Fairfield Hall Management Company
FPC	Fairfield Parish Council
FRL	Fairfield Redevelopments Limited
NB	Nota bene (Latin phrase meaning 'note well')
PA	A public address system