

Date: Thursday 3rd November 2022

Councillors:

N Andrews (Chair), BE Dack, P Daffarn, A Hopkins, A Papakosta, S Reader and N Reynolds

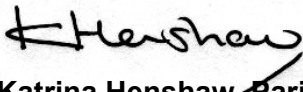
You are hereby summoned to attend the following meeting:

Fairfield Parish Council Meeting

Date/ Time: Thursday 10th November 2022 at 7.00 pm

Venue: Fairfield Community Hall, Kipling Crescent

Members of the press and public are invited to attend.



Katrina Henshaw, Parish Clerk

Meeting Agenda

181 Apologies for Absence

181.1 To receive any apologies for absence from Councillors.

182 Chair's Notice

182.1 The Chair to confirm members of the public have read the announcement on openness and transparency. This is presented alongside the meeting sign-in sheets and is also available on FPC website.

182.2 The Chair to advise 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.

183 Disclosures of Interest and Dispensation requests

183.1 To receive any declarations of interest from Councillors on matters contained in the agenda. If, at any time during the meeting, a Councillor feels they have an interest in an item being discussed they should declare it at that point.

183.2 To receive written requests for dispensations for declarable interests.

183.3 To grant any requests for dispensation as appropriate.

184 Council Minutes

184.1 To approve and sign as a correct record the minutes of the Parish Council Meeting held on 13th October 2022.

185 Public Participation Session

185.1 Fifteen minutes is allocated for public participation. Up to five members of the public will be given no more than three minutes each to speak, provided the correct notice has been given to the parish clerk prior to the meeting.

Planning and CBC Report

186 Planning Applications

186.1 Any urgent planning applications received between 4th and 10th November 2022

187 Planning Decisions

187.1 **CB/22/03308/VOC Land East of Hitchin Road and South of The Former Pig Testing Unit**

Variation of condition number 5 of planning permission CB/18/03260/RM Reserved matters: Erection of 180 dwellings with landscaping, open space and associated works pursuant to Outline planning permission reference CB/16/01455/OUT dated 30th June 2016 – Minor amendments proposed to the mixed-use part of the scheme.

FPC **OBJECTED** to this application and if officers are minded recommending it for approval FPC request it is called into the Development Management Committee for determination.

REASONS

1. Flat roof dormers do not comply with the Fairfield Neighbourhood Plan Design. FPC requests this reverts to pitched roof dorms.
2. The original planning application included the provision for a surgery above the shop. This provision has been removed and FPC object to this as FPC believe this facility could be used by
 - A triage/prescribing nurse who can deal with minor health issues
 - Children and family services.

Another problem with the new design is that is no lift to the unit above the shop and if this was used as a surgery this would be required. FPC request that a lift is included in the design.

FPC request that CBC delay a response to the planning application until after FPC has established if the new management of Larkfield Surgery can provide these services at this site as these are much needed in the growing community of Fairfield and will reduce the work load of the GPs.

This application was withdrawn on 18th October 2022.

187.2 **CB/22/03348/FULL 78 Heathcliff Avenue**

Proposed loft conversion.

FPC **OBJECTED** to this application due to insufficient car parking spaces and if Officers are minded recommending it for approval FPC request it is called into the Development Management Committee for determination. FPC believe there is only provision for two parking spaces which is not sufficient for a four-bedroom house.

CBC refused permission on 10th October 2022.

187.3 **CB/22/03290/FULL 52 Beatrice Place, Fairfield, Hitchin, SG5 4RZ**

Single storey rear extension and partial garage conversion.

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.

CBC granted full planning permission on 14th October 2022

187.4 **CB/22/03310/VOC Land east of Hitchin Road and south of Former Pig Testing Unit.**

Variation of condition number 8 of planning permission CB/18/04780/FULL (Erection of 87 dwellings) Amend the listed approved drawings for plots 44-58, plot 59, plots 60-73.

FPC **OBJECT** to this application as it appears the hedge has been removed and if officers are minded recommending it for approval FPC request it is called into the Development Management Committee for determination. Although it does not state the removal of the hedge in the plans when the new plans are compared with the old plans the hedge has disappeared.

This application was withdrawn on 18th October 2022.

188 Fairfield Design Guide

188.1 To receive an update from Councillors Reynolds(Lead), Dack, Hopkins and Reader.

189 Central Bedfordshire Council Ward Members Report

- 189.1 To receive a report from a CBC Ward Members on matters pertaining to Fairfield.
- 189.2 To receive an update from Councillor Harris on upgrading/improving the cycle path between Eliot Way and the Stotfold underpass.
- 189.3 To receive an update from Councillor Dixon on signs on Dickens Boulevard for adults and children to show where there are crossing facilities on the paths.
- 189.4 To receive an update from Councillor Harris on renewing the 20 mph on Dickens Boulevard.
- 189.5 Vistry has renewed the 20 mph on Eliot Way. To receive an update from Councillor Harris on the current status of adopted roads.

Decision items

190 Proposed Garden of Remembrance and Allotments

- 190.1 CBC has given permission for FPC to clear the land. To receive quotations from Groundlord, Maydencroft Limited and Reynolds Landscaping Services Limited and agree who to award the contract to.

191 Budget 2023/24

- 191.1 To agree keeping £19,800 allocated for the Trim Trail project or reallocating it for another project.
- 191.2 To agree keeping £10,000 allocated for maintaining Bannatynes car park or allocating it for another project.
- 191.3 To agree funding the Orchard for 2023/24
- 191.4 To agree funding renting the Community Hall for the Scouts for 2023/24
- 191.5 To agree budget and precept for 2023/24 (**Appendix A**).

192 The National Allotment Society

- 192.1 FPC to agree to renew membership at a cost of £55 + vat.

193 Community Hall

- 193.1 To agree for FPC to gift ten tables to Fairfield Hall Community Trust and therefore has no responsibility for this equipment. A Deed of Gift to be signed by two Councillors and Witnessed by the Proper Officer.
- 193.2 FPC has requested quotations from CJ Hubbard, Smyths Decorating Limited and Steward Littlefair for painting the external doors and windows.

194 Meeting with Fairfield Gardens Steering Group

- 194.1 FPC, FHMC and FPRA met with fairfield Gardens Steering Group to offer assistance in setting up the Resident's Association when the developers transfer the land.
- 194.2 To agree for FPC to purchase email addresses for new residents' companies at an estimated cost of £50.
- 194.3 To agree for FPC to fund up to two leaflet prints to help the residents' associations/steering groups establish themselves as independent group to FPC and the builders/Management companies. Estimated costs are £500.

195 Road Crossing Officer

- 195.1 Ann has resigned from the post and will leave in December. FPC to confirm they wish CBC to look for a replacement.

Events

196 Hallowe'en 2022

196.1 Although there was not as many cars as in 2019, there was still an increase in traffic on Hallowe'en with an ambulance requiring assistance to get to Hardy Way via Bronte Avenue. FPC to consider providing some traffic control at Dickens Boulevard for 2023.

197 Remembrance Sunday – Sunday 13th November Urban Park 3 pm

197.1 Councillor Dack confirmed that the arrangements are all in place. (Councillor Dack was appointed Lead Councillor and a budget of £250 was agreed – see item 280.1 10th February and an additional budget of £426.59 was agreed – see 168.1 13th October 2022).

Two wreaths have been purchased. (£62.33)

Two statues (Unknown Tommy and Unknown Woman in War) and ten Lamp Post Signs have been purchased. (£355.48)

Order of Service is to be printed.

198 Christmas Lights Switch-On – Sunday 27th November

198.1 To receive an update on the plans for 2022. (Councillors Andrews and Hopkins appointed as Lead Councillors – see item 280.1 10th February. Budget of £500 agreed – see item 168.1 13th October 2022).

A budget of £8,000 for the lights was agreed and there is £50.71 remaining from the 2021/22 budget (see item 282.1 10th February).

£305.80 + vat has been spent on extra sound equipment.

199 Carol Singing – Saturday 10th December or Sunday 11th December

199.1 To receive an update on the plans for 2022. (Councillors Dack and Hopkins appointed as Lead Councillors – see item 280.1 10th February. Budget of £500 agreed – see 169.1 13th October 2022).

200 December Christmas events – Monday 19th December

200.1 To receive an update on the proposed two performances of 'Rosie Reindeer & The Christmas Wish Musical Show' by Imajica Theatre Company CIC. A deposit of £425 has been paid. (Lead Councillors Andrews and Papakosta appointed as Lead Councillors and a budget of £500– see item 280.1 10th February 2022).

Information items

201 Orchards

201.1 The Tree Survey has been sent to FHMC with a request that they apply for permission from CBC to do the work and seek quotations for the work that needs to be carried out by an arborist.

202 Fairfield Tree Audit

202.1 To receive an update from Councillor Reynolds (Lead), Hopkins and Papakosta.

203 Bowls Club / Cricket Club Car Park

203.1 The work is scheduled to start with the car park works on 14th November for approximately eight working days. The footpath works will commence immediately after on 23rd November for approximately six days.

The Bowls Club, Cricket Club, FHMC and FPRA have been made aware of this work. Letters to residents explaining the project will be delivered over the weekend of 5th November.

204 Cricket Club Pavilion

204.1 The Cricket Club are waiting to hear if their grant from the ECB for £10,000 has been successful.

205 Medical Hub

205.1 In response to FPC's request for the inclusion of a possible doctor's surgery in Fairfield, Bedfordshire, Luton and Milton Keynes Health Care Partnership has advised that the model of health care and the population numbers do not demonstrate that an additional new branch surgery would be likely to be sustainable in Fairfield. The Infrastructure Delivery Plan, which details the strategic infrastructure required to deliver the growth planned for in the Local Plan, was developed by CBC with active involvement from staff in the ICB. As you may be aware, the plans for this area are to relocate the GP services in Arlesey into new larger premises as part of the major housing development on this area in due course.

206 Matched Funding – Improvements to Hitchin Road

206.1 FPC waiting for CBC to conduct a speed survey to see if an additional device can be located to the north of the Eliot Way roundabout, just south of Beatrice Place facing the southbound traffic.

207 Crime figures

207.1 To receive crime figures for October.

208 Speed Watch Figures

208.1 To receive speed watch figures for October.

Finance and Correspondence

209 Finance

209.1 To review and approve bank statements.

209.2 To receive and approve bank reconciliation to 31st October 2022. **(Appendix B)**

209.3 To receive receipts and approve payments. **(Appendix C)**

209.4 To consider that under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 that the public and press should be excluded from item 209.5 of this agenda in view of the confidential nature of the business to be transacted.

209.5 Councillors to discuss the Annual review of salary for parish clerk and pension contributions.

210 Correspondence

210.1 CBC – Documents on 'Everything you need to know about the Tree Project'.

210.2 CBC – Tree Planting – opportunity to get involved.

210.3 Fairfield Lower School – Asking for representation from FPC to attend to a Q&A session during their Road Safety Week at Fairfield Park Lower. This would be with their year 4 children (age 8/9) and would give them the opportunity to share their ideas about making their community safer and

to ask about what current plans to continue to keep them safe on roads. The event is week commencing 14th November. Councillor Dack to attend.

210.4 Any urgent correspondence received between 4th and 10th November 2022.

211 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.

212 Date of next meeting

212.1 The next Parish Council meeting will be held on 8th December 2022 at 7.00 pm in the Community Hall.

Glossary of acronyms

CBC	Central Bedfordshire Council
ECB	England And Wales Cricket Board
FPC	Fairfield Parish Council
ICB	Integrated Care Boards
NB	Nota bene (Latin phrase meaning 'note well')
Q&A	Questions and Answers

Appendix A Draft Budget 2023/2024

Description	Allocated in current funds	Estimated Costs	Budget 2022/23
Administration			
General	£3,000.00	£28,000.00	£25,000.00
Election costs		£2,352.00	£2,352.00
Recreation & Public Lands			
Money from Youth Club (1/2/19)	£1,674.32		£0.00
Green Space / Equipment		£5,000.00	£5,000.00
Grass verges / roundabouts / dog bins		£13,440.00	£13,440.00
Gritting	£2,500.00	£2,500.00	£0.00
Road crossing officer		£4,000.00	£4,000.00
Christmas Lights		£8,000.00	£8,000.00
Litter bins	£1,562.20	£2,000	£437.79
Vistry land by balancing pond	£4,000.00	£35,000.00	£0.00
Events			
King's Coronation			
Apple Day			
Remembrance Sunday			
Carol Service			
Christmas Lights			
Panto			
		£6,000	£6,000.00
Grants			
To organisations		£5,000.00	£5,000.00
Rent for Scouts		£7,500.00	£7,500.00
Cricket Club Pavilion	£5,000.00	£0.00	£0.00
Community Hall			
Sink Fund	£30,000.00	£50,000.00	£10,000.00
General Maintenance		£3,500.00	£3,500.00
Annual Build Insurance		£1,000.00	£1,000.00
Annual Equipment Grant		£2,500.00	£2,500.00
Orchards inc Community Garden			
Grass cutting		£1,300.00	£1,300.00
Tree Maintenance	£500.00	£2,500.00	£2,000.00
Tree Survey		£200.00	£200.00
New Trees	£350.00	£500.00	£0.00
Contingency	£5,000.00	£5,000.00	£0.00
Ongoing Projects			
Garden of Remembrance	£20,213.00	£100,000.00	£19,238.21
Allotments	£44,158.58	£80,000.00	£0.00
Trim Trail	£19,800.00	£19,800.00	£0.00

Safety			
Hitchin Road	£10,000.00	£0.00	£0.00
Maintenance of Bannatynes overflow car park	£10,000.00	£0.00	£0.00
Reserves			
Cash Flow (minimum 3 months)	£10,000.00	£10,000.00	£0.00
Contingency	£20,000.00	£20,000.00	£0.00
Total	£185,108.03	£396,392.00	£113,968.00

Proposal

To increase the Precept from £110,311 to £113,968 (3.3%)

Increase for Band D Council Tax is from £81.35 to £83.80 (3%)

Alternative Proposal

To increase the Precept from £110,311 to £116,171 (5.3%)

Increase for Band D Council Tax is from £81.35 to £85.42 (5%)

To add the additional £2,203.00 towards the Garden of Remembrance project.

Appendix B – Bank Reconciliation at 31st October 2022

Where the money is	Value
Unity Trust	£89,062.79
Cash Plus Card	£273.13
Petty Cash	£0.00
The Cambridge Building Society	£85,075.22
United Trust Bank	£85,983.04
Total Money	£260,394.18 (1)
Cash Book	
Total Receipts	£116,581.48
PLUS balance carried over 1 st April 2022	£205,094.81
LESS Total Payments	£61,282.11
Total Money in cash book	£260,394.18 (2)

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

Appendix C – Receipts and Payments

Receipts

From whom	Description	Total
Elegant Themes	Subscription refund	£97.11
Cash Plus	Fee refund	£2.90
Total		£100.01

Payments

To whom	Description	Total
Katrina Henshaw	October wages	£815.39
HMRC	October Tax	£272.06
M & G Wealth	Clerk's Pension – October	£150.00
EE	Mobile phone – October	£13.12
Mail Chimp	Monthly subscription	£30.97
Amazon	Loose leaf page refills for condolence book	£15.98
Ebuyer	Toner	£115.98
Elegant Themes	Subscription	£96.31
Cash Plus	Fees	£2.88
Central Bedfordshire Council	School Crossing Patrol	£4,000.00
London Hearts	Defibrillator Pads	£60.39
Bob Lever	Annual Tree Report	£160.00
Hislop & Co Horticulture	Maintenance Contract	£2,688.00
Richardson Maintenance	Community Hall Windows	£66.00
Sound Services	Microphones	£366.96
Greg Lambert	Installation of dog bin	£100.00
Sara Chick	Reimbursement for hire of rotovator for Community Garden	£119.94
Sara Chick	Reimbursement for bulbs for Fairfield in Bloom	£541.99
Mulch	2 bags of compost for Fairfield in Bloom and Community Garden	£180.00
CDS	Garden of Remembrance – Reptile Survey	£3,570.00
Lady Haig	2 Wreaths	£74.80
Royal British Legion	Tommy Lamp Post Sign, Unknown Tommy Statue and Unknown Woman in War Statue	£426.59
Strictly Tables and Chairs	10 tables for the Community Hall	£1,620.00
Total		£15,487.36

£700 transferred to cash plus 18.10.2022 and £300 transferred on 01.11.2022