

Date: Friday 7th July 2023

Councillors:

N Andrews (Chair) (NA), M Epstein (ME), A Hopkins (AH), N Jones (NJ), A Papakosta (AP), N Reynolds (NR) and T Riley (TR)

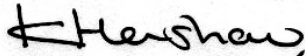
You are hereby summoned to attend the following meeting:

Fairfield Parish Council Meeting

Date/ Time: Thursday 13th July 2023 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

96 Apologies for Absence

96.1 To receive any apologies for absence from Councillors.

97 Chair's Notice

97.1 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.

97.2 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.

98 Disclosures of Interest and Dispensation requests

98.1 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.

98.2 To receive written requests for dispensations for declarable interests.

98.3 To grant any requests for dispensation as appropriate.

99 Council Minutes

99.1 To approve and sign as a correct record the minutes of the ordinary meeting held on 8th June 2023.

100 Public Participation Session

100.1 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

101 Planning Applications

- 101.1 **CB/23/01606/FULL 16 Bessemer Fields, Fairfield.**
Single storey garden building to be used as a home office.
- 101.2 **CB/23/01956/FULL 19 Brunel Walk, Fairfield.**
Single storey extension to north east elevation
- 101.3 **CB/23/02007/FULL 47 Bronte Avenue, Fairfield.**
Erection of single storey rear infill extension.
- 101.4 **CB/23/01614/FULL Land North West of Eliot Way, Eliot Way, Fairfield.**
Creation of a memorial garden, allotment area, disabled parking provision and associated access.
- 101.5 **CB/23/01755/FULL Icknield House, Kingsley Avenue, Fairfield.**
Part single part two storey rear extension. New garden room and front boundary wall.
- 101.6 Any urgent planning applications received between 7th and 13th July 2023

102 Planning Decisions

- 102.1 **CB/21/02226/VOC Former Pig Unit, Hitchin Road**
Variation of Condition number(s) 17 of planning permission CB/15/03182/FULL (Erection of 131 dwellings with access, parking, landscaping, open space and associated works). Addition of pump station to approved plans.
FPC has no objection as this is regarding a pump station that has already been built at the bottom of Fairfield Gardens and is therefore an application for retrospective permission.
Variation of Condition granted by CBC 19th June 2023.
- 102.2 **CB/23/01584/FULL 1 Franklin Place**
Single storey rear extension and partial garage conversion.
FPC has 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
Consent granted by CBC 26th June 2023.

103 Fairfield Design Guide

- 103.1 To receive an update from the Working Group (NR, NJ and AP).

104 Central Bedfordshire Council Ward Members Report

- 104.1 To receive a report from a CBC Ward Members on matters pertaining to Fairfield.
- 104.2 To receive an update on the following outstanding actions:-
- Plan for road safety in Fairfield.
 - Missing bollard from Copperfield Close / Dickens Boulevard Junction.

Decision items

105 Gritting for 2023/24

105.1 To receive a quotation from Gritting works and agree if FPC is to place a contract. The service level and activation points are all the same as last year. Gritting Works were a bit under where they wanted to be in terms of pricing so there is a slightly larger than normal rise on the charge per visit to reflect this.

106 Replacement Dog Bin at the Cricket Club (Appendix A)

106.1 To agree to replace the broken dog bin. To agree which bin to purchase and who to install it.

107 Rent for the Community Hall for Fairfield Scouts

107.1 To confirm that FPC will pay for rent of the community hall between September 2023 and August 2024. (£7,612 approximately).

108 Grant application from BRCC (Appendix B)

108.1 To discuss grant application for £1,500 to continue BRCC's work on developing the Etonbury Green Wheel.

Green Spaces

109 Orchards

109.1 FPC placed the contract with Hislops & Co Horticulture Management for the maintenance of the orchards (see 8th June 2023 item 74.1).

110 It's Your Neighbourhood

110.1 To receive an update from Councillor Riley.

111 Tree Replacement Policy

111.1 The Working Group for Green Spaces (NA and TR) are reviewing this.

112 Fairfield Tree Audit

112.1 To receive an update from the Working Group for Green Spaces (NA and TR).

Events

113 Litter Picking Day 2023

113.1 To agree a date to hold this event and agree budget (approximately £50).

114 Fairfield Lower School Summer Fete – Saturday 1st July

114.1 To receive a report from Councillor Andrews.

115 Apple Day – Saturday 16th September

115.1 To receive an update from Councillor Papakosta and confirm Risk Assessment is to be carried out.

116 Remembrance Sunday – Sunday 12th November

116.1 To agree budget for the event (approximately £600).

117 Lights Switch-On / Carol Service – Sunday 26th November

117.1 To receive a proposal from Councillors Papakosta and Jones and to agree budget for the event (approximately £1,000).

Information items

118 Proposed Garden of Remembrance and Allotments

118.1 The planning application for the Garden of Remembrance and Allotment has been validated. FPC is waiting for written permission from Bannatynes to use the overflow car park.

119 Bannatynes overspill car park

119.1 Maydencroft will be clearing the hawthorn/weeds/rubbish and self-sets on 11th September to widen the footpath running from the orchard to the car park.

120 Signs for QR Code to subscribe to FPC newsletters

120.1 Councillor Andrews has displayed the signs.

121 Fairfield Sign

121.1 To receive an update from The Working Group (NA, ME and AH).

122 CCTV for Cricket Club

122.1 To receive an update from Councillor Andrews.

123 Emergency Plan

123.1 Councillors Epstein and Jones are reviewing this.

124 Crime figures

124.1 Fairfield crimes have been included with Stotfold crimes, so it is not possible to advise crimes in Fairfield for June as some addresses are undisclosed.

125 Speed Watch Figures

125.1 There has been no Speed Watch activity in Fairfield in June due to local roadworks.

126 Annual Report

126.1 The Annual Report has been completed.

Management Companies /Resident Associations / Steering Groups

127 Road Adoptions

127.1 To receive an update from Councillor Reynolds.

128 Fairfield Gardens

128.1 To receive an update from Councillor Hopkins.

Finance and Correspondence

129 Finance

129.1 To review and approve bank statements.

129.2 To receive and approve bank reconciliation to 31st May 2023. **(Appendix C)**

129.3 To receive Q1 comparison between budget and expenditure. **(Appendix D).**

129.4 To receive receipts and approve payments. **(Appendix E)**

130 Correspondence

130.1 CBC Community Engagement Team – CBC Strategic Growth Team are preparing a Planning Obligations Supplementary Planning Document (SPD). The SPD is anticipated to go out for public consultation in October 2023. Ahead of this, the Strategic Growth Team has invited all Town and Parish Councils to an online topic session on Wednesday 19th July between 6.00 pm and 7.30 pm.

130.2 CBC Community Engagement Team – Schools for the Future (SFF) Programme.

130.3 CBC Community Engagement Team – Community Asset grant scheme deadline 24th July 2023.

130.4 ERTA reaches out for a Public Transport vision for Bedfordshire.

130.5 ERTA Annual General Meeting 15th July 2023 at 2.00 pm The Swan Pub Lounge, Road, Flitwick.

130.6 Any urgent correspondence received between 7th and 13th July 2023.

131 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.

132 Date of next meetings

132.1 The next Parish Council meeting will be held on 14th September 2023 at 7.00 pm in the Community Hall.

Glossary of acronyms

| | |
|------|--|
| bf | brought forward |
| BRCC | Bedfordshire Rural Communities Charity |
| CBC | Central Bedfordshire Council |
| ERTA | English Regional Transport Association |
| FPC | Fairfield Parish Council |
| NB | Nota bene (Latin phrase meaning 'note well') |
| TM | Trademark |

Appendix A – Replacement Dog Bin

The lock on the dog bin at the cricket ground is broken and the door has dropped on its hinge so no longer meets up as shown in the pictures below. The hinge cannot be manipulated back into place, so a new bin is required. The existing post can still be used though so only the actual bin part is needed.



The current bin is from Broxap and is 60L but FPC has recently purchased dog bins from Glasdon as they are plastic as opposed to metal. Costs are below.

Broxap

The cost of a replacement bin from Broxap is as follows:-

<https://www.broxap.com/k-nine-post-mounted-dog-waste-bin.html>

60L K-nine with a bracket only which can then be attached to the existing post.

Bracket to suit tespa banding

Anti Graffit

Colour : Holy bush Green BS4800 14 C 39 Body and Lid

1x K-nine 60L Dog Waste bin =£169.00 each + £40 delivery



Glasdon

The cost of a bin from Glasdon are as follows:-

50L - Retriever 50™ Dog Waste Bin (Colour: D Grn, Chute & liner option: Armortec coated chute with stainless steel sack retention, Fixing Options: Post mounting brackets (banding kit required), Banding Kit for Post Mounting: Not Required)

<https://uk.glasdon.com/retriever-50-tm-dog-waste-bin>

Cost £364.84



60L – Retriever 60™ Dog Waste Bin (Colour: deep green, Fixing Options: Wall mounting fixing kit)

<https://uk.glasdon.com/retriever-60-tm-dog-waste-bin>

Cost £320.20



1. Application Form

Please fill in all sections in black ink and refer to the attached guidance notes for assistance in completing your application. Should you wish to expand on a question, please enclose additional information on separate sheets. Please ensure that the declaration at the end of the application form is signed and dated.

Important: Your application can only be processed if all the questions are answered, the form is signed and if we receive all the necessary enclosures. When completed please return this application to:

The Parish Clerk, Fairfield Parish Council, Fairfield Community Hall, Kipling Crescent, Fairfield. SG5 4GY. Telephone: 07415 615225. Email: enquiries@fairfieldparishcouncil.gov.uk

Who can apply?

- **Any voluntary Organisation** (see *The Local Government (Miscellaneous Provisions) Act 1976* for definition)
 - **Applications from individuals will not be considered.**
-

Name of Organisation: Bedfordshire Rural Communities Charity

Is your Organisation a registered charity? Yes Charity number: 1061538

Contact Name: Jake Kirby

Position in Organisation: Green Wheel Development Officer

Correspondence Address: The Old School, Cardington, Bedford, Bedfordshire

Post Code: MK44 3SX

Contact Telephone Number: 07534 551986

Email address: jake.kirby@bedsrcc.org

Brief description of your Organisation's aims and the benefits that this brings to the local community of Fairfield:

Bedfordshire Rural Communities Charity (BRCC) is the leading community development agency working across Bedfordshire, with a proven track record built up over 70 years. One of the areas of operation is Green Wheel development and the Etonbury Green Wheel serves Fairfield - Green Wheels are multi-user access routes around communities which pass through corridors of landscape, habitat and heritage interest.

Applications must demonstrate that the use of the grant:

- **Directly benefits Fairfield, or part of it, or all or some of its inhabitants.**
 - **Provides a social, welfare or educational benefit**
 - **Is not for profit**
 - **Is not for events that have already occurred, equipment already purchased, works already started or completed**
 - **Is not for wages or staff**
-

Please give brief details of your project and the intended use of the requested grant:

We are seeking this funding to match funding secured from Arlesey & Stotfold Town Councils, to continue BRCC's work on developing the Etonbury Green Wheel, an asset which will bring significant benefits to the community in terms of enhanced local environment, increased physical and mental well-being, improved connectivity and safer and more enjoyable access routes.

The funding package will enable us to:

- Prepare for and attend EGW Steering Group meetings
- Have meetings and site visits with CBC's Rights of Way Officer
- Liaise with landowners in seeking new routes / route upgrades
- Work with local volunteers to enhance and care for the EGW
- Comment on EGW-relevant plans/ strategies/ consultations
- Support/ facilitate guided walks / EGW-related community activities and events
- Spend secured EGW funding on habitat and landscaping enhancements as opportunities arise – on this point we would be very pleased to hear from FPC regarding and suggestions for this within/ surrounding Fairfield

For more information on the Etonbury Green Wheel, please use the link below.

https://www.centralbedfordshire.gov.uk/info/82/countryside/427/green_wheels/3

Financial details

Does your Organisation receive funding from other sources? Yes

If yes, please give details:

Requested Grant Application Amount: £1,500.00

Note: Three quotations must be sought for the goods or services that funding has been applied for and provided in support of this application

Do the total expected project costs exceed the Grant Application Amount? Yes

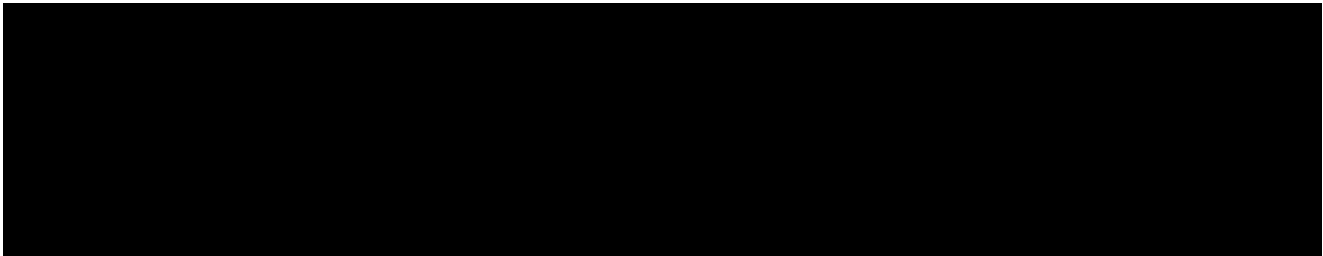
If yes, total expected project cost: £4,500

How will the remainder of project costs be funded e.g. other grant applications, fundraising etc.?

Please give details: We have secured contributions from both Arlesey & Stotfold TC's, each for £1,500, to meet the full cost of our work on this project.

Bank Details of Organisation

If your application is successful, your grant will be paid directly into the Organisation's bank account.



Declaration

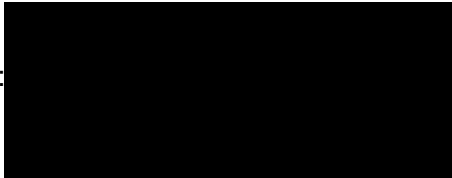
I declare that on behalf of the Organisation that:

- The application is supported by the Organisation's Management Committee.
- To the best of my knowledge and belief the information I have given is correct.
- I understand the conditions on which the grant is awarded and agree to adhere to those conditions.
- I authorise the Council to make any necessary enquiries to verify the information on this form, and to cross check information I have given with any other Organisations.
- I understand that additional conditions may be attached to the award of any grant.
- A Grant Expenditure Report will be provided to the Parish Clerk within three months of completing the project.
- The money will be spent in accordance with the application and within twelve months of the award. Where this cannot be achieved the funding will be returned and / or re-application made.

Please submit the following supporting information with your application: -

- **The completed grant application form with all questions answered.**
- **A copy of the most recent annual Accounts for the Organisation.**
- **A copy of the Constitution for the Organisation.**
- **A copy of three quotations for the goods or services that funding has been applied for.**

Signed:



Print Name: JAKE KIRBY

Date: 15th June 2023

Position held: Green Wheel Development Officer

Complete Grant Applications forms received by the Parish Clerk by end of business on 20th of the month (or nearest working day before if it falls on a weekend or bank holiday) will be considered at the following month's parish council meeting. See www.fairfieldparishcouncil.gov.uk for parish council meeting dates. Note: there is no regular scheduled FPC meeting in August.

2. FPC Community Grants Policy Notes:

- FPC Community Grants are awarded at the Council's discretion and in all instances is subject to availability of funds allocated for this purpose.
- The Council has the discretion to allocate grants towards specific projects but will not allocate money in respect of schemes resulting from any shortfall in local authority funding.
- The Council reserves the right to reject applications or award less than the amount requested.

3. Grant Conditions:

- Grants are agreed on the basis that the money will be spent in accordance with the application and within twelve months of the award. Where this cannot be achieved the funding must be returned and/ or re-application made.
- Organisations are responsible for ensuring that they are following all legal and statutory requirements (e.g. planning and licensing regulations).
- The awarding of any individual grant does not set a precedent on any subsequent applications.
- Grant recipients must complete a Grant Expenditure Report within three months of completing the project.

Appendix C – Bank Reconciliation at 30th June 2023

| Where the money is | Value |
|--|------------------------|
| Unity Trust | £63,650.36 |
| Cash Plus Card | £258.66 |
| Petty Cash | £0.00 |
| The Cambridge Building Society | £85,418.32 |
| United Trust Bank | £86,611.54 |
| Total Money | £235,938.88 (1) |
| Cash Book | |
| Total Receipts (1 st April – 30 th June 2023) | £61,415.19 |
| PLUS balance carried over 1 st April 2023 | £204,665.46 |
| LESS Total Payments (1 st April – 30 th June 2023) | £30,141.77 |
| Total Money in cash book | £235,938.88 (2) |

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

Appendix D – Q1 comparison between budget and expenditure

| | bf 01/04/2023 +Budget 2023/24 (1) | Additional income 2022/23 (2) | Money spent 2022/23 (3) | Money remaining (1)+(2)-(3) |
|--------------------------------------|---|--|----------------------------------|-----------------------------------|
| Administration | £40,617.19 | -£8,674.60 | £7,963.86 | £23,978.73 |
| Recreation & Public lands | £37,117.56 | £2,500.00 | £3,815.24 | £35,802.32 |
| Events | £14,038.48 | £536.56 | £142.62 | £14,432.42 |
| Grants | £15,025.40 | £2,474.60 | £1,745.00 | £15,755.00 |
| Community Hall | £50,604.05 | £0.00 | £780.91 | £49,823.14 |
| Orchards | £9,006.55 | £0.00 | £0.00 | £9,006.55 |
| Garden of Remembrance | £81,434.21 | £0.00 | £12,225.00 | £69,209.21 |
| Allotments | £44,103.50 | £0.00 | £0.00 | £44,103.50 |
| Hitchin Road Safety | £1,682.65 | £3,700.00 | £0.00 | £5,382.65 |
| Reserves | £30,000.00 | £0.00 | £0.00 | £30,000.00 |
| VAT | -£2,793.13 | £2,793.13 | £3,469.14 | -£3,469.14 |
| Total | £320,836.46 | £3,329.69 | £30,141.77 | £294,024.38 |

Appendix E – Receipts and Payments since last meeting

Receipts since last meeting

There have been no receipts since the last meeting.

Payments since last meeting

| To whom | Description | Total |
|------------------------------|---|------------------|
| Katrina Henshaw | June wages | £609.02 |
| HMRC | June Tax | £167.58 |
| M & G Wealth | Clerk's Pension – June | £150.00 |
| EE | Mobile phone – June | £15.00 |
| Mail Chimp | Monthly subscription | £31.71 |
| Unity Bank | Bank charges | £25.80 |
| | Handling fee | £3.00 |
| Herts Full Stop | Stationery | £19.19 |
| Hislop & Co Horticulture Ltd | Maintenance Contract | £1,344.00 |
| | Maintenance Contract | £1,344.00 |
| Elementor | Website software | £79.29 |
| CDS | Garden of Remembrance post planning submission consultation | £1,200.00 |
| Total | | £4,988.59 |

There have been no transfers to Cash Plus since last meeting.