

Date: Friday 8<sup>th</sup> September 2023

**Councillors:**

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

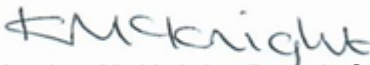
You are hereby summoned to attend the following meeting:

## Fairfield Parish Council Meeting

**Date/ Time:** Thursday 14<sup>th</sup> September 2023 at 7.00 pm

**Venue:** Fairfield Community Hall, Kipling Crescent

Members of the press and public are invited to attend.



**Katrina McKnight, Parish Clerk**

## Meeting Agenda

### 133 Apologies for Absence

133.1 To receive any apologies for absence from Councillors.

### 134 Death of Barrie Dack, former Councillor

134.1 To observe one minute of silence in remembrance of Barrie Dack and to express thanks to him.

### 135 Vacancy for Parish Councillor

135.1 Due to the resignation of Anthony Hopkins a vacancy has arisen in the Office of Councillor for FPC. CBC issued the official notice of a vacancy and no request for an election to fill this vacancy was made so the vacancy can be filled by co-option at the October meeting. A vote of thanks to be expressed to Anthony for his work for FPC over the past twenty months.

### 136 Chair's Notice

136.1 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.

136.2 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.

### 137 Disclosures of Interest and Dispensation requests

137.1 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.

137.2 To receive written requests for dispensations for declarable interests.

137.3 To grant any requests for dispensation as appropriate.

## 138 Council Minutes

- 138.1 To approve and sign as a correct record the minutes of the ordinary meeting held on 13<sup>th</sup> July 2023.

## 139 Public Participation Session

- 139.1 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

### 140 Planning Applications

#### 140.1 CB/23/02417/FULL 9 Helena Crescent, Fairfield.

Front and rear roof dormers to converted garage.

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 / comments are: -

1. The flat roofed dormer is not of a style included in the Fairfield Neighbourhood Plan Design guide.
2. The dormer will be visible not just to the rear, but also from Louise Rise and Hitchin Road.

- 140.2 Any urgent planning applications received between 8<sup>th</sup> and 14<sup>th</sup> September 2023.

### 141 Planning Decisions

#### 141.1 CB/23/01573/FULL 25 Helena Crescent

Single storey side 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 Statement.

**Full permission granted by CBC 7<sup>th</sup> July 2023.**

#### 141.2 CB/23/01606/FULL 16 Bessemer Fields, Fairfield.

Single storey garden building to be used as a home office.

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

**Full permission granted by CBC 21<sup>st</sup> July 2023.**

#### 141.3 CB/23/01956/FULL 19 Brunel Walk, Fairfield.

Single storey extension to north east elevation.

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 and materials match existing materials.

**Full permission granted by CBC 3<sup>rd</sup> August 2023.**

#### 141.4 CB/23/02007/FULL 47 Bronte Avenue, Fairfield.

Erection of single storey rear infill 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 and materials match existing materials. The timber cladding however is acceptable as it replaces a wooden fence.

**Full permission granted by CBC 8<sup>th</sup> August 2023.**

**141.5 CB/23/01755/FULL Icknield House, Kingsley Avenue, Fairfield.**

Part single part two storey rear extension. New garden room and front boundary wall.  
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 and materials match existing materials.  
**Full permission granted by CBC 9<sup>th</sup> August 2023.**

**141.6 CB/23/02054/FULL 26 Heathcliff Avenue, Fairfield.**

Single storey rear extension with roof lights.  
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 and materials match existing materials.  
**Full permission granted by CBC 22<sup>nd</sup> August 2023.**

**142 Fairfield Design Guide**

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

**143 Central Bedfordshire Council Ward Members Report**

143.1 To receive a report from a CBC Ward Members on matters pertaining to Fairfield.

143.2 To receive an update on the following outstanding actions:-

- Plan for road safety in Fairfield.
- Possibility of having a 30-mph limit on Hitchin Road from the A507.
- Inoperable pedestrian crossing lights on Hitchin Road.
- Missing bollard from Copperfield Close / Dickens Boulevard Junction.

## Decision items

**144 Barrie Dack Memorial**

144.1 To consider a memorial for Barrie Dack and appoint a Working Group to investigate proposals.

**145 Bank Signatories**

145.1 Following Anthony's resignation, to appoint bank signatories. (Currently ME, NJ and NR).

**146 Liaison with Management Companies, Resident Groups and Steering Groups**

146.1 Following Anthony's resignation, to appoint a liaison person.

**147 Liaison with Community Trust**

147.1 Following Anthony's resignation, to appoint a 2<sup>nd</sup> liaison person. (Currently NJ).

**148 Fairfield Sign Working Group**

148.1 Following Anthony's resignation, to appoint a 3<sup>rd</sup> member. (Currently NA and ME).

**149 Gritting Contract Contacts**

149.1 To appoint two people for the Gritting What's App Group. (Previously NA and BD).

**150 Central Bedfordshire Bus Forum Meeting**

150.1 To appoint a representative.

## 151 Maintenance Contract

- 151.1 To agree to renew the contract with Hislop & Co Horticultural at the same price for another 12 months. FPRC currently have a rolling contract with them which is reviewed regularly.
- 151.2 To discuss a request to have the bins to request for the bin & dog bins on Kingsley Avenue to be emptied more regularly during hot weather (currently emptied twice a week). Residents gather in this area of a day and evening as it is a shady and cool, but the smell is getting bad as both bins are full. Alternatively, would it be possible to move the Bins away from bench areas.

## 152 Community Hall

- 152.1 To agree to purchase equipment to the value of £2,500 for 2023/24.
- 152.2 The painters have completed the following works at a cost of £1,880 + vat.
- External Decoration – prepare and paint 1 undercoat and 1 gloss coats to fascia /soffit 68m.
  - 4 Front windows 12 panel – prepare and paint 1 undercoat and 2 gloss.
  - 3 Double door and frame – prepare and paint 1 undercoat and gloss.

Contract for £6,537+ vat was placed so £4,657 + vat remaining for the following work:-

- 4 Large pane windows – prepare and paint 1 undercoat and 2 gloss coats. (£2,637)  
Provisional Sum Resin repairs (£455 each)
- 2 Main entrance door frames and glazed screen above – prepare and paint 1 undercoat and gloss (£200)

T S White Decorating have advised that the cost to repair the false window (large) came to £1,036 + vat including tower hire and materials. FPC to agree this additional cost.

FPC to discuss having the other 3 and entrance doors based on what has been done on the false window (large). This is not a firm price as they do not know what they will find on the next ones, but it does give a good guide. FPC to agree actions.

There are at least 3 broken panes to the False Large Window to the West. FPC to agree to seek a quotation to replace these.

- 152.3 The paving slabs around the Community Hall giving some concerns are at the front of the building (loose & very cracked slabs), at the rear of the building (very loose slabs), and east the side of the building (signs of mis-aligned slabs). Berni advises that she and Robin previously lifted and attempted to re-site some paving slabs but with no real success. FPC to discuss and agree actions.

It should also be noted that it is very noticeable that the south east corner of the podium in the urban park is sinking. Although these are the responsibility of the FPRC, FPC to consider speaking to FPRC to see if both sets of paving slabs could be repaired at the same time.

- 152.4 The Front Door Closer is broken making access difficult for elderly residents. FPC to discuss having this repaired or removed and agree action.

## 153 Additional cost for replacement dog bin

- 153.1 To confirm additional cost of £52.00 for the anti-graffiti coating that was agreed between meetings due to the error in the quotation from Broxap. (Bin agreed item 106.1 – 13<sup>th</sup> July 2023).

## 154 Criminal Damage in Heathcliff Avenue

- 154.1 In recent weeks, the same resident has twice identified ASB and potential criminal damage at the same point (Heathcliff Avenue) on the park. The resident advises reporting these issues. FPC to discuss if there are any further steps that can be taken to stop this behaviour.

## 155 Three Counties Asylum Website

- 155.1 FPC to discuss modernising the website. A resident has offered to assist.
- 155.2 FPC to discuss how to manage enquiries from the website.

## Green Spaces

### 156 Orchards

156.1 To receive an update from Councillor Riley.

### 157 It's Your Neighbourhood

157.1 To receive an update from Councillor Riley.

### 158 Tree Replacement Policy

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

### 159 Fairfield Tree Audit

159.1 RGS Arboricultural Consultants has quoted an overall fee of £5,250 + vat for the full inventory/condition survey.

The alternative cost for a risk assessment only survey, would be £2,750 + vat. In this type of survey RGS only record and map those trees requiring action for risk management purposes.

RGS is unable to split the costs until they have seen the definitive boundaries plan, but the estimated split costs are FPC £1,500, FHMC £1,875 and FPRC £1,875 for the full inventory/condition survey. For the risk assessment route, the estimated costs for the split would be FPC £800, FHMC £975 and FPRC £975.

FPC to consider the above options and agree how to proceed.

## Events

### 160 Litter Picking Day 2023

160.1 To receive an update from Councillor Papakosta on the event.

### 161 Apple Day – Saturday 16<sup>th</sup> September

161.1 To confirm the Risk Assessment has been carried out.

### 162 Remembrance Sunday – Sunday 12<sup>th</sup> November

162.1 To receive an update from Councillors Jones and Papakosta.

### 163 Lights Switch-On / Carol Service – Sunday 26<sup>th</sup> November

163.1 To receive a proposal from Councillors Jones and Papakosta.

## Information items

### 164 Proposed Garden of Remembrance and Allotments

164.1 FPC is waiting for written permission from Bannatynes to use the overflow car park.

164.2 To agree to withdraw the planning application so that additional surveys can be carried out and additional surveys be considered. To discuss and agree having the following surveys carried out:-

- |  |           |
|--|-----------|
| • Dormouse survey                                      | £5,975.00 |
| • Preliminary Bat Roost Assessment                     | £2,300.00 |
| • Biodiversity Net Gain Assessment                     | £1,975.00 |
| • Great crested newts Habitat Suitability Index Survey | £1,495.00 |

**165 Bannatynes overspill car park**

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

**166 Fairfield Sign**

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

**167 CCTV for Cricket Club**

167.1 To receive an update from Councillor Andrews.

**168 Emergency Plan**

168.1 Councillors Epstein and Jones are reviewing this and have circulated a document proposed as a set of guidance notes for them to take a fresh view of requirements for a Community Emergency Plan.

**169 Area 5 meeting in Shefford**

169.1 Councillors Reynolds and Jones will be attending the meeting on 18<sup>th</sup> September to discuss priorities for the Police to focus on in this area.

**170 Crime figures**

170.1 During July there were eight crimes in Fairfield. These were for:-

- Two assaults without injury
- One race or religiously aggravated assault no injury
- One race or religiously aggravated assault with injury
- One public fear alarm or distress
- One criminal damage – residential
- One harassment
- One criminal damage (other)

170.2 During August there were five crimes in Fairfield. These were for:-

- One public fear alarm or distress
- One assaults with injury
- One theft from motor vehicle
- One criminal damage to vehicle
- One criminal damage

**171 Speed Watch Figures**

171.1 There were no Speed Watch sessions during July and August. During July throughout Bedfordshire there were 121 sessions with 519 letters being issued During August throughout Bedfordshire there were 68 sessions with 324 letters being issued.

**Management Companies /Resident Associations / Steering Groups**

**172 Road Adoptions**

172.1 To receive an update from Councillor Reynolds.

## Finance and Correspondence

### 173 Finance

- 173.1 To review and approve bank statements.
- 173.2 To receive and approve bank reconciliations to 31<sup>st</sup> July and 31<sup>st</sup> August 2023. **(Appendix A)**
- 173.3 To receive receipts and approve payments. **(Appendix B)**
- 173.4 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 173.5 of this agenda in view of the confidential nature of the business to be transacted.
- 173.5 Councillors to discuss the Annual review of salary for parish clerk and pension contributions. (The last pay review was 10<sup>th</sup> November 2022 – see item 209.1 which was back dated to 1<sup>st</sup> April 2022).

### 174 Correspondence

- 174.1 CBC - Outdoor Sport & Open Spaces and Community Hall Schedules - 20 September 6-7pm.
- 174.2 CBC – Unclassified: Public Space Protection Order (PSPO) Consultation.
- 174.3 English Rural - Invitation to Exclusive Conference on Affordable Rural Housing in Bedfordshire Thursday 12<sup>th</sup> October 12.00 pm – 3.30 pm
- 174.4 Any urgent correspondence received between 8<sup>th</sup> and 14<sup>th</sup> September 2023.

### 175 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.

### 176 Date of next meetings

- 176.1 The next Parish Council meeting will be held on 12<sup>th</sup> October 2023 at 7.00 pm in Fairfield Community Hall.

### Glossary of acronyms

ASB	Anti-social Behaviour
BD	Barrie Dack
BRCC	Bedfordshire Rural Communities Charity
CBC	Central Bedfordshire Council
FHMC	Fairfield Hall Management Company
FPC	Fairfield Parish Council
FPRC	Fairfield Park Resident Company
NB	Nota bene (Latin phrase meaning 'note well')
SLCC	Society of Local Council Clerks
Vat	Value Added Tax

## Appendix A

### Bank Reconciliation at 31<sup>st</sup> July 2023

Where the money is	Value
Unity Trust	£59,696.40
Cash Plus Card	£229.21
Petty Cash	£0.00
The Cambridge Building Society	£85,418.32
United Trust Bank	£86,611.54
<b>Total Money</b>	<b>£231,955.47 (1)</b>
<b>Cash Book</b>	
Total Receipts (1 <sup>st</sup> April – 31 <sup>st</sup> July 2023)	£64,525.02
PLUS balance carried over 1 <sup>st</sup> April 2023	£204,665.46
LESS Total Payments (1 <sup>st</sup> April – 31 <sup>st</sup> July 2023)	£37,235.01
<b>Total Money in cash book</b>	<b>£231,955.47 (2)</b>

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

### Bank Reconciliation at 31<sup>st</sup> August 2023

Where the money is	Value
Unity Trust	£53,448.66
Cash Plus Card	£384.93
Petty Cash	£0.00
The Cambridge Building Society	£85,418.32
United Trust Bank	£86,611.54
<b>Total Money</b>	<b>£225,863.45 (1)</b>
<b>Cash Book</b>	
Total Receipts (1 <sup>st</sup> April – 31 <sup>st</sup> August 2023)	£64,905.00
PLUS balance carried over 1 <sup>st</sup> April 2023	£204,665.46
LESS Total Payments (1 <sup>st</sup> April – 31 <sup>st</sup> August 2023)	£43,707.01
<b>Total Money in cash book</b>	<b>£225,863.45 (2)</b>

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

## Appendix B – Receipts and Payments since last meeting

### Receipts since last meeting

From whom	Description	Total
Central Bedfordshire Council	2023/24 Precept	£58,085.50
HMRC	Q1 VAT refund	£3,091.84
Amazon	Credit for Apple Day – Gazebos	£379.98
Fairfield Community Hall	Website	£17.99
<b>Total</b>		<b>£61,575.31</b>



## Payments since last meeting

To whom	Description	Total
Katrina McKnight	July wages including 2022/23 holiday pay	£1,880.73
HMRC	July Tax and NI	£958.29
M & G Wealth	Clerk's Pension – July	£150.00
Katrina McKnight	August wages	£688.29
HMRC	August Tax and NI	£200.40
M & G Wealth	Clerk's Pension – August	£150.00
EE	Mobile phone – July	£15.00
	Mobile phone – August	£15.00
Mail Chimp	Monthly subscription	£31.08
	Monthly subscription	£31.91
Shutterstock	Website	£34.80
Ebuyer	Toner	£114.82
Herts Full Stop	Stationery	£31.92
Post Office	Stamps	£3.20
SLCC	Membership	£177.00
Neil Jones	Reimbursement for certifying documents for bank	£12.75
Marcia Epstein	Reimbursement for certifying documents for bank	£12.75
Fairfield Community Hall	Scout rent – July	£524.00
CBC	Uncontested election charge	£101.99
T & S White	Decoration to Fairfield Community Hall	£2,256.00
Hislops & Co Horticulture	Orchard maintenance	£720.00
	Orchard maintenance	£720.00
CDS	Post planning submission consultation	£1,920.00
Graphix	Apple Day Banner	£180.00
Amazon	Apple Day – Cable ties	£17.98
Amazon	Apple Day – Tubs	£41.85
Amazon	Apple Day – Gazebos (refunded)	£379.98
Amazon	Apple Day - Gazebos	£291.90
Wild in the Country Ltd	Ferret Racing at Apple Day	£500.00
Lady Haig's Poppy Factory	2 Wreaths	£70.80
Royal British Legion	Remembrance Tommy Lamp Post Sign	£53.50
Siteground	Community Hall website (refunded)	£17.99
Siteground	Organisations website	£17.99
Siteground	Renewal 1-year domain.com fairfield-park.com	£17.99
Namesco	Renewal of fairfieldparishcouncil.gov.uk for 2 years	£259.19
Richard Poole	Community Garden	£75.79
Sam Turner and Sons	Spade for Community Garden	£41.98
MJ Ryalls	Sterling Boards for Community Garden	£51.05
Flitwick Mowers Limited	Servicing strimmer for Community Garden	£153.19
BRCC	Grant for developing the Etonbury Green Wheel	£1,500.00
Larksfield and Arlesey Medical Practice	Grant towards costs of printing The Voice	£500.00
<b>Total</b>		<b>£14,921.11</b>

## Transfers to Cash Plus since last meeting

£300.00 (11.07.2023), £300.00 (02.08.2023), £500.00 (10.08.2023) and £500.00 (07.09.2023)