

Date: Friday 3rd November 2023

Councillors:

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

You are hereby summoned to attend the following meeting:

Fairfield Parish Council Meeting

Date/ Time: Thursday 9th November 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

214 Apologies for Absence

214.1 To receive any apologies for absence from Councillors.

215 Appointment of Vice Chair for the remaining council year.

215.1 To elect a Vice Chair and to sign a Declaration of Office.

216 Vacancies for Parish Councillors

216.1 There are still two vacancies. FPC to discuss how to encourage residents to apply.

217 Chair's Notice

217.1 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.

217.2 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.

218 Disclosures of Interest and Dispensation requests

218.1 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.

218.2 To receive written requests for dispensations for declarable interests.

218.3 To grant any requests for dispensation as appropriate.

219 Council Minutes

219.1 To approve and sign as a correct record the minutes of the ordinary meeting held on 12th October 2023.

220 Public Participation Session

- 220.1 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

221 Planning Applications

- 221.1 **CB/23/03118/LB Apartment 153 Huntingdon Wing, Fairfield Hall.**
Listed Building: Replace existing window.
- 221.2 **CB/23/03347/FULL 10 Helena Crescent, Fairfield.**
Partial garage conversion. Infill of garage door. Modification of openings to rear elevation.
- 221.3 **CB/23/03288/FULL 159 Hitchin Road, Fairfield.**
Creation of one new dwelling within the garden of No.159 Hitchin Road.
- 221.4 Any urgent planning applications received between 3rd and 9th November 2023.

222 Planning Decisions

- 222.1 **CB/23/02965/FULL 121 Bronte Avenue, Fairfield.**
Single storey rear extension and loft conversion with front and rear rooflights.
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 26th October 2023.
- 222.2 **CB/23/02417/FULL 9 Helena Crescent, Fairfield, Hitchin, SG5 4SA**
Front roof dormer to converted garage.
FPC still object to this application as the flat roofed dormer is still showing on Plan 2215_09A_A1_Proposed_Plans_Elevations_1_50_1_100.
This plan has been replaced by 2215_09B_A1_Proposed_Plans_Elevations_1_50_1_100.
Full permission granted by CBC 11th October 2023.

223 Fairfield Meadows

- 223.1 FPC to discuss contacting the developers of Fairfield Meadows to ask if they could clean vehicles before leaving the site and also clean the roads properly.

224 Fairfield Design Guide

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

225 Central Bedfordshire Council Ward Members Report

- 225.1 To receive a report from a CBC Ward Members on matters pertaining to Fairfield.
- 225.2 To receive an update on
- Plan for road safety in Fairfield
 - Inoperable pedestrian crossing lights on Hitchin Road
 - Possibility of having a 30-mph limit on Hitchin Road from the A507
 - CBC supplying Parish Online the information required so FPC can use the full services.

Decision items

226 Green Spaces Working Group

226.1 To appoint a second member. (Currently TR).

227 Communications Facebook

227.1 To appoint a Vice-Lead for Facebook Communications. (ME is the Lead)

228 NALC Civility and Respect pledge

228.1 FPC to consider signing up to the Civility and Respect pledge.

229 Schedule of Delegation (Appendix A)

229.1 FPC to agree to adopt a Schedule of Delegation.

230 Community Hall

230.1 Amendment to Section 106 agreement – FPC is waiting for Vistry to respond to the request that Vistry agree to paying all the legal fees as previously agreed.

230.2 Window Panes – The decorators have advised that there is film on the back so FPC to agree there is no need to install any further film. The glazier has quoted £72.00 per pane plus tower plus VAT & it is looking more to be almost £1,000 to replace the seven panes. FPC to agree action.

230.3 Doors – FPC to receive a quote from Rekord for a maintenance contract for both doors and agree action.

Green Spaces

231 Orchards

231.1 To receive an update from Councillor Riley.

232 It's Your Neighbourhood

232.1 To receive an update from Councillor Riley.

233 Tree Replacement Policy and Biodiversity Survey

233.1 The Working Group for Green Spaces (TR) are reviewing this.

Events

234 Remembrance Sunday – Sunday 12th November

234.1 To receive an update from Councillors Jones and Papakosta.

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

235.1 To receive a proposal from Councillors Jones and Papakosta.

Information items

236 Proposed Garden of Remembrance and Allotments

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

237 Memorial For Barrie Dack

237.1 To receive an update from Councillor Reynolds.

238 Communications Policy

238.1 Councillor Epstein is reviewing the policy.

239 Central Storage for Files

239.1 Councillor Epstein is investigating this.

240 Emergency Plan

240.1 Councillors Epstein and Jones are reviewing this.

241 Crime figures

241.1 During the first two weeks of October there were five crimes in Fairfield. These were for:-

- Two Assaults without injury
- One sexual
- One theft in a dwelling other than an auto vehicle
- One malicious communication

Management Companies /Resident Associations / Steering Groups

242 Road Adoptions

242.1 To receive an update from Councillor Reynolds.

Finance and Correspondence

243 Finance

243.1 Budget 2024/25 – Councillors to send the Clerk items to be considered in budget.

243.2 To review and approve bank statements.

243.3 To receive and approve bank reconciliations to 31st October 2023. **(Appendix B)**

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

244 Correspondence

244.1 CBC – Kerbside garden waste collections will be suspended for 12 weeks from Monday 4 December 2023 until Friday 23 February 2024, inclusive.

244.2 CBC – Proof of address is now required for access to recycling centres in Central Bedfordshire.

244.3 CBC – Recreational Open Space Strategy (ROSS) Survey. To be completed by 22nd December.

244.4 CBC – Planning Obligations Supplementary Planning Document. The consultation will run until 10am on Monday 11th December 2023.

244.5 CBC – Adult social care priorities. The consultation closes on Thursday 30th November 2023.

244.6 CBC – Local Cycling and Walking Infrastructure Plans. The consultation closes on Thursday 14 December 2023.

244.7 Letchworth Garden City Heritage Foundation – Advising FPC of www.shapeletchworth.com and the following two cycling strategies:-

- From the Foundation: www.leitchworth.com/cycling-strategy
- From Transition Town Letchworth – now Decarbonising Letchworth: www.zerocarbonleitchworth.org/files/ugd/bdf959_233063f2f08948f5b815aba1e9f325ee.pdf (particularly relevant to Fairfield are action WY9 and G11)

244.8 Any urgent correspondence received between 3rd and 9th November 2023.

245 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.

246 Date of next meetings

246.1 The next Parish Council meeting will be held on 14th December 2023 at 7.00 pm in Fairfield Community Hall.

Glossary of acronyms

CBC	Central Bedfordshire Council
FPC	Fairfield Parish Council
NB	Nota bene (Latin phrase meaning 'note well')



Scheme of Delegation

Contents:

- 1. Introduction**
- 2. Principles of Delegation**
- 3. Proper Officer and Responsible Financial Officer**
- 4. Council Reserved Powers**
- 5. Delegated Powers and Responsibilities**
- 6. Committees**
- 7. Working Groups**

Date of Approval Version 1:	*****
Date of next review:	It is due for review annually

1 Introduction

- 1.1 This document sets out the manner in which Fairfield Parish Council (FPC) has delegated its powers and responsibilities.
- 1.2 The intention of the schedule of delegation is to permit the FPC and its Officers to act with all reasonable speed in decision making. Decisions should be taken at the most suitable level with Officers given power over the day-to-day administration of the Council.
- 1.3 This document is one of four major ways in which the Council regulates its affairs; the others are Standing Orders, Financial Regulations and Risk Assessment.

2 Principles of Delegation

- 2.1 The power to delegate functions is set out in the Local Government Act 1972 s 101. Under s. 101, LGA 1972 the Council can arrange for the discharge of any of its functions by an Officer of that authority (as well as by a committee or sub-committee, or by any other local authority). Standing Orders or Council resolutions commonly provide for specific areas of decision-making to be delegated to a specific Officer (usually to the Clerk; sometimes to another Officer). Standing Orders or resolutions sometimes specify that the Officer shall act in consultation with a specified Member (usually the Chair). Such arrangements are lawful provided that the Officer does not simply act under the direction of the Member, as this would be effectively delegation to a single Member and there is no power in the 1972 Act to delegate to a single Member. A Clerk making decisions under delegated powers may need to keep careful and public records of those decisions under LA&A Act 2014 s 40(3) and consequent regulations (which have not yet been made and are therefore not yet in force).
- 2.2 Whilst delegation is necessary it is the Council's policy that Members and the press and public should have the fullest information. Therefore, the Clerk reports all major decisions taken under delegated powers at the next Council or Committee meeting.
- 2.3 It will be appropriate for the Clerk to refer a matter to the Council where the determination of the matter is likely to be particularly controversial or raises issues of policy which it would be appropriate for Councillors to determine; or could, by its scale or complexity expose the Council to major corporate risk.
- 2.4 The Clerk and Committees have the responsibility to act within the Council's approved policies, procedures and framework and within the law in conjunction with this delegated scheme.
- 2.5 All actions undertaken by those with delegated authority contained within this Scheme of Delegation are done in consultation with the Chair/Vice Chair of the Council, as indicated, except for general day to day responsibilities of the Clerk and everything so actioned by means of a delegated power of authority will be documented and reported to the Council at the first available opportunity.

3 Proper Officer and Responsible Financial Officer

- 3.1 The Clerk to the Council is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.
- 3.2 The Clerk to the Council is designated and authorised to act as the Responsible Financial Officer (RFO) for the purposes of any statute requiring the designation of a Responsible Financial Officer. Local Government Act 1972 s151.
- 3.3 Due to the size of FPC the Clerk is the only paid Officer; The Chair has been specifically identified as an individual who can be delegated to act on the Clerk's behalf in their absence or in the event that the Clerk is an interested party.

4 Council Reserved Powers

- 4.1 The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.
- 4.1.1 Appointment of the Clerk/RFO.
 - 4.1.2 To adopt or change Standing Orders, Financial Regulations Scheme of Delegation and other Council policies.
 - 4.1.3 To make Byelaws.
 - 4.1.4 To approve and adopt the Budget and set the Precept.
 - 4.1.5 To borrow money.
 - 4.1.6 To authorise expenditure not provided within the approved budget.
 - 4.1.7 To approve the Annual Return (Statement of Accounts).
 - 4.1.8 To note and action the report of the Internal and External Auditor.
 - 4.1.9 To assess, consider and (if approved) award donations and grants fund to other bodies where lawful and appropriate in accordance with statute and the adopted Grants Policies.
 - 4.1.10 Making of Orders under any statutory powers.
 - 4.1.11 To appoint Committees and working groups.
 - 4.1.12 To approve membership of all Committees and working groups.
 - 4.1.13 To agree and/or amend the terms of reference for Committees.
 - 4.1.14 To assess, consider and approve recommendations from Working Groups.
 - 4.1.15 To nominate and appoint representatives of the Council to any other authority, organisation or body (excepting approved Conferences or meetings).
 - 4.1.16 Prosecution or defence in a court of law.
 - 4.1.17 To approve eligibility for the General Power of Competence
- 4.2 The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.

5 Delegated Powers and Responsibilities

Power	To whom Delegated		
	Clerk	Chair / Vice Chair	Council
General Description			
Day to day administration of services.	Yes		
Authorisation to call any extra meetings of the Council, or Committee, as necessary, having consulted with the Chair of the Council or Committee.	Yes		
Authorisation to postpone, cancel, alter the date or time of any ordinary or extraordinary meetings of the Parish Council, or Committees as required, having consulted with the Chair of the Council or Committee.	Yes	Yes	
To set the schedule of meetings for the ensuing year.	Yes		
Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council but not correspondence requiring an opinion to be taken by the Council or Committee.	Yes		
Handling requests for information under the Freedom of Information Act 2000 and the Data Protection Act 2018, following the Subject Access Request Policy.	Yes		
To deal with all press and public relations on behalf of the Council and Issue press releases, statements and articles on the Council's activities and known policies.	Yes		
Updating and managing the content of the Council's website.	Yes		
Power to engage with the community and stakeholders to raise the profile of FPC and foster good working relationships.	Yes		Yes
Periodic review and destruction of Council documents (electronic or hardcopy) according to legal restrictions, the Council's Document Retention Policy, and the Data Protection Act 2018, in consultation with the Chair if deemed necessary.	Yes	Yes	
Reporting pot holes, incidences of fly-tipping, and other hazards to the Local Authority.	Yes		Yes
In the case of an emergency, the power to take reasonable steps to secure the Council's assets or position, following consultation with the Chair (if practicable in the circumstances). (An emergency situation is defined as a time when the Council cannot act under its normal standing orders due to circumstances outside of its control).	Yes	Yes	
Power to manage all open spaces within the Parish subject to budget.	Yes	Yes	

Respond to consultations that are submitted between meetings and for which a response is required before a meeting of FPC.	Yes	Yes	
Power to act on own initiative to implement the Councils policies and objectives.	Yes		
Power to take appropriate steps to ensure the Council does not exceed its powers.	Yes		
In liaison and after conferring with the Chair, to make such Civic arrangements as are necessary	Yes	Yes	
To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with them regarding any statutory notices, electoral arrangements and co-option.	Yes		
Annual Meetings			
To arrange in consultation with the Chair the arrangements for the Annual Parish Meeting.	Yes	Yes	
Legal Proceedings			
To sign, or where appropriate, have sealed on behalf of the Council, any orders, deeds, or documents necessary to give effect to any of the matters contained in any reports or in any resolutions passed by The Council.	Yes	Yes	
To take Council's advice, or instruct Counsel to represent the Council, as approved by Council resolution.	Yes	Yes	
To institute and appear in any legal proceedings authorised by the Council.	Yes	Yes	
Planning			
Respond to planning applications that are submitted between meetings and for which an extension to the comment's deadline date is not given. The Clerk will request comments on applications from Councillors prior to submitting a response to the local planning authority.	Yes		
Financial			
Authorisation of expenditure in accordance with the Council's Financial Regulations.	Yes		
To incur expenditure on behalf of the Council up to the amounts included in the approved budget. Subject to the adopted Financial Regulations.	Yes		
To make routine expenditure for items such as office stationery, postage, printer toner.	Yes		
To arrange for the payment of staff salaries between meeting dates at the approved rates of pay authorised by Council.	Yes	Yes	

Authority to maintain a Register of Assets and an Inventory of Equipment and to dispose of the Councils' assets and equipment (excluding land and building assets) subject to the estimated value of any one tangible; moveable item does not exceed £500. The Clerk is responsible for ensuring any disposal details, including the disposal values, are recorded in the assets register.	Yes		
Power to authorise relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of employees and Councillors.	Yes		
If required, and dependent on banking arrangements, to manage timely transfer of funds between the Council's bank accounts in order to maintain adequate cash-flow and in accordance with the Council's Investment Policy.	Yes		
To submit a grant request on behalf of the Council for approved budget expenditure.	Yes	Yes	
To take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.	Yes		
To pay all accounts properly incurred by The Council promptly and in accordance with budget provisions.	Yes		
To pay all subscriptions to organisations to which the Council, or its staff or Members belong, promptly and in accordance with budget provisions.	Yes		
To make all necessary arrangements for the provision of an internal and external audit service for the Council promptly and in accordance with budget provisions.	Yes		
To carry out virement of sums between cost centres in accordance with the Council's Financial Regulations.	Yes		
To make all necessary arrangements for the Council's Insurances.	Yes		
To prepare a draft budget and precept for consideration by the Council.	Yes		
To prepare the Financial Accounts for each financial year for the Council	Yes		
Determine approved duties for the payment of travel and subsistence expenses to Members, Officer and staff where they are representing the Council outside of the Parish Council area.	Yes	Yes	
Personnel			
The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget.	Yes	Yes	

The authority to sanction and authorise payment of overtime so long as the costs can be contained within the parameters of the approved budget.	Yes	Yes	
The Clerk shall have the authority to engage casual workers subject to budget.	Yes		
Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council.	Yes	Yes	
To oversee and discharge The Council's responsibilities under the Health & Safety at Work Act 1974, as amended.	Yes		
Garden of Remembrance (as may be adopted in the future)			
To manage all the Council's statutory and regulatory decision-making processes in relation to cemeteries and burial services	Yes		
Allotments (as may be adopted in the future)			
Authorise allotment tenancies and return of deposits.	Yes		

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6 Committees

- 6.1 Committees are delegated powers to act within their Terms of Reference. This means that on all matters not reserved for consideration by another Committee, or by the full Council, Committees can RESOLVE and thereafter action can normally be taken by Officers, however certain matters cannot legally be delegated and others, such as deciding major policy are reserved by the Council to itself. On such matters, Committees can only RECOMMEND a course of action and, in these cases, Officers cannot normally carry out the instructions of the Committees until the recommendation has been approved by the Council.
- 6.2 Should Members wish to raise any question concerning the exercise of delegated or other powers, then they should contact the appropriate Committee Chair or the Clerk to the Council, and if necessary, the matter can be raised subsequently at Committee.
- 6.3 Members are entitled to attend all Committees and Sub-Committees whether or not they are Members of the Committee, although no voting rights or right to participate in discussions or proceedings are granted.
- 6.4 The Council had delegated to every Committee of the Council full powers to act in all matters covered by the Committee's Terms of Reference subject to:
- 6.4.1 the provisions of any Standing Order or Financial Regulation for the time being in force, except where such Order or Regulation has been specifically waived by resolution of the Council,
 - 6.4.2 prior Council approval of annual capital and revenue estimates,
 - 6.4.3 any scheme requiring application for consent to borrow having first been approved by Council, and loan sanction secured,
 - 6.4.4 when matters of major policy are involved, the existence of a policy approved by the Council. In the absence of such policy, Committees and Sub-committees may consider the matter and make recommendations to the Council. Major policy will arise either:
 - 6.4.4.1 on matters of major importance which have not previously been before the Council; or
 - 6.4.4.2 matters which have arisen in other Committees or Sub-Committees but which cannot be resolved by them in the absence of settled Council policy; or
 - 6.4.4.3 in cases of doubt where a major policy is involved, the Chair of the Council or the Chair of any other Committee or Sub-Committee, or in their absence the appropriate Vice-Chair may, before a decision is taken by the Committee or Sub-Committee, state that a matter of major policy is involved.
 - 6.4.5 prior Council approval to recommendations for the allocation of duties, powers and guidelines to Committees.
 - 6.4.6 the exercise by Committees of the above powers shall be without derogation to the powers of the Council to call for a report on any committee decision.
 - 6.4.7 every Committee shall have power to authorise an officer, after consultation with the Chair of the Committee, to take decisions on specific urgent matters falling within its own Terms of Reference as it sees fit.

7 Working Groups

- 7.1 The Council may form or disband a Working Group who will carry out tasks as defined by the full Council. Specific terms of reference, including if necessary delegated powers, will be prepared by the Clerk for ratification at the next full Council meeting following the Working Group being established.
- 7.2 The Role of a working group will be:
- To tackle issues as directed by the Council.
 - To be task specific.
 - To examine an issue in detail, read reports and related materials and examine options.
 - To act as experts and/or liaise with experts.
 - To make recommendations to Council.
 - To answer questions from the Council.
- 7.3 Full Council must direct the Working Group and set clear terms of reference for them regarding objectives, scope and outcome. The role of full Council is to question and challenge the recommendations, in order to be satisfied of the correct decision. The Working Group must facilitate the full Council with as much information as it requires to ensure it can make a properly informed decision on its recommendation.
- 7.4 The operation of the working group:
- A Working Group will not have a budget.
 - The number of Councillors on a Working Group shall be no less than one and no more than five Members.
 - The Clerk will be a Member of all Working Groups.
 - Residents of the Parish and Members of the Public can be asked to join a Working Group.
 - The spokesman of the Working Group to be appointed by the full Council at the time of the Working Group Members are appointed.
 - The quorate of a Working Group will be a minimum of two.
 - Work priorities and co-option of named experts to be approved by full Council.
 - The Working Group will prepare notes of meetings for full Council to report on any activity and progress.
 - A Working Group will not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies.
 - A Working Group will examine options and make recommendations to Full Council.

Appendix B

Bank Reconciliation at 31st October 2023

Where the money is	Value
Unity Trust	£97,729.73
Cash Plus Card	£1,054.54
Petty Cash	£0.00
The Cambridge Building Society	£85,418.32
United Trust Bank	£86,611.54
Total Money	£270,814.13 (1)
Cash Book	
Total Receipts (1 st April – 31 st October 2023)	£125,619.65
PLUS balance carried over 1 st April 2023	£204,665.46
LESS Total Payments (1 st April – 31 st October 2023)	£59,470.98
Total Money in cash book	£270,814.13 (2)

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

Appendix C – Receipts and Payments since last meeting

Receipts since last meeting

From whom	Description	Total
HMRC	VAT Q2 Refund	£1,625.25
	Total	£1,625.25

Payments since last meeting

To whom	Description	Total
Katrina McKnight	October wages	£717.54
HMRC	October Tax and NI	£217.60
M & G Wealth	Clerk's Pension – October	£200.00
EE	Mobile phone – October	£15.00
Mail Chimp	Monthly subscription	£33.36
Cash Plus	Annual Fee	£69.00
Fairfield Community Hall	Scout rent – September	£720.00
T&S White	Community Hall windows	£3,729.60
Maydencroft	Eliot Way car park vegetation	£936.00
Richard Poole	Community Garden – repairs to mower	£107.00
Shipton Bulbs	Fairfield in Bloom – bulbs	£405.50
Madingley Mulch	Fairfield in Bloom – compost	£184.00
Siteground	Renewal 1 year domain fairfieldgardens.co.uk	£17.99
	Total	£7,352.59

The following transfers were made to Cash Plus since last meeting

24.10.2023 £300.00

25.10.2023 £700.00