

Date of Notice: Friday 8th December 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 14th December 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

247 Apologies for Absence

247.1 To receive any apologies for absence from Councillors.

248 Appointment of Vice Chair for the remaining council year.

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

249 Vacancies for Parish Councillors

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

250 Chair's Notice

250.1 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.

250.2 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.

251 Disclosures of Interest and Dispensation requests

251.1 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.

251.2 To receive written requests for dispensations for declarable interests.

251.3 To grant any requests for dispensation as appropriate.

252 Council Minutes

252.1 To approve and sign as a correct record the minutes of the ordinary meeting held on 9th November 2023.

253 Public Participation Session

- 253.1 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

254 Planning Applications

- 254.1 Any urgent planning applications received between 8th and 14th December 2023.

255 Planning Decisions

255.1 **CB/23/03347/FULL 10 Helena Crescent, Fairfield.**

Partial garage conversion. Infill of garage door. Modification of openings to rear 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 Statement.

Full permission granted by CBC 27th November 2023.

255.2 **CB/23/02799/FULL 139 Bronte Avenue, Fairfield.**

Conversion and extension of existing garage. Single storey front and rear extensions. New gate access to garden wall. New metal fencing to top of existing garden wall to front and side 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 Statement.

Full permission granted by CBC 5th December 2023.

255.3 **CB/23/03347/FULL 10 Helena Crescent, Fairfield.**

Partial garage conversion. Infill of garage door. Modification of openings to rear 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 Statement.

Full permission granted by CBC 27th November 2023.

256 Fairfield Meadows

- 256.1 CBC Planning Officer has advised that he has not had any further discussion with the developer since that previous application (CB/22/03308/VOC (Variation of condition number 5 of planning permission CB/18/03260/RM) at the Land East of Hitchin Road and South of The Former Pig Testing Unit, Hitchin Road) was withdrawn and as such, he is therefore unable to provide any substantive update on the withdrawn application or what the developer may be seeking to propose / do in the future.

257 Fairfield Design Guide

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

258 Central Bedfordshire Council Ward Members Report

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

- 258.2 To receive an update on

- Plan for road safety in Fairfield
- Inoperable pedestrian crossing lights on Hitchin Road – The lights are now working.
- 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 – The clerk has asked CBC to supply the required information and is awaiting a response.

Decision items

259 Budget 2024/2024

259.1 To agree budget and precept for 2023/24 (**Appendix A**).

260 Communications Guidelines (**Appendix B**)

260.1 To discuss proposed amendments and agree to adopt Version 3.

261 Printer

261.1 To agree to purchase a colour printer for the clerk to use and set budget.

262 Mission Statement

262.1 FPC to discuss producing a Mission Statement so residents understand its role.

263 Maps of Fairfield

263.1 Mail Boxes etc in Hitchin is able to scan the two maps at a cost of £8.50. To print two black and White copies of each map the cost is £8.60 for A1 size and £13.60 for A0 size. FPC to discuss and agree how many copies are needed and for whom. It should be noted that there may be some lines and variations since the maps do not look absolutely flat.

264 Green Spaces Working Group

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

265 Communications Facebook

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

266 Community Hall

266.1 Amendment to Section 106 agreement – FPC is waiting for Vistry to sign the Deed of Variation. FPC to discuss if Blandy and Blandy are required to look at the documents CBC has drafted.

266.2 Paving slabs – To receive quotations and agree action.

266.3 Bollards – To receive a quotation and agree action.

266.4 Equipment – To discuss purchasing the following items:-

- Qty 1 – SubZero C12MA Active Stage Monitor with Class D Amp 1100W Max Power. **Cost £220.83.**
- Qty 2 – Urbanphonics XLR Mic Cable | Premium Quality Pro Microphone Lead | Balanced Male XLR to Female XLR | 1 Metre Black | Clearer Sound for PA Systems, Studio Recording, Mixers, Amplification and Speakers. **Cost £6.99 each.**
- Qty 1 - NUOSIYA 2 Pack XLR Cable, 10M/33ft Balanced Microphone XLR Male to Female Extension Cable XLR Jack Extender Cord for Studio Recorder, Mic, Mixer, Speaker System, Phantom Power(Yellow). **Cost £24.16.**

266.5 Liaising with the Fairfield Community Trust – FPC to discuss how to ensure that FCT and FPC work efficiently with each other.

267 Grass area behind the Community Hall

267.1 To receive a quotation to tidy up the area after a van has got stuck over the weekend at an event and left some deep ruts on a large part of the grass area behind the community hall. FPC to agree action.

268 The cycle path from Bronte Avenue towards the middle of the park.

268.1 A resident has expressed concern that the cycle path leading from Bronte Avenue towards the middle of the park has become a road with vans, cars and lorries using it too frequently due to the bollards being constantly removed. The resident considered this to be incredibly dangerous, disrespectful to the houses along the cycle path and causing a nuisance. FPC to discuss this and agree what action can be taken to prevent someone getting knocked down or property damaged due to there being no footpaths to buffer vehicles.

269 Telephone Box Library

269.1 The plastic panel to the top at the rear of the telephone box has fallen out. Councillor Jones has the panel. FPC to agree action.

270 Priority Setting Meetings

270.1 Police Priority meeting and setting for Area 5 - 4th December 2023 – Councillor Jones attended this meeting with nine other local councils. The general agreement was that ASB, drugs and speeding were on the top of almost all attendees' lists. This time round a number also added shoplifting, especially from supermarkets. The consensus was that speeding and drugs are left to local councils to monitor and combat. ASB is the likely area where traction from other forums is possible.

It was clear from the meeting that councils could and should do more to encourage reporting of crimes via 999, 101, online reporting, or Crimestoppers. What is uncertain is how to achieve this. What is also certain is that social media is being ignored by all council members, unless of course it suits individuals.

Area 5 meetings precede the quarterly PPC meetings. The Chair will take to the next PPC meeting:

- How to use Multi-Agency Forms (used by councils to collate and report crimes to CBC).
- How to get CBC Community Safety Teams to participate in Area 5 meetings.
- Whether, and if so how, to include Police Crime Panel members in Area 5 meetings.
- Apparently, the CBC CEO and his team are visiting some parishes; no other details disclosed.

270.2 Councillor Jones to attend the meetings in 2024. FPC to agree what items need to be raised.

Green Spaces

271 Orchards

271.1 To receive an update from Councillor Riley.

272 It's Your Neighbourhood

272.1 To receive an update from Councillor Riley.

273 Tree Survey

273.1 RGS hope to start the survey on Tuesday 12th December, weather permitting.

274 Tree Replacement Policy and Biodiversity Survey

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

Events

275 Remembrance Sunday – Sunday 12th November

- 275.1 To receive a report from Councillor Jones and Papakosta.
- 275.2 To note that £202.85 was received from WI donations for knitted poppies and £135.90 was received from donations the WI collected on the day. These monies will be donated to the Royal British Legion. FPC to discuss making a donation to the Royal British Legion.

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

- 276.1 To receive a report from Councillors Jones and Papakosta.

Information items

277 Christmas Tree Recycling

- 277.1 There will be two designated areas again this year and Hislop & Co Horticultural Ltd will recycle the trees again. FPC to advise residents (via newsletter, website, and Facebook) details of these areas, the CBC collection, and the Garden House Hospice collection.

278 Proposed Garden of Remembrance and Allotments

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

279 Memorial For Barrie Dack

- 279.1 To receive an update from Councillor Reynolds.

280 Central Storage for Files

- 280.1 Councillors Epstein and Papakosta are investigating this.

281 Emergency Plan

- 281.1 Councillors Epstein and Jones are reviewing this.

282 Policies and Protocols

- 282.1 The following Policies and Protocols are currently being reviewed by the clerk:-
- Disciplinary Policy.
 - Equality and Diversity Policy.
 - Grievance Policy.
 - Protocol for marking the death of a senior national figure or local holder of high office.

283 Play Streets Project

- 283.1 The new CBC Active Streets Engagement Officer will be attending the FPC meeting on 11th January 2024 to discuss the new programme CBC is running with PHE called Play Streets.

The Play Streets project is all about getting children active and making streets feel friendlier. A Play Street is when residents come together to give children a chance to play freely and safely close to their homes. Play Streets take place for an hour or two at a time, one a month or once every other week. The street is closed to through traffic, but residents can still drive in and out at walking speed (supervised by volunteers). CBC provide the TTRO for the road. Fifty years ago, most children played out on the streets near their homes but today it is often not possible to do so. The idea behind this scheme is to facilitate active, child-led play and thereby boost children's physical and mental health. For adults, Play Streets are a chance to have a chat with the neighbours, and research from other parts of the UK has found that Play Streets can build community and reduce social isolation.

284 Crime and Speed Watch figures

284.1 During November there were seven crimes in Fairfield. These were for:-

- 2 x Assault with injury
- 2 x Harassment
- Blackmail
- Sexual
- Robbery of personal property

284.2 Throughout Bedfordshire there were 129 Speed Watch sessions with 314 letters being issued during November.

Management Companies /Resident Associations / Steering Groups

285 Road Adoptions

285.1 To receive an update from Councillor Reynolds.

Finance and Correspondence

286 Finance

286.1 To review and approve bank statements.

286.2 To receive and approve bank reconciliations to 30TH November 2023. **(Appendix C)**

286.3 To receive receipts and approve payments. **(Appendix D)**

286.4 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 286.5 of this agenda in view of the confidential nature of the business to be transacted.

286.5 The local government unions have accepted the employers' pay offer for 2023/24 backdated to 1 April 2023. Councillors to discuss increasing the salary for parish clerk in accordance with this.

287 Correspondence

287.1 CBC – Resilien Together Project.

287.2 CBC Active Streets Engagement Officer – Will be attending the FPC meeting on 11th January.

287.3 CBC – Budget Consultation The consultation is available until 9th January 2024.

287.4 OPCC – Safer Streets 5 - full details of approved projects.

287.5 OPCC – Inspiring change, transforming lives, delivering safer communities - new Chrysalis Centre.

287.6 OPCC – Deputy Police and Crime Commissioner, Ian Dalgarno will attend the FPC meeting on Thursday 11th April 2024.

287.7 OPCC – Call for public questions to leaders of Bedfordshire's criminal justice system.

287.8 Any urgent correspondence received between 8th and 14th December 2023.

288 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.

289 Date of next meetings

289.1 The next Parish Council meeting will be held on 11th January 2024 at 7.00 pm in Fairfield Community Hall.

Glossary of acronyms

ASB	Anti-social behaviour
BATPC	Bedfordshire Association Town and Parish Councils
CBC	Central Bedfordshire Council
CEO	Chief Executive Officer
FCT	Fairfield Community Trust
FHMC	Fairfield Management Company
FPC	Fairfield Parish Council
NB	Nota bene (Latin phrase meaning 'note well')
OPCC	Office of the Police and Crime Commissioner
PHE	Public Health England
PPC	Police Priority Committee
SID	Speed Indicator Device
TTRO	Temporary Traffic Regulation Order
UK	United Kingdom
WI	Women's institute

Appendix A Draft Budget 2024/2025

Description	Allocated in current funds	Estimated Costs	Actual Budget 2023/24	Proposed Budget 2024/25
Administration				
General	£6,250.00	£25,750.00	£25,000.00	£19,500.00
Election costs	£0.00	£0.00	£2,352.00	£0.00
Recreation & Public Lands				
Green Space / Equipment	£0.00	£2,500.00	£2,500.00	£2,500.00
Grass verges / roundabouts / dog bins	£0.00	£13,440.00	£13,440.00	£13,440.00
Gritting	£0.00	£2,500.00	£0.00	£2,500.00
Road crossing officer	£4,000.00	£4,000.00	£4,000.00	£0.00
Christmas Lights	£0.00	£2,000.00	£8,000.00	£2,000.00
Litter bins	£2,000.00	£2,000.00	£437.79	£0.00
Vistry land by balancing pond	£4,000.00	£35,000.00	£0.00	£0.00
Events				
D-Day – estimated £5,000	£0.00	£9,100.00	£6,000.00	£9,100.00
Litter Day – estimated £100				
Apple Day – estimated £1,500				
Remembrance Sunday – estimated £1,500				
Christmas Lights Switch-On – estimated £1,000				
Grants				
To organisations	£0.00	£5,000.00	£5,000.00	£5,000.00
Repairs to stage in Urban Park	£0.00	£10,000.00	£0.00	£10,000.00
Rent for Scouts	£3,000.00	£7,000.00	£7,500.00	£4,500.00
Cricket Club Pavilion	£5,000.00	£5,000.00	£0.00	£0.00
Community Hall				
Sink Fund	£21,139.00	£50,000.00	£10,000.00	£18,861.00
General Maintenance	£0.00	£3,500.00	£3,500.00	£3,500.00
Annual Build Insurance	£0.00	£1,000.00	£1,000.00	£1,000.00
Annual Equipment Grant	£0.00	£2,500.00	£2,500.00	£2,500.00
Orchards inc Community Garden				
Grass cutting	£0.00	£1,300.00	£1,300.00	£1,300.00
Tree Maintenance	£500.00	£2,500.00	£2,000.00	£2,000.00
Tree Survey	£0.00	£200.00	£200.00	£200.00
New Trees	£350.00	£0.00	£0.00	£0.00
Contingency	£5,000.00	£5,000.00	£0.00	£0.00
Ongoing Projects				
Garden of Remembrance	£61,798.86	£100,000.00	£21,441.21	£21,925.00
Allotments	£44,158.58	£80,000.00	£0.00	£10,000.00
Safety				
Maintenance for 2 SID on Hitchin Road	£0.00	£2,000.00	£0.00	£2,000.00

Reserves				
Cash Flow (minimum 3 months)	£10,000.00	£10,000.00	£0.00	£0.00
Contingency	£20,000.00	£20,000.00	£0.00	£0.00
Total	£186,614.36	£400,790.00	£116,171.00	£131,826.00

Proposal

To increase the Precept from £116,171.00 to £131,826.00 (£15,655.00 13.5%)

Increase for Band D Council Tax is from £85.42 to £93.96 (£8.54 10%)

Alternative Proposals

To increase the Precept from £116,171.00 to £125,835.00 (£9,664.00 8.3%)

Increase for Band D Council Tax is from £85.42 to £89.69 (£4.27 5%)

To reduce Garden of Garden of Remembrance, Allotments and/or Community Hall by £5,991.

To increase the Precept from £116,171.00 to £137,817.00 (£21,646.00 18.6%)

Increase for Band D Council Tax is from £85.42 to £98.23 (£12.81 15%)

To increase the Garden of Remembrance, Allotments and/or Community Hall by £5,991.



Communication Guidelines

Contents:

1. FPC Website
2. FPC e-mail newsletters
3. FPC Facebook
4. Back up papers to Council meeting agendas
5. Reports of meetings
6. Empowerment

Date of Approval Version 1:	13 th October 2016
Date of Approval Version 2:	22 nd July 2021
Date of Approval Version 3:	*****
Date of Review:	It is due for review not later than 4 years from its last review

1. FPC Website

- To be maintained to provide official Parish information and updates only.
- New information to be posted at the instigation of the Clerk or any Parish Councillor following initial circulation to all Parish Councillors for information and approval from a minimum of two Parish Councillors (including the author when it is a Parish Councillor).
- A new events section is to be included where local events can be advertised.

2. FPC e-mail newsletters

- To be used to distributed news and latest updates out quickly. The agenda for the monthly Parish Council to be distributed by newsletter.
- Newsletter to be distributed following initial circulation to all Parish Councillors for information and approval from a minimum of two Parish Councillors (including the author when it is a Parish Councillor).

3. FPC Facebook

- To be used to distributed news and latest updates out quickly.
- Where practical to be emailed to all Parish Councillors for information before posting. (If not practical, after posting so all Parish Councillors are aware of what has been posted).
- New information to be posted with approval from a minimum of two Parish Councillors (including the author when it is a Parish Councillor).

4. Back up papers to Council meeting agendas

- Back up papers/reports used to allow Parish Councillors to make a decision will be made available to the public wherever possible. Their status is to be clearly marked as Draft, Proposal, Discussion or Working Document.
- The Clerk is to vet all papers to ensure that freedom of information and data protection obligations are not breached. All personal information to be redacted before publication.
- Papers and reports not for public consumption are to be marked as confidential.

5. Reports of meetings

- Reports of meetings where the sources of information (either people or organisations) are named should have the published information agreed with the source.
- Reports of meetings/discussions where the source is not identified are published as the 'Councillors report of the conversation'.

6. Empowerment

- Parish Councillors who are empowered to represent/carry out work on behalf of the Parish Council need only supply an update of work in progress at the monthly meetings.

DRAFT

Appendix C - Bank Reconciliation at 30th November 2023

Where the money is	Value
Unity Trust	£93,839.02
Cash Plus Card	£365.45
Petty Cash	£0.00
The Cambridge Building Society	£85,418.32
United Trust Bank	£86,611.54
Total Money	£266,234.33 (1)
Cash Book	
Total Receipts (1 st April – 30 th November 2023)	£125,958.40
PLUS balance carried over 1 st April 2023	£204,665.46
LESS Total Payments (1 st April – 30 th November 2023)	£64,389.53
Total Money in cash book	£266,234.33 (2)

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

Appendix D – Receipts and Payments since last meeting

Receipts since last meeting

From whom	Description	Total
WI	Wool knit poppies	£202.85
Residents	Remembrance Sunday donations	£135.90
Total		£338.75

Payments since last meeting

To whom	Description	Total
Katrina McKnight	November wages	£854.25
HMRC	November Tax and NI	£303.08
M & G Wealth	Clerk's Pension – November	£200.00
EE	Mobile phone – November	£15.00
Mail Chimp	Monthly subscription	£32.72
BATPC	Chairmanship 1 Training	£45.00
Gritting Works	Gritting – November	£273.60
The Christmas Decorators	Fixing damaged tree – December 2022	£744.00
The Christmas Decorators	Supply and install Christmas Tree	£9,189.60
Hislop & Co Horticulture	Maintenance contract – July – November	£6,720.00
Fairfield Community Hall	Scout rent – October	£725.00
	Scout rent - November	£720.00
Grand Union Housing Group	Youth workers for Summer Activities	£1,674.32
Ebuyer	Printer Toner	£114.48
Defib World	Defibrillator Battery and Pads	£422.79
Printed Easy	Remembrance Sunday Order of Service	£110.00
Post Office	M&S Voucher – Last Post at Remembrance Sunday	£20.00
Shutterstock	Images for website and newsletters	£69.60
Sara Chick	Bedding plants – Fairfield in Bloom	£90.89
FHMC	Survey of Orchards	£200.00
CDS	Partial claim for surveys – Garden of Remembrance	£2,652.42
Total		£25,176.75

£650.00 was transferred to Cash Plus 07.11.2023