

Date of Notice: Friday 5th January 2024

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 11th January 2024 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

290 Apologies for Absence

290.1 To receive any apologies for absence from Councillors.

291 Vacancies for Parish Councillors

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

292 Chair's Notice

292.1 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.

292.2 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.

293 Disclosures of Interest and Dispensation requests

293.1 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.

293.2 To receive written requests for dispensations for declarable interests.

293.3 To grant any requests for dispensation as appropriate.

294 Council Minutes

294.1 To approve and sign as a correct record the minutes of the ordinary meeting held on 14th December 2023.

295 Play Street Project

295.1 To receive a presentation from the new Active Streets Engagement Officer at CBC.

296 Public Participation Session

- 296.1 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

297 Planning Applications

297.1 CB/23/04077/FULL 27 Fleming Drive

Erection of a single storey rear infill extension

- 297.2 Any urgent planning applications received between 5th and 11th January 2024.

298 Planning Decisions

298.1 CB/23/03118/LB Apartment 153 Huntingdon Wing, Fairfield Hall.

Listed Building: Replace existing window.

FPC had no objections to the basic principle of the application based on the information available and providing it meets listed building regulations.

Listed building consent granted by CBC 11TH December 2023.

299 Fairfield Design Guide

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

300 Central Bedfordshire Council Ward Members Report

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

- 300.2 To receive an update on

- Inoperable pedestrian crossing lights by Fairfield Gardens, Hitchin Road
- Possibility of having a 30-mph limit on Hitchin Road from the A507

Decision items

301 Communication Guidelines (Appendix A)

- 301.1 To discuss proposed amendments and agree to adopt Version 3.

302 Mission Statement

- 302.1 To agree a Mission Statement.

303 Maps of Fairfield

- 303.1 A resident supplied FPC with A0 maps of Fairfield which were passed to Councillor Jones. Thanks were expressed to the resident. 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. It should be noted that there may be some lines and variations since the maps do not look absolutely flat. FPC to agree how many copies are needed and for whom.

304 Green Spaces Working Group

- 304.1 To appoint a second member. (Currently TR).

305 Communications Facebook

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

306 Community Hall

- 306.1 Amendment to Section 106 agreement – FPC is waiting for Vistry to sign the Deed of Variation. Vistry has agreed to pay the outstanding balance of £500 + vat. FPC agreed that Blandy and Blandy are not required to look at the documents CBC has drafted.
- 306.2 Paving slabs – To receive quotations and agree who to award this contract to.

307 Christmas Decorations

- 307.1 To receive quote to re-install the last 3-year Christmas Scheme and take down each year. Take away, test and resupply each year, including cherry picker costs. FPC to agree action.
- 307.2 To receive quote to fit and supply lamp post motifs for a 3-year contract. FPC to agree action.

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

- 308.1 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 agreed to discuss what action can be taken to prevent someone getting knocked down or property damaged due to there being no footpaths to buffer vehicles at the January meeting. It was noted that FPC do not own or have responsibility for this land so would only be offering support.

309 Telephone Box Library

- 309.1 To receive a quote to repair the Telephone Box Library.

Green Spaces

310 Orchards

- 310.1 To receive an update from Councillor Riley.

311 It's Your Neighbourhood

- 311.1 To receive an update from Councillor Riley.

312 Tree Survey

- 312.1 RGS started the survey on Tuesday 12th December and completed the first tranche of the survey – the east, west and south boundary groups (circa 450 trees tagged). Unfortunately, they were rained off on 19th December and will be re-commencing in the new year. They have requested FPC provide an asset map of the FPC managed areas as it is not clear when on site, what areas are highways responsibility. RGS will also need access to the gated locked areas around Fairfield Hall.

313 Tree Replacement Policy and Biodiversity Survey

- 313.1 Councillor Riley is reviewing this.

Information items

314 Proposed Garden of Remembrance and Allotments

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

315 Memorial For Barrie Dack

- 315.1 To receive an update from Councillor Reynolds.

316 Central Storage for Files

316.1 To receive an update from Councillors Epstein and Papakosta.

317 Emergency Plan

317.1 To receive an update from Councillors Epstein and Jones.

318 Policies and Protocols

318.1 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.

319 Crime and Speed Watch figures

319.1 During December there were two crimes in Fairfield. These were for:-

- Shoplifting
- Assault without injury

319.2 The Deputy Police and Crime Commissioner, Ian Dalgarno, will be attending the FPC meeting on 11th April 2024.

319.3 Throughout Bedfordshire there were 715 Speed Watch sessions with 4154 letters being issued and 29 Police Officer visits for third offenders during 2024.

Management Companies /Resident Associations / Steering Groups

320 Road Adoptions

320.1 To receive an update from Councillor Reynolds.

Finance and Correspondence

321 Finance

321.1 To review and approve bank statements.

321.2 To receive and approve bank reconciliations to 30th November 2023. **(Appendix B)**

321.3 To receive Q3 comparison between budget and expenditure. **(Appendix C).**

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

322 Correspondence

322.1 Bedfordshire Bus Users' Group – Request for a representative from FPC.

322.2 Any urgent correspondence received between 5th and 11th January 2024.

323 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.

324 Date of next meetings

324.1 The next Parish Council meeting will be held on 8th February 2024 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')



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 B – Bank Reconciliation at 31st December 2023

Where the money is	Value
Unity Trust	£67,476.78
Cash Plus Card	£1,109.03
Petty Cash	£0.00
The Cambridge Building Society	£85,418.32
United Trust Bank	£86,611.54
Total Money	£240,615.67 (1)
Cash Book	
Total Receipts (1 st April – 31 st December 2023)	£125,958.40
PLUS balance carried over 1 st April 2023	£204,665.46
LESS Total Payments (1 st April – 31 st December 2023)	£90,008.19
Total Money in cash book	£240,615.67 (2)

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

Appendix C – Q3 comparison between budget and expenditure

	bf 01/04/2023 +Budget 2023/24 (1)	Additional income 2022/23 (2)	Money spent 2023/24 (3)	Money remaining (1)+(2)-(3)
Administration	£40,617.19	-£8,656.61	£19,251.51	£12,709.07
Recreation & Public lands	£37,117.56	£3,410.00	£24,607.94	£15,919.62
Events	£14,038.48	£1,285.85	£2,770.47	£12,553.86
Grants	£15,025.40	£2,474.60	£4,934.00	£12,566.00
Community Hall	£50,604.05	£0.00	£9,641.91	£40,962.14
Orchards	£9,006.55	£0.00	£1,400.00	£7,606.55
Garden of Remembrance	£81,434.21	£0.00	£17,035.35	£64,398.86
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	£7,573.56	£10,367.01	-£5,586.58
Total	£320,836.46	£9,787.40	£90,008.19	£240,615.67

Appendix D – Receipts and Payments since last meeting

Receipts since last meeting

No receipts were received.

Payments since last meeting

To whom	Description	Total
Katrina McKnight	December wages	£1,043.94
HMRC	December Tax	£425.74
M & G Wealth	Clerk's Pension – December	£200.00
EE	Mobile phone – December	£15.00
Mail Chimp	Monthly subscription	£36.42
Unity Trust Bank	Handling Charge	£7.50
Unity Trust Bank	Service Charge	£24.60
Hislop & Co Horticulture Ltd	Maintenance Contract	£1,344.00
Gritting Works	Gritting – December	£410.40
T&S White Decorating Limited	Community Hall Windows	£3,404.40
Lambert Decorating	Fit dog bin and graffiti removal	£100.00
Vivace Choir	Christmas Light Switch On	£140.00
Neil Jones	Christmas Light Switch On	£22.90
The Royal British Legion	Donation (£202.85 WI knitted poppies, £135.90 donations from residents and £161.25 FPC)	£500.00
Total		£7,674.90

Transfer to Cash Plus since the last meeting
19.12.2023 £800.00