

Minutes of the meeting of **FAIRFIELD PARISH COUNCIL** held in Fairfield Community Hall, Kipling Crescent, Fairfield on Thursday 5th September 2013 at 7.30 pm

Present: Parish Councillors B E Dack (Chairman), P Daffarn (Vice Chairman), V C Batten, C Bidwell, P Mitchinson and G H Smith.

Officer present: Katrina Henshaw (Parish Clerk).

Also present for part or all of the meeting: Ward Member Councillor G Clarke (part), Ward Member Councillor B Saunders (all) and 7 residents (part).

71 Apologies for Absence

71.1 Apologies for absence received from Councillor N P Hanks (holiday).

72 Disclosure of Interest

72.1 Councillor Dack reminded all Councillors to pay attention to the 'Declaration of Interest' section at their Councillors' training session on 19th September 2013. If any Councillors have any queries on disclosing personal and prejudicial interests, he advised them to speak to the clerk or the Monitoring Officer at Central Bedfordshire Council who was a fully qualified lawyer.

72.2 Items 19.3 and 19.4 (89.3 and 89.4 of minutes)

Disclosures of interest were received from Councillors Dack and Smith who are both Trustees of Fairfield Community Centre. Councillor Dack was at the meeting of the Trust and participated in the discussion. Councillor Smith was not at the meeting so did not take part in the discussion.

72.3 No other disclosures of interest were received.

73 Parish Council Minutes

73.1 Minutes of the Parish Council meeting held on Thursday 8th August 2013 had been circulated to all Councillors and it was

RESOLVED

That these minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman.

FPC/13/63 2nd paragraph line 6 amend 'planning' to 'parking'

74 Public Participation Session

74.1 The Chairman closed the meeting between 7.35 pm and 7.45 pm to allow the public to address the Parish Council.

74.2 One resident asked if it would be possible to have CCTV around Tesco and the two urban parks as criminal damage had been made to her property and the Police had suggested CCTV in these areas. Councillor Dack advised that Tesco owns the land near their property and the urban parks are the responsibility of Fairfield Park Resident Association (FPRA). The Parish Council would put this request to both Tesco and FPRA.

74.3 One resident suggested starting a Neighbourhood Watch. Cllr Dack agreed to ask if an article could be included in the next edition of Fairfield Matters.

75 Appointment of Clerk to the Council / Responsible Financial Officer

- 75.1 The clerk's salary scale has been agreed at SCP25 and will include the recent 1% increase made by the National Association of Local Councils (NALC).
- 75.2 The clerk is contracted to work 16 hours a month but will be paid for any additional hours worked. It was noted that during the first few months of setting up the new role and new Parish Council, the hours would be considerably more. The Clerk to be issued a Contract and Job Description. **Action: BD and KH**
- 75.3 The clerk now has a mobile phone and a fairfieldparishcouncil.gov.uk email address. Councillors may have fairfieldparishcouncil.gov.uk email address if they wish.
- 75.4 Cllr Dack is making enquiries about a photocopier for the Parish Council.

76 Parish Crime Update

- 76.1 PCSO Lisa Antoine advised that between 8th August and 5th September the following crimes were reported:-
- **Criminal Damage** – There were two reports of criminal damages within these dates. First one was on Dickens Boulevard where an electrical box and electrical wires were removed. Second one was located on Brunel Walk where a cat had been shot with a pellet gun.
 - **Burglary Dwelling** – One recorded for the month. Location was Dickens Boulevard. Entry was gained by smashing a ground floor window and money and currency stolen from the property.
 - **Shoplifting** – Two incidents of shoplifting at Tesco.
 - **Other Thefts** – Two incidents of theft of mail from the halls on Kingsley Avenue. Believe there to be more incidents but only two reported in this time frame.

77 Reports from Central Bedfordshire Council Ward Members

77.1 Ward Member Councillor G Clarke

- Fairfield Parish Council will be invited to comment on Central Bedfordshire Council's consultation about the Local Flood Risk Management Strategy.
- The Care Quality Commission's (CQC) inspection at Bedford Hospital found some serious problems that were being looked into. Bedfordshire County Council will issue a press release shortly but more details can be found on the CQC website.
- Central Bedfordshire Council has signed a contract with BT to improve the broadband width. Cllr Dack asked Cllr Clark to prioritise Fairfield Park as Infinity was not yet available in the area.
- Central Bedfordshire Council's computer system will be down on Saturday 14th September.

77.2 Ward Member Councillor B Saunders

- New bus timetables will be available in Stotfold Town Council. Cllr Dack requested some for Fairfield Community Hall.

78 Planning Committee Report

- 78.1 All previous planning applications, comments made by Fairfield Parish Council and final decisions by Central Bedfordshire Council to be included in October minutes. **Action: CB, PM, NH and KH**
- 78.2 All future planning applications, comments made by Fairfield Parish Council and final decisions by Central Bedfordshire Council to be included in minutes. **Action: KH**

79 The Local Plan

- 79.1 Cllr Dack acknowledged that this would require a lot of consultation and suggested asking other towns and villages if the Parish Council can have copies of their questionnaires. There would need to be a detailed questionnaire covering parking, traffic, open spaces, facilities, activities etc. Cllr Dack advised that other villages and towns had formed steering committees involving Councillors, residents and organisations. It was agreed to discuss this when the Parish Council meets with the resident associations.
- 79.2 Joining Bedfordshire Rural Communities Charity (BRCC) at £35 pa was discussed and it was

RESOLVED

That Fairfield Parish Council would join BRCC

REASON

To allow Fairfield Parish Council to take advice from them on numerous issues including the consultation process.

80 Section 106 Agreement – Disputed ownership and Possible Transfer of Land

- 80.1 The clerk and Cllr Dack met with Sally Wileman, Service Development Manager, Central Bedfordshire Council. The Parish Council keep being told that Fairfield Park is the first area in Central Bedfordshire with Section 106 agreement and mistakes were made. Maintenance agreements are virtually non existent and there are still areas under dispute. It was agreed that the clerk would write to Livesey and Hotbed pointing out all the areas under dispute and asking why areas are not being maintained. **Action: KH**
- 80.2 The two holes with broken covers are on land owned by the Cricket Club. The clerk to write to the Cricket Club and ask them to repair them as they are a danger to people who walk in that area. **Action: KH**

81 West Drive

- 81.1 Central Bedfordshire Council plan to carry out some work at the car park end of West Drive (the other end from Fairfield). All of West Drive is in the parish of Arlesey but is naturally of concern to Fairfield residents. Works that will be carried out shortly are:-
- Install both a dog waste and litter bin near the car park (and add to the schedule for regular collections)
 - Cut the overgrowth back and add the area to the contract so that it is cut regularly
 - Clear the litter and add the area to the contract so that it is cleared regularly with Arlesey High Street

Contractors will first carry out a litter pick, then strim all grass areas (excluding the bank), cut back all hedges from the footways, fell dead Elders & Elms to leave 1m stumps, weed spray all kerb lines and areas of weed growth.

Central Bedfordshire Council will also carry out routine pruning to 2 large lime trees, remove the lower (epicormic growth) and remove the lower branches to 'lift the crown'.

Only the area around the car park will be cut back as there are sensitivities about the management of the habitat of the drive.

82 Community Centre – Meeting with Heating Engineer

82.1 The Community Hall Trust is still waiting for the report.

83 Maps and Noticeboards

83.1 It had been previously agreed to produce a street map on boards at the entrances to Fairfield Park. However, there are issues with the Ordnance Survey maps that need addressing first as there are some inaccuracies on the maps that cause Sat Navs to direct vehicles down no through roads. Cllr Daffarn and the clerk to look at the Ordnance Survey maps. **Action PD and KH**

83.2 It was suggested having two street map boards. One near Tesco and one at the entrance to Eliot Way. Location and size to be agreed at the next meeting. **Action: All**

83.3 It had been previously agreed that the Parish Council needed new noticeboards. The location and size to be agreed at the next meeting. **Action: All**

84 Allotments and Open Space

84.1 Councillors discussed and agreed to write to Linden Homes to ask if they would consider leasing the land on the western boundary of Fairfield (within the parish of Arlesey) to Fairfield Parish Council for the use of allotments. **Action: KH**

84.2 Councillors discussed and agreed to write to Letchworth Heritage Foundation to ask what the position is regarding the ex Wilbury Wanderers FC ground as this falls within the parish of Fairfield and is defunct. **Action: KH**

85 Census Parish Profile

85.1 Central Bedfordshire Council has separated out as far as possible the Fairfield census data from what was Stotfold and. This has been distributed to all Councillors for information.

86 Council Policies and Registration

86.1 Fairfield Parish Council need to register with HMRC as an employee and with Customs and Exercise so that VAT can be claimed back. **Action: KH**

86.2 Fairfield Parish Council need to have a Freedom of Information Act 2000 Statement and Policy and will also need to register with the Information Commission's Officer as a data controller under the Data Protection Act. **Action: KH**

86.3 Fairfield Parish Council will need several policies. It was agreed that the clerk would look into what policies were needed. **Action: KH**

87 Parish Council Logo

87.1 It was agreed that Fairfield Parish Council will have a logo and will run a competition with residents. It was agreed to have winners for three age groups with the overall winner being awarded a voucher to the value of £50.00. All entries to be submitted by 30th October 2013 and, subject to the approval of The Community Hall Trustees, all entries will be displayed in the Hall during the month of November. The winners will be decided at the December Parish Council meeting. Cllr Dack to ask if details of this competition can be included in Fairfield Matters. **Action: BD**

88 Correspondence

88.1 Central Bedfordshire Council – Parish Council Conference on Wednesday 27th November 2013 between 6.00 pm and 9.00 pm at Priory House, Chicksands. Two Councillors to be nominated to attend. To be discussed at the October meeting.

88.2 Resident – Requesting to add name to a waiting list for allotments. The clerk to advise the resident that the Parish Council is currently looking for suitable land but will add her name to the waiting list. **Action KH**

88.3 Resident – Some ideas for street parking. The suggestions were discussed and whilst it clearly states in everyone's covenant that parking on the street is prohibited, the Parish Council has no authority to enforce this. It was agreed to

- Request Scanlans Property Management to write to all estate agents and letting agents to highlight that parking on the street is prohibited. **Action: KH**
- Add onto the agenda with the meeting between the Parish Council and residents association companies. **Action: KH**
- Request PC Gary Kidd and PCSO Lisa Antoine patrol Fairfield Park and ticket anyone who is parked dangerously. **Action: KH**
- Investigate with Trading Standards and the Housing Associations what can be done with regards to the active motor trader. **Action: CB**

The clerk to advise the resident the actions the Parish Council is taking. **Action: KH**

88.4 Fairfield Bowls Club – Requesting aid from Fairfield Parish Council to assist with the care and cultivation of the Bowls Green surrounding hedges and the area of land that sits between Bedfordshire Pilgrim's House in Disraeli Place and the east side of the bowls green.

- It was agreed that the Parish Council will ask Martin Bass to quote to clear the land once and make the area tidy. **Action: KH**
- Cllr Dack advised that he had been approached a year ago by a charity looking for land to be maintained by mentally and physically handicapped people. It was agreed that Cllr Dack should make enquiries about what they require as this piece of land may be suitable. **Action: BD**

The clerk to advise the bowls club. **Action: KH**

88.5 Resident – Requesting no through signs for Hardy Way. Central Bedfordshire Council has agreed to put up 'Access only' and 'No through road' signs for Dickens Boulevard (adopted road) and Eliot Way (almost adopted road). The clerk to ask Central Bedfordshire when they will be installed. **Action: KH**

The clerk to advise the resident the action the Parish Council is taking. **Action: KH**

88.6 Central Bedfordshire Council – Healthwatch. Official launch event will be on Friday 20th September, starting at Priory House, Chicksands. All Councillors have been supplied details.

89 Finance

89.1 The following payment was agreed

- Namesco £179.99 for the registration of fairfieldparishcouncil.gov.uk

89.2 It was agreed to purchase the book 'Local Council Administration' by Charles Arnold-Baker at a cost of £80 approximately. **Action: KH**

Prior to items 89.3 and items 89.4 Councillors Dack and Smith left the meeting as they had both declared an interest in the items. Councillor Dack forewent his right to speak before leaving. Councillor Smith stated he supported the proposals as he wished to ensure the Community Hall continued to flourish.

Councillor Daffarn acted as Chairman in Councillor Dack's absence.

89.3 The Community Hall Trust has proposed that the Parish Council pay the annual sum of £2,400 as a flat rental fee for meeting space, halls, storage and facility. This was discussed and it was

RESOLVED

That the Parish Council would pay £2,400 for rent between 1st September 2013 and 31st August 2014. This figure to be reviewed annually.

REASON

To give the Parish Council somewhere to meet and storage facilities.

The clerk to advise the Community Hall Trust. **Action: KH**

89.4 The Community Hall Trust has requested a grant from the Parish Council to pay for their annual insurance premium. The Councillors discussed this and agreed to defer a decision until after they had attended their Parish Councillor training session on 19th September 2013 and until after the Parish Council has agreed a policy for awarding grants to organisations. Councillors agreed to ask the Trust to provide details of their accounts.

The clerk to advise the Community Hall Trust and to request a copy of the Trust's accounts.
Action: KH

90 Reports from Representatives on other Committees

90.1 In future meetings Cllr Batten may report on Red Bear and Cllr Daffarn may report on Stotfold Green Wheel in this section.

91 Date of Next Meeting

91.1 The next Parish Council meeting will be held on Thursday 10th October 2013 at 7.30 pm.

Meeting closed at 9.30 pm.