

Minutes of the meeting of **FAIRFIELD PARISH COUNCIL** held in Fairfield Community Hall, Kipling Crescent, Fairfield on Thursday 14th November 2013 at 7.30 pm

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

Officer present: Katrina Henshaw (Parish Clerk).

Also present for part of the meeting: Ward Member Councillor B Saunders and PCSO Lisa Antoine

121 Apologies for Absence

121.1 Apologies for absence received from Ward Member Councillor G Clarke.

122 Disclosure of Interest

122.1 Item 31.3 of agenda (item 150.2 of minutes)

Disclosures of interest were received from Councillor Dack and Councillor Smith who declared a financial interest as they are both Trustees of Fairfield Community Centre

122.2 No other disclosures of interest were received.

123 Parish Council Minutes

123.1 Minutes of the Parish Council meeting held on Thursday 10th October 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.

124 Public Participation Session

124.1 No members of the public were present.

125 Appointment of Clerk to the Council / Responsible Financial Officer

125.1 The Parish Council approved the clerks hours for October (46).

125.2 The chairman and the clerk have agreed in principal the Contract and Job Description for the clerk. BAPTC need to confirm they are both acceptable. **Action: BD**

126 Parish Crime Update

126.1 PCSO Lisa Antoine advised that between 10th October and 14th November there were four recorded crimes. The breakdown of these crimes are as follows:-

- **Burglary in a dwelling** – The offenders entered the rear of the property in Palmerston Way by unknown means. Two vehicles were removed from the property which were then found burnt out around the corner.
- **Criminal Damage to Vehicles** – Scratches were made to a vehicle on Kingsley Avenue.
- **Criminal Damage to dwellings** – A ground floor window was smashed in a property in Russell Walk.
- **Other Thefts** – Offenders forced a gate at Fairfield Lower School removing a padlock and chain. A pressure washer was stripped and the engine was removed.

127 Policing and improved security

- 127.1 Response time – FPC has written to both the Bedfordshire and Hertfordshire Police Commissioners to ask for improved services and over the border liaison. FPC has also invited the Bedfordshire Police Commissioner to attend a FPC meeting to discuss response time and ongoing issues.
- 127.2 CCTV – Councillor Bidwell reported that the CCTV Manager at CBC had offered to do a survey in Fairfield for CCTV. It was agreed unanimously to accept this offer. **Action: CB**
- 127.3 CBC Community Safety Officer is willing to attend a meeting and put up displays showing residents how they can make their homes more secure. It was agreed that FPC invite the Community Safety Officer to the Annual Parish Meeting once the date has been set.
- 127.4 Proposed Street Watch – Councillor Bidwell reported that to set up Street Watch resident need to volunteer. These residents will be trained and will patrol streets. It was suggested that FPC invite the Community Safety Officer at CBC to the Annual Parish Meeting once the date has been set.

128 The Local Plan

- 128.1 Councillor Mitchinson reported that he had received volunteers to join the Steering Group and the first meeting would be held on Monday 25th November at 7.00 pm. Councillor Mitchinson met with Mike Fayers, BRCC who explained the general process, roles of the Steering Group the method of consultation and the timeline. Mr Fayers will attend the meeting on 25th November.

129 Parking

- 129.1 Councillor Hanks reported that the Steering Group had met and has agreed to look at parking in two sections. (1) Parking restrictions using parking regulations and (2) Creating parking spaces. Councillor Hanks is putting together plans to send to CBC for their feedback before consulting with residents.

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

- 130.1 Councillor Dack and Councillor Mitchinson are attending a meeting with CBC on Wednesday 20th November.

131 Broken Covers

- 131.1 Shanahan Contractors repaired these at a cost of £366.00 + vat. FPC is still trying to establish who is responsible for the land they are on.

132 Street map

- 132.1 The map that CBC has supplied was very out of date with many roads missing and some the wrong shape. FPC is still working with CBC to get the OS maps updated.

133 Map Boards and Noticeboards

- 133.1 Councillor Mitchinson supplied all Councillors with a detailed report for map boards and noticeboards that are available.

Map boards – It was agreed to install three map boards, one at each entrance (Dickens Boulevard, Kingsley Avenue and Eliot Way).

Noticeboards – It was agreed to install three noticeboards, (1) Play area by Tesco car park, (2) Outside Community Centre and (3) End of West Drive. All to be single sided with the first two being 1102x729 in size with two doors and the third one being 550x725 in size with one door. All to have lockable doors and unbreakable glazing of some sort.

FPC to request permission from landowners and apply for planning permission. **Action: PM**

134 Allotments and Open Space

134.1 Linden Homes has responded and disagrees with FPC that the land sits outside the current development envelope in force until 2026 and is uncertain of why the development of this site could not coexist with the remainder of Fairfield with the inclusion of the recreational land at no cost to FPC. CBC has confirmed it would not agree to any development on this land as despite anything else access would be an issue and would have to be via Fairfield. It was agreed that FPC would respond to the Linden Homes' letter. **Action: BD**

134.2 FPC is trying to confirm who owns the ex Wilbury Wanderers FC ground.

135 Council Policies

135.1 The following policies were all agreed unanimously.

- Freedom of Information Policy – 'Policy' and 'The information under the Scheme'
- Grant Policy - 'Guidance Notes', 'Application Form' and 'Feedback Form'
- Complaint Procedure
- Data Protection Policy
- Health and Safety Policy
- Policy and Procedure for Information Requests
- Information Security Policy
- Records Management Policy
- Recruitment Policy

The clerk to draft and circulate the Equality and Diversity Policy. **Action: KH**

136 Parish Council Logo

136.1 The competition closed 30th October and no entries have been received. It was agreed to employ a Graphic Designer to produce ideas for a corporate identity and it was agreed the clerk would invite Wendy Briggs, Chris Brown and Lynn Valance to quote. It was agreed that a minimum of three Councillors would meet with the candidates to view their portfolios outside a FPC meeting. Councillor Dack declared a personal interest as Chris Brown was an ex- employee of his. **Action: KH**

137 Grass cutting, tree maintenance and road gritting

137.1 CBC provide the following level of service

- Grass cutting – six cuts a year.
- Tree maintenance – emergency work if there are safety issues.
- Road gritting – Dickens Boulevard only up to the roundabout at Bronte Avenue and Palmerston Way as this is part of the bus route.

137.2 Martyn Bass has quoted the following for areas being handed over to FPC

- To cut grass to road verges and beds around trees – 32 visits March to October
Cost of works £4480.00 + VAT
- To spray all road edges as and when; to control weed growth
Cost of works £1380 + VAT
- To sweep all road edges and litter pick each visit; removing all debris
Cost of works £1200.00 + VAT
- To supply and spread rock salt to all roads as agreed at £7.00 per bag. (40 bags per visit)

The level of service from CBC and the quote from Martyn Bass were discussed and it was

RESOLVED

That FPC would accept the quote from Martyn Bass and award him the contract for twelve months.

REASONS

(1) To maintain existing standards in Fairfield.

(2) Martyn Bass was the contractor used by the management companies so was already on site with equipment making his prices very competitive and his work was already know to FPC to be excellent.

The clerk to send a contract. **Action: KH**

138 Litter bins and Dog bins

138.1 The clerk is arranging a site meeting with CBC to discuss these.

139 SDC

139.1 SDC has erected signs to show contractors the correct way to access the site and has requested FPC advise them of any future problems.

139.2 SDC has advised that there is fly tipping in the lane that comes up to their gates. This consists of building materials. SDC has confirmed this is not their rubbish as they are disposing of their rubbish within their site.

140 Signs

140.1 Councillor Dack advised that he had met with Paul Salmon, CBC to discuss signs. Mr Salmon agreed that Fairfield should be added to directional signs but was concerned about the cost and the practicalities as would need to differentiate the areas of Fairfield (e.g. North and South). A further meeting is to be arranged once he has spoken to other departments at CBC. The clerk has also contacted Hertfordshire Highways to enquire about adding Fairfield to directional signs in Hertfordshire. Mr Salmon also agreed that 'Fairfield ONLY' needed to be added to certain directional signs but again was concerned about the cost.

141 Postal Address

141.1 The current postal address for Fairfield is Stotfold, Hitchin, Hertfordshire. Royal Mail will not change Hitchin, Hertfordshire as this defines the sorting office. The address was discussed and it was

RESOLVED

To request Stotfold be changed to Fairfield

REASON

To reflect that Fairfield is a place in its own right and to prevent confusion.

The clerk to write to Royal Mail **Action: KH**

142 Bowls Club land between their current boundary and Disraeli Place

142.1 A contract has been sent to Martyn Bass to clear the land once and make the area tidy.

143 Installation of high speed broadband to parts of the park

143.1 FPC has written to BT and Councillor Wenham as this is unsatisfactory.

144 Stotfold Post Office

- 144.1 FPC has written to the Post Office about Stotfold no longer accepting parcels for residents who are not in to accept them.

145 Leisure Strategy

- 145.1 CBC has passed on FPC's specific comments regarding Fairfield's needs in terms of recreation space to the consultant to assess. After the consultation period, a statement of comments and responses will be published on CBC website. As Fairfield is a newly created parish CBC will confirm how it identifies and forecasts population for Fairfield, and will speak to the consultant to check that the assessment and modelling have been done on the basis of a new parish council.

146 Town and Parish Seminar

- 146.1 Councillor Daffarn and Councillor Bidwell attended the seminar and learnt about setting the budget and precept.

147 Future of Fairfield Matters

- 147.1 FPRA has agreed to produce Fairfield Matters for another twelve months. Financing is an issue as currently it is funding by advertisers.

148 Planning

148.1 Application

15/10/2013 CB13/02655/FULL 7 Heathcliff Avenue. SG5 4EY

Loft conversion with rear facing dormers

Response required to CBC by 5th November 2013.

Comments made by FPC

No objection to the above proposal subject to the use of materials to match existing.

148.2 Appeal against CBC's decision to refuse planning permission

An appeal has been made to the Secretary of State against the Council's decision to refuse planning permission for the conversion of an integral garage to a habitable room a 25A Dickens Boulevard – CB/13/02182/FULL.

148.3 Master plan for Arlesey Growth

Draft master plan can be viewed at www.centralbedfordshire.gov.uk/consultations from 9th November or at a Public Exhibition at Arlesey Village Hall on Saturday 9th November and Saturday 16th November between 11.00 am and 4.30 pm.

148.4 Consultation regarding the possibility of building more houses between the Grange and Fairfield Park

Letchworth Heritage Foundation will be updating this consultation on Monday 2nd December at 10.30 am at the Letchworth Settlement.

149 Correspondence

- 149.1 Central Bedfordshire Council – Polling District Review. Comments required by 31st December 2013.

- 149.2 Bedfordshire Police Partnership Trust – Bobby Scheme Financial Support.

- 149.3 Central Bedfordshire Council – Proposed changes to the 95 service.

150 Finance

150.1 Councillors were provided with details of receipts totally £121.99 and payments totally £3,413.50. It was

RESOLVED

That all monies on the payments list be paid and the receipts be noted.

150.2 The Community Hall Trust had advised that they had not withdrawn their grant application for FPC to pay the annual insurance. This was discussed and it was agreed that the clerk would send the Trustees the new grant application form and guidance notes. **Action: KH**

150.3 It was agreed that the rent for the Community Centre is for period 1st May 2013 to 30th April 2014 and not 1st September 2013 to 31st August 2014 as stated in September minutes item 89.3.

150.4 It was agreed that there was no current need to purchase a projector and screen as the youth club had offered the use of its 42" screen TV which can link to a laptop.

150.5 It was agreed to join the Society of Local Council Clerks (SLCC) for one year. **Action: KH**

150.6 FPC has to submit Precept requests to CBC by 24th January. It was agreed to discuss a draft budget at the December meeting. **Action: ALL**

151 Date of Next Meeting

151.1 The next Parish Council meeting will be held on Thursday 12th December 2013 at 7.30 pm.

Meeting closed at 9.55 pm.