

Minutes of the meeting of **FAIRFIELD PARISH COUNCIL** held in Fairfield Community Hall, Kipling Crescent, Fairfield on Thursday 12<sup>th</sup> December 2013 at 7.30 pm

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**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).

### **152 Apologies for Absence**

152.1 No apologies for absence were received.

### **153 Disclosure of Interest**

153.1 No disclosures of interest were received.

### **154 Parish Council Minutes**

154.1 Minutes of the Parish Council meeting held on Thursday 14<sup>th</sup> November 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.**

127.4 Third line amend 'him' to 'The Community Safety Officer at CBC'.

### **155 Public Participation Session**

155.1 No members of the public were present.

### **156 Clerk to the Council / Responsible Financial Officer**

156.1 The Parish Council approved the clerks hours for November (38).

156.2 BAPTC has reviewed the Contract and Job Description for the clerk and made some suggested alterations. The Chairman and the clerk to review. **Action: BD / KH**

### **157 Parish Crime Update**

157.1 PCSO Lisa Antoine advised that between 14<sup>th</sup> November and 8<sup>th</sup> December there were two recorded crimes. The breakdown of these crimes are as follows:-

- **Theft from Vehicle** – Wing mirrors were removed from an Audi vehicle parked in Hardy Way.
- **Theft from Vehicle** – The front number plate was removed from a vehicle parked in Fleming Drive.

### **158 Policing and improved security**

158.1 Response time – Bedfordshire Police Commissioners and Chief Inspector Tania Coulson will attend the parish council meeting on 9<sup>th</sup> January 2014.

158.2 CCTV – Councillor Bidwell reported that the costs of cameras range between £500 and £2,000 each. Councillor Bidwell to continue investigating CCTV. **Action: CB**

### **159 Finance**

159.1 Councillors were provided with details of payments totally £858.48. It was

#### **RESOLVED**

**That all monies on the payments list be paid.**

159.2 Update on accounts 2013/14 showing expenditure against the budget.

Budget 2013/14		Spent	
Classification	Total	May - Dec 2013	Balance
Establishment and Administration	£ 37,525.00	£ 9,563.68	£ 27,961.32
Recreation and Public Lands	£ 45,000.00	£ 2,286.00	£ 42,714.00
Reserves	£ 10,000.00	£ -	£ 10,000.00
<b>Totals</b>	<b>£ 92,525.00</b>	<b>£ 11,849.68</b>	<b>£ 80,675.32</b>

159.3 Budget 2014/15

Following a discussion it was

**RESOLVED**

**That the budget for 2014/15 would be set at £88,785. This would give a 0% increase to Band D Council Tax per parish per resident. The budget was set as follows:-**

Budget 2014/15		Total
Classification		
Administration		£ 10,000.00
Recreation and Public Lands		£ 23,785.00
	- Youth Worker £ 8,000.00	
	- Signs and noticeboards £ 4,000.00	
Local Plan		£ 20,000.00
Parking		£ 15,000.00
	- Creation of new parking spaces along Kipling crescent by the urban park £ 15,000.00	
Grants		£ 10,000.00
Reserves		£ 10,000.00
<b>Totals</b>		<b>£ 88,785.00</b>

**REASON**

**To start building funds so FPC can provide facilities for amenities for the community at some point.**

The clerk to advise CBC. **Action: KH**

**160 The Local Plan**

160.1 Councillor Mitchinson supplied notes from the brainstorming exercise carried out at the Steering Group meeting on 25<sup>th</sup> November and an email from BRCC explaining the difference between a Parish Plan and a Neighbourhood Plan. FPC to receive a recommendation from The Steering Group which plan will be best for Fairfield.

**161 Parking**

161.1 Proposed Prohibition of parking on verges and footways in CB. The deadline for the receipt of objections is 24<sup>th</sup> December 2013. FPC has no objections so no action required.

161.2 Complaints have been received that people are driving down the path adjacent to Dickens Boulevard which is very dangerous. Councillor Hanks to request CBC install a bollard to prevent this from being possible. **Action: NH**

**162 Section 106 Agreement – Disputed ownership and Possible Transfer of Land**

162.1 FPC only received notes taken at the meeting Wednesday 20<sup>th</sup> November from CBC late afternoon on the date of this parish council meeting. Councillor Dack to read and distribute to other councillors. To be discussed at the next FPC meeting. **Action: ALL**

**163 Street map**

- 163.1 Councillor Dack and the clerk met with Michelle Milton and Emma Bygrave (CBC) to highlight the inaccuracies on maps of Fairfield. They have agreed to ask Ordnance Survey to resurvey the area. They will also speak to Sat Nav suppliers and make them aware of the problems.

**164 Signs**

- 164.1 Councillor Dack and the clerk met with Paul Salmon (CBC) to discuss signage to Fairfield. Paul agreed that
- Signs need to be added to the three roundabouts on the A507.
  - Signs need to be added on the three entrances to Fairfield and asked FPC to agree how to differentiate the entrances. This was discussed and the favoured suggestion was Fairfield South, Fairfield Hall and Fairfield North. The clerk to advise CBC.  
**Action: KH**
  - Two entrance signs to be added stating 'Fairfield'.
- Paul estimated the cost of these signs to be £2,000 and requested FPC to pay 50%. It was agreed in principal that FPC would pay 50%. To be agreed formally once actual costs are known.
- 164.2 FPC are waiting for Hertfordshire Highways to advise if Fairfield can be added to a directional board on Bedford Road.

**165 Map Boards and Noticeboards**

- 165.1 FPC agreed to seek permission from the landowners, Central Bedfordshire Council and FRL, for use of the land for map boards and noticeboards. **Action KH.**  
Once permission is received FPC will investigate the planning permission process.

Map boards – Exact location to be agreed. **Action: PM**

Noticeboards – The clerk to request permission from FPL and FPRA to relocate the noticeboard in urban park to the play area by Tesco car park. **Action: KH**

**166 Allotments and Open Space**

- 166.1 FPC is waiting for a response from Linden Homes.
- 166.2 FPC has confirmed Letchworth Heritage Foundation owns the ex Wilbury Wanderers FC ground. The clerk to write to the Letchworth Heritage Foundation acknowledging they own this land but pointing out that the land is within the parish of Fairfield and FPC request that the land is used for recreational purposes. **Action: KH**

**167 Council Policies**

- 167.1 The clerk to circulate the revised Equality and Diversity Policy and revised Complaints Procedure. **Action: KH**
- 167.2 Councillor Batten to draft an Emergency Plan. **Action: VB**

**168 Parish Council Logo**

- 168.1 Councillors have all been supplied quotations from Wendy Briggs, Chris Brown and Lynn Valance. It was agreed to invite them all to present their work to FPC on 7<sup>th</sup> or 8<sup>th</sup> January 2014. All councillors are invited to attend. **Action: KH**

**169 Grass cutting, tree maintenance and road gritting**

- 169.1 FPC waiting for CBC to grant permission to FPC to offer these services. The clerk to chase up CBC for a response. **Action: KH**

### **170 Litter bins and Dog bins**

170.1 Litter bins – CBC has installed two new litter bins. One by the bus stop in Dickens Boulevard and one by the bus stop on Hitchin Road. CBC will empty both these bins.

170.2 Dog bins – CBC has installed two new dog bins at either end of the cricket ground, adjacent to Kingsley Avenue. As CBC do not own this land FPC will need to arrange for them to be emptied. CBC will charge £400.00 per year to empty both bins twice a week. Martyn Bass has quoted £384.00 per year to empty both bins twice a week. The quotes were discussed and it was

#### **RESOLVED**

**That FPC will award the contact to Martyn Bass**

#### **REASON**

**Martyn Bass' quote was cheaper and he is already on site emptying other dog bins.**

The clerk to send the contract to Martyn Bass. **Action: KH**

### **171 Postal Address**

171.1 Royal Mail has agreed to start the consultation process to change the address from Stotfold to Fairfield and has agreed the post codes that will be affected.

### **172 Bowls Club land between their current boundary and Disraeli Place**

172.1 Martyn Bass has cleared the land and make the area tidy.

### **173 Installation of high speed broadband to parts of the park**

173.1 BT has advised that is not commercially viable to upgrade Boxes 21 and 23. FPC has questioned this and asked BT to define their criteria. FPC waiting for a response from BT.

173.2 FPC agreed to approach Virgin Media to ask if they can cover the area and provide residents with the option of fast broadband. **Action: KH**

### **174 Stotfold Post Office**

174.1 FPC has not yet received a response from the Post Office about Stotfold no longer accepting parcels for residents who are not in to accept them. The clerk to chase up. **Action: KH**

### **175 Parish Council Conference**

175.1 Councillors Bidwell, Daffarn and Hanks and the clerk attended this conference on Wednesday 27<sup>th</sup> November. There were presentations from Police and Crime Commissioner, Olly Martins and the Police Crime Panel Chairman, Councillor Fiona Chapman before everyone attended the Highway Workshop.

### **176 World War 1 2014 Commemorations**

176.1 All councillors to think about how FPC should commemorate this anniversary. **Action: ALL**

176.2 The clerk to find out what the school is doing. **Action: KH**

### **177 Chapel at the rear of Fairfield Hall**

177.1 It was agreed that FPC would write to the owner expressing concern that the chapel is not being used and is deteriorating and asking what his plans are for the chapel in the future. **Action: KH**

### **178 Date for the Annual Parish Meeting**

178.1 It was agreed the date would be Thursday 6<sup>th</sup> March 2014 at 7.30 pm. Councillor Bidwell to invite the Community Safety Officer at CBC. **Action: CB**

The clerk to invite Ward Members, PC Gary Kidd and PCSO Lisa Antoine. **Action: KH**

All councillors to think about who else to invite. **Action: ALL**

## **179 Planning**

### **179.1 Application**

**15/10/2013 CB13/04132/FULL 14 Nightingale Way. SG5 4FN**

Single Storey rear extension

Response required to CBC by 20<sup>th</sup> December 2013

#### **Comments made by FPC**

No objection to the above proposal.

### **179.2 Decision**

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

Loft conversion with rear facing dormers

Full Application – Granted by CBC 29<sup>th</sup> November 2013

#### **Reasons or conditions**

- 1) The development hereby approved shall be commenced within three years of the date of this permission. **Reason:** To comply with Section 91 of the Town and Country Planning Act 1990 which is designed to ensure that a planning permission does not continue in existence indefinitely if the development to which it relates is not carried out.
- 2) All external works hereby permitted shall be carried out in materials to match as closely as possible in colour, type and texture, those of the existing building. **Reason:** To safeguard the appearance of the completed development by ensuring that the development hereby permitted is finished externally with materials to match/complement the existing building(s) and the visual amenities of the locality.
- 3) The development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans, numbers [01C, TK-438/P2/03A]. **Reason:** For the avoidance of doubt.

## **180 Date of Next Meeting**

180.1 The next Parish Council meeting will be held on Thursday 9<sup>th</sup> January 2014 at 7.30 pm.

Meeting closed at 9.15 pm.