

Minutes of the meeting of **FAIRFIELD PARISH COUNCIL** held in Fairfield Community Hall, Kipling Crescent, Fairfield on Thursday 13th February 2014 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 of the meeting: Mr Cliff Andrews (BRCC), Mr Jonathan Woods (Countryside Access Team, CBC), Mr Andrew Gwillam (Countryside Access Team, CBC), and five members of the public.

211 Apologies for Absence

211.1 Apologies for absence were received from Councillor N P Hanks (work commitments), Ward Member Councillors G Clarke and B Saunders.

212 Disclosure of Interest

212.1 No disclosures of interest were received.

213 Parish Council Minutes

213.1 Minutes of the Parish Council meeting held on Thursday 9th January 2014 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.

214 Report from Cliff Andrews (BRCC), Jonathan Woods (Countryside Access Team, CBC) and Andrew Gwillam, CBC).

214.1 Mr Woods introduced himself and explained that the main purpose of the Access Team was to enhance the countryside and increase access to the countryside for people.

214.2 Mr Andrews introduced himself and handed everyone a printed explanation of 'The concept of the Green Wheel' and the 'General Green Wheel principles'. He estimated that BRCC required £8,000 to be able to complete the current Green Wheel project in the Arlesey and Stotfold area. BRCC had received £6,000 to date (£2,500 from Central Bedfordshire Council, £2,000 from Stotfold Town Council and £1,500 from Arlesey Town Council).

214.3 Following a discussion on the project and the estimated cost, it was

RESOLVED

That FPC would contribute £2,000 towards the project.

Vote: 3 councillors in favour. 2 councillors against. (Chairman didn't vote).

REASON

To support a project that will give Fairfield residents opportunities to enjoy more local open areas.

The clerk to arrange payment. **Action KH.**

214.4 Mr Gwillam introduced himself and explained that the Access Team is responsible for the Definitive Map maintaining all public footpaths, bridleways and boats. Mr Gwillam supplied copies of the Definitive Map and agreed to email a PDF version to be included in 'Fairfield Matters'.

214.5 Councillor Dack asked for an update on West Drive and Mr Gwillam promised to email this.

- 214.6 Councillor Dack asked what the legal status was on the footpath leading across the cricket pitch. Mr Gwillam advised that it wasn't on the Definitive Map so if it was a footpath that has been used regularly then CBC would need documentation proving this so that an investigation could be carried out.
- 214.7 Councillor Dack asked if a footpath from Brunel Walk to the Blue Lagoon could be made a public footpath as it had been used for many years. Mr Gwillam advised that FPC could submit a case for this and CBC would look into it. To be discussed further at the March meeting.
- 214.8 Councillor Dack thanked Cliff Andrews, Jonathan Woods and Andrew Gwillam for attending the meeting and said that FPC looked forward to working with them all in the future.

215 Orchards

- 215.1 Councillor Daffarn had supplied all Councillors with copies of citations for both the West and East Orchards. Both Orchards have County Wildlife Site Status. There is no requirement for the landowner to manage the site. One thing that is noticed is that the orchards being in a bad state has made them a more valuable attribute as there is evidence two lichens species (Piccolia ochrophora (Strangospora ochrophora) and Hypotrachyna afrorevoluta) that have recently been recorded here for the first time in the county.

216 Public Participation Session

- 216.1 No members of the public present requested permission to speak.

217 Clerk to the Council / Responsible Financial Officer

- 217.1 The Parish Council approved the clerks hours for January (30).
- 217.2 The clerk's contract and job description were agreed. The chairman and the clerk both signed the contract.

218 Parish Crime Update

- 218.1 PCSO Lisa Antoine advised that between 7th January and 12th February there were two recorded crimes. The breakdown of these crimes are as follows:-
- **Theft from vehicle** – Driver's side window was smashed and roller blind used to cover the boot has been removed.
 - **Assault** – Offender has assaulted a friend. No further details.

219 CCTV

- 219.1 Councillor Bidwell reported he had learned the following about CCTV:-
- CCTV is covered by the Data Protection Act and has a section within the guidance for Local Councils which they need to follow. Where it is to be used for legal enforcement, the recording of car registration number plates which may be used as evidence in a court of law.
- Any recording should be kept for 28 days or more in a secure location and accessed by an authorised officer. This would therefore require the council to pay for the training of that officer at a cost of £1,000 and then registering them with the Security Industry Authority SIA cost of £250. Once this person has been trained and registered they can then obtain work as a CCTV operator.
- The Act requires any installation to be 'Proportionate and Necessary'. This is in relation to the reduction of crime within Fairfield which FPC probably can justify following the incidents that have occurred within Fairfield over the recent year alone.

- CCTV is also covered by the 'European Human Rights Section 8 - A Right to Privacy'. Therefore the location of any camera must not have a view into any household room garden or private non-public area. The chosen location may not meet this requirement as a view may be into two or more houses, this would need to be taken into account before any installation is carried out. The camera would need to be a fixed location one where the view is of the entrance footpath and roadway only.
- The location being considered was in the centre of the first roundabout when entering Fairfield. There is no power supply in this location and one would need to be installed with an estimated cost in the excess of £1,000. The footpath and roadway would need to be dug up, electrical power cable exposed jointed to the new cables laid from the centre of the roundabout. The camera would then need to be mounted on a post, one of several options also need to be considered:
 1. A digital cable installed to the secure location where the recording equipment will be stored. This requires a digital cable to be installed from the camera to the recording device with the additional cost of a camera (£5,000+). There would also be an added cost for the digital cable and this is expected to be at least £2,000.
 2. A digital cable run to CBC CCTV monitoring centre. Cost to do this is considered to be between £15,000 and £25,000. This could include any camera.
- Yearly fees to CBC - £2,500 for CCTV monitoring and £600 maintenance charge.
- A wireless system would need the same power supply to the camera plus additional booster units at approximately 50m between each unit to the Community Hall. These units may not fit on the current street lamp posts and additional post may be required or replacement lamppost. This may require planning consent and highways approval and a survey by them to consider each location and lamppost.

219.2 Everyone thanked Councillor Bidwell for his details report but it was agreed that it wasn't viable for FPC to pursue this project. Councillor Bidwell to document his findings for future reference. **Action: CB**

220 The Local Plan

220.1 Councillor Mitchinson had supplied all Councillors a 'Constitution for the Parish Plan Steering Committee' and a 'Timetable of Events'. Both these documents were approved by FPC.

220.2 It was agreed that the Parish Plan Steering Group could use Chris Brown to design the flyer and FPC will pay for this.

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

221.1 Councillor Dack reported that an hour prior to the meeting he had received an interim report from CBC with proposed actions for FPC and CBC. Councillor Dack read out a few key points but as Councillors hadn't received this document at least three clear days before the meeting and it wasn't included on the agenda no discussion or decision could be made. It was agreed to circulate the document to all councillors so it could be discussed at the March meeting. Additionally, FPC will meet with CBC between meetings to discuss some of the queries.

222 Parking

222.1 Councillor Hanks to report at the March meeting. **Action: NH**

223 Street map

223.1 Tele Atlas and Navtec have been notified of the changes and are updating their maps.

224 Signs

224.1 CBC is finalising the design of the signs. It was agreed to request CBC to include the new FPC logo on the two 'Welcome Signs'. FPC to arrange a meeting with CBC. **Action: KH**

225 Map Boards and Noticeboards

225.1 FPC has received permission from Linden Homes and FPRA to install noticeboards on their land but is waiting for permission from CBC. FPC has been advised that planning permission is not required.

225.2 Map boards are on hold until maps are updated.

226 Allotments and Open Space

226.1 FPC is still waiting for a response from Linden Homes.

226.2 It was agreed that FPC would request a meeting with Councillor Nigel Young (Executive Member for Sustainable Communities - Strategic Planning and Economic Development) to request CBC provide some land for recreation and allotments within the parish Fairfield. **Action: KH**

226.3 It was agreed that FPC would ask CBC what the terms of sale was on the land that was formally the home ground for Wilbury Wanderers FC. **Action: KH**

227 Bowls Club

227.1 The Bowls Club has requested that FPC agree to maintain the land adjacent to the Bowls Club. It was agreed that before this can be discussed FPC need to establish if the Bowls Club wish to keep the land or transfer it to FPC. **Action: KH**

227.2 The email from Charles Greasley, Chairman of Bowls Club was discussed. It was agreed that FPC need clarification as to what the Bowls Club is requesting. The clerk to send Mr Greasley the Grant Policy and an application form. **Action: KH**

228 Council Policies

228.1 Standing Orders – All Councillors had received the latest version of the Standing Orders. After a discussion it was

RESOLVED

That the Standing Orders would be amended as follows

- 1. 1 (j) – A person shall raise his hand when requesting to speak and stand when speaking.**
- 2. 2 (c) – The annual meeting of the Council shall take place at 7.30 pm**
- 3. 11 – Rescission of previous resolutions will be put back into the Standing Orders.**

228.2 Financial Regulations – All Councillors had received the latest version of the Financial Regulations. After a discussion it was

RESOLVED

That the Standing Orders would be amended as follows

- 1. 5.3 – 'and countersigned by the clerk' to be deleted.**
- 2. 2.1, 11.1 (h), 12, 13, 14 and 16 to all remain in the Financial Regulations.**

228.3 Expense Policy – This policy was agreed.

229 Disaster Recovery Plan

- 229.1 Councillor Batten circulated a draft Emergency Plan which will be discussed at the March meeting. **Action: ALL**

230 Parish Council Logo

- 230.1 Chris Brown was appointed to design the new logo on 10th January 2014 and had supplied all Councillors with a choice of designs. After a discussion it was

RESOLVED

That FPC would select design 1.

Vote: 4 councillors in favour. 1 councillor abstained. (Chairman didn't vote)

231 Grass cutting, tree maintenance and road gritting

- 231.1 Grass cutting – CBC need to calculate how much CBC would contribute to FPC for cutting the grass verges alongside adopted roads.

- 231.2 Tree maintenance - FPC waiting for CBC to grant permission to FPC to maintain the trees.

- 231.3 Road Gritting – CBC will perform an assessment on gritting Dickens Boulevard and then will meet with FPC to discuss administration for local gritting.

The clerk to arrange a meeting with CBC to discuss all three items further. **Action: KH**

232 Installation of high speed broadband to parts of the park

- 232.1 BT has advised that there is no opportunity to forward fund cabinets through private funding which are already phased in the BDUK roll out. Boxes 21 and 23 are expected to be upgraded at the end of 2015.

233 Stotfold Post Office

- 233.1 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 and is also waiting for a response to the suggestion that the Post Office consider asking the Dry Cleaners to store parcels for residents. The clerk to continue to chase up a response. **Action: KH**

234 World War 1 2014 Commemorations

- 234.1 All councillors to think about how FPC should commemorate this anniversary. To be discussed at the March meeting. **Action: ALL**

- 234.2 The clerk has asked the school what they are doing and is waiting for a response.

235 Annual Parish Meeting

- 235.1 The date has been moved to Thursday 27th March 2014 at 7.45 pm and the following people/organisations have confirmed they will be attending:-

- The Rt. Alistair Burt, MP has accepted the invitation.
- Ward Member Councillors G Clarke and B Saunders have accepted the invitation.
- Police.
- Representatives from the Resident Associations and Companies.

236 Planning

- 236.1 Old pig testing site – Campbell Buchanan has requested a meeting with FPC to discuss draft proposals for this land. All councillors to advise the clerk their availability for week commencing 17th March 2014. **Action: ALL**

237 Finance

237.1 Councillors were provided with details of receipts totally £312.01 and payments totally £510.37. It was

RESOLVED

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

237.2 Grant applications

237.2.1 Fairfield Park Resident Association
£1,000 to print Fairfield Matters

This application was discussed and it was

RESOLVED

That FPC would award a grant of £1,000

REASON

To promote FPC in this publication.

The clerk to advise Fairfield Park Resident Association. **Action KH**

237.2.2 1st Fairfield Scout Group
£1,500 to set up a new Scout Group in Fairfield.
This application was discussed and it was

RESOLVED

That FPC would award a grant of £1,500.

REASON

To support this new group which will offer opportunities for young people in Fairfield.

The clerk to advise Fairfield Scout Group. **Action KH**

238 Correspondence

238.1 Central Bedfordshire Council – Sheltered Housing Consultation. It runs for twelve weeks from 21st January to 18th April 2014.

238.2 Bedfordshire Gardens Trust – Request to visit Fairfield in the summer. FPC agreed to this request. **Action: KH**

239 Date of Next Meeting

239.1 The next Parish Council meeting will be held on Thursday 13th March 2014 at 7.30 pm.

Meeting closed at 9.40 pm.