

Minutes of the meeting of **FAIRFIELD PARISH COUNCIL** held in Fairfield Community Hall, Kipling Crescent, Fairfield on Thursday 13th March 2014 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 G Clarke, PCSO Lisa Antoine and four members of the public.

240 Apologies for Absence

240.1 Apologies for absence were received from Ward Member Councillor B Saunders.

241 Disclosure of Interest

241.1 No disclosures of interest were received.

242 Parish Council Minutes

242.1 Minutes of the parish council meeting held on Thursday 13th February 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.

243 Public Participation Session

243.1 No members of the public present requested permission to speak.

244 Parish Crime Update

244.1 PCSO Lisa Antoine advised that between 13th February and 12th March there was one recorded crime. The breakdown of this crime is as follows:-

- **Shoplifting** – Unknown offender has entered the store and stolen a large quantity of meat.

244.2 PCSO Lisa Antoine also supplied the following table which shows the comparison of crimes in the area over a five year period.

Financial Year	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Ave
Current Financial Year: 2013/2014	1	4	7	6	7	3	7	3	1	5	2		46	4.18
Financial Year: 2012/2013	1	1	3	6	3	5		1	5		1	3	29	2.42
Financial Year: 2011/2012	5	1	1	2	5	3	5			2	2	6	32	2.67
Financial Year: 2010/2011	4		1	2	3	1	6	4	5		1	5	32	2.67
Financial Year: 2009/2010	1	1	4	2	3	1	2	3	2			1	20	1.67
Financial Year: 2008/2009	3			1	1	1	1	1	1	3			12	1.00
Financial Year: 2007/2008	4		1	2			3				1		11	0.92
Financial Year: 2006/2007		1			2		4	1	3	2	2	4	19	1.58
Financial Year: 2005/2006												3	3	0.25

245 Central Bedfordshire Council Ward Members Report

245.1 Councillor Clarke reported that CBC has plans to prevent people parking on grass verges and pavements alongside adopted roads. From 2015 parish councils will be able to opt into a scheme that will allow them to put polite notices on cars to request they don't park there again. If the notices do not work CBC will then take extra action before looking into adding signage.

246 Gypsy and Traveller Local Plan

- 246.1 CBC has advised that all previous objections will be sent to the inspector. It was agreed that FPC would write to CBC to state that the Joint Submission sent to CBC by FPC and FPRA must be sent to the inspector with all letters received from residents. **Action: KH**

247 The Parish Plan

- 247.1 Councillor Mitchinson reported that the consultation process had started. 'Have your say' flyers have been delivered to all households and residents can deliver replies to receptacles in the Community Hall, Tesco or the Orchard. Residents can also comment on line. Public meetings will take place at the Community Hall on Sunday 23rd March at 2.00 pm and Thursday 3rd April at 7.30 pm. The closing date for the initial consultation is 3rd April. The Steering group will look at all the comments and use them to create a questionnaire that will be delivered to all households. The results from the questionnaire and action plan should be completed by September 2013.

- 247.2 Councillor Mitchinson also reported that to maintain the design of the park and protect the orchards FPC would need to create a two issue neighbourhood plan. This is more costly and will take more time but grants are available and it can be done in conjunction with the Parish Plan. Following a discussion it was

RESOLVED

That FPC would start a Neighbourhood Plan for the whole parish of Fairfield.

REASON

To maintain the feel of the area and to protect the orchards.

FPC to register with CBC. **Action: KH**

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

- 248.1 All Councillors have read the interim report from CBC with proposed actions for FPC and CBC. FHMC has also received a copy of the report from CBC and has answered all the questions relating to the Hall. Following a discussion it was agreed that FPC would write to E&J Estates (acting for Hotbed) after receiving advice from CBC's solicitor. Additionally, FPC agreed to write to P J Livesey to see if they are able yet to make any further comments to their letter dated 17th September 2013. **Action: KH**

249 Parking

- 249.1 Councillor Hanks showed the Councillors a draft proposal but he is still working on it. He hopes to have some plans available at the APM and will have some options to include in the Parish Plan questionnaire. **Action: NH**

250 Bollards on Dickens Boulevard

- 250.1 FPC has requested CBC installs some bollards to stop parking on the junction, vehicles driving on the grass and to protect the public. CBC has agreed to look into this request but has advised that these type of bollards are not cheap so would have to balance Fairfield community's need with that of others. After a discussion it was

RESOLVED

That FPC would contribute up to £2,500 towards this project.

REASON

To safeguard pedestrians and keep the area looking attractive.

Councillors Bidwell and Hanks to meet with CBC. **Action: CB/NH**

251 Signs

- 251.1 Due to massive re-structures, job losses and new line management and budget changes in CBC this work will have to proceed in the new financial year. CBC has agreed to include the new logo on the two new welcome signs.

252 Map Boards and Noticeboards

- 252.1 FPC has received permission from CBC to install the noticeboard on CBC land at the end of Hardy Way. It was agreed to obtain three quotations for installing two noticeboards and moving one noticeboard. To get the boards installed quickly it was agreed that Councillor Mitchinson could agree who to ask to do the work and also to finalise the design of the boards with the new logo included. **Action: PM/KH**

253 Allotments and Open Space

- 253.1 Linden Homes has responded with no additional information.
- 253.2 FPC is waiting for a response from Councillor Young regarding the request for land for recreation and allotments in the parish of Fairfield.
- 253.3 FPC has received details from CBC about what the terms of sale was on the land that was formally the home ground for Wilbury Wanderers. As this information was only received the day of this meeting it was agreed to discuss at the next meeting. The clerk to circulate the information to all Councillors. **Action: KH**

254 Footpath from Brunel Walk to the Blue Lagoon

- 254.1 Following a discussion it was

RESOLVED

That FPC would ask CBC to make this a public footpath.

REASON

To legalise the use of a regular walked path and provide a link from Fairfield to the Blue Lagoon.

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

255 Disaster Recovery Plan

- 255.1 Councillor Batten had circulated a draft Emergency Plan to all Councillors. This is a confidential document and can only be distributed to other organisations with the members consent. All Parish Councillors will have an up-to-date version at all times. Following a discussion it was

RESOLVED

That FPC would adopt the plan but acknowledging that some parts still need to be completed.

REASON

To be prepared in case of any disasters occurring in Fairfield.

Councillor Batten advised that FPC will receive a grant of £300.00 to purchase equipment. The following should be purchased as part of the Plan:

- High visibility jackets.
- Mega Phone to make announcements.
- Foil blankets and to keep them in a dry store within the Community Hall if they agree.
- Plastic cups and FPC to make a yearly on off payment to the Hall for coffee and tea bags to be used.
- A3 paper and permanent felt tip pens.
- £100 petty cash to be kept and locked in a cupboard in the Community Hall.

Councillor Batten to coordinate. **Action: VB**

256 Grass cutting, tree maintenance and road gritting

256.1 FPC waiting for CBC to agree this.

257 Cutting the area of grass in front of Salisbury Close and the football pitch behind the Community Hall

257.1 FPC had received a quote from MBS to cut these areas.

Grass by the entrance to Salisbury Close – grass to be cut and collected and grass sprayed once for weeds 20 visits per year £325.00+vat per year.

Grass to the rear of Community Hall – grass to be cut and dropped, strim around all trees and fence lines 20 visits per year £650+vat per year.

MBS did also advise that the area of grass to the rear of Community Hall needs some work to make safe as there is builders rubbish, deep trench to side of path, trees need dead wooding and old tree stumps removed.

Following a discussion it was

RESOLVED

That FPC would request that MBS cut these areas of grass until land ownership is established. FPC to ask MBS to clarify what work needs doing on the area behind the Community Hall as this has been cut to date by volunteers using domestic mowing equipment without any problem. (FPC to invoice land owner for all costs for cutting these areas once the ownership has been agreed).

REASON

To make the area look tidy.

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

258 Royal Mail

258.1 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 and confirm that Stotfold are not getting paid to receive parcels. **Action: KH**

258.2 FPC is still waiting to hear if Stotfold will be removed from the postal address and replaced with Fairfield. **Action: KH**

259 World War 1 2014 Commemorations

259.1 It was suggested that a Commemoration could be incorporated with the church service for the new memorial in the churchyard for all the unmarked graves. To be discussed further at the April meeting. **Action: ALL**

259.2 FPC has still not received a response from the school about what they are doing to mark this anniversary.

260 Public Art Money (S106)

260.1 It was agreed that FPC would ask CBC how much money is left. **Action: KH**

261 Logo

261.1 It was agreed to ask Chris Brown to design electronic format for letterheads and other documents using the new logo. **Action: KH**

262 Website

- 262.1 Councillor Dack had circulated the site layout and this was agreed by all.
- 262.2 All Councillors to have a fairfieldparishcouncil email address as contact details need to be added to website. **Action: BD**
- 262.3 FPC agreed to pay renewal fee of \$240.00 (due May 2014).
- 262.4 FPC agreed to ask Chris Brown to design the banner. **Action: BD**
- 262.5 FPC agreed a budget of £500.for incidentals e.g. calendar.

263 Annual Parish Meeting

- 263.1 It was agreed that the order for speeches would be in the following order.

- Councillor Barrie Dack
- Rt Hon Alistair Burt, Member of Parliament for North East Bedfordshire
- PS Gary Kidd
- Reverend. Neil Whitmill – Fairfield Community Church
- John L Aries-Tyler, Fund Raiser /Past Chairman (On behalf of Fairfield Youth Centre)
- Jan Brooker The Scout Biggleswade District Commissioner
- Pamela Manfield, Volunteer Co-ordinator, Stotfold Watermill and Nature

Members of the public would be invited to ask questions after all speeches have finished. There will also be Ward Members Councillors Gill Clarke and Brian Saunders and representatives present from FPRA, FHRA, Middlemarch Resident Association and Fairfield Hall Directors present to help answer these questions. Councillors will answer questions on projects they are involved with by invite of the Chairman.

264 Annual Report

- 264.1 This is to be produced between 1st April 2014 and 30th June 2014 and will include a report from the Chairman on the first year, a summary of the accounts and plans for the future. It was agreed that Chris Brown will be asked to design a template. Councillor Daffarn to coordinate the compilation of the report. **Action: PD**

265 Planning

- 265.1 Old pig testing site – Campbell Buchanan to meet with FPC on Tuesday 18th March.
- 265.2 Applications
- 265.2.1 **CB/14/00498/FULL 17 Palmerston Way. SG5 4FP**
Demolition of existing rear conservatory and new single storey rear extension.
Comments made by FPC
No objection to the above proposal.
- 265.2.2 **CB/14/00540/FULL Fir Tree View, 49 Bronte Avenue. SG5 4FB**
Proposed single storey rear extension to replace existing conservatory.
Comments made by FPC
No objection to the above proposal but do have concerns that it may be going beyond the existing building line of the adjacent premises and has requested CBC to investigate this.
- 265.3 Decision
15/10/2013 CB13/04132/FULL 14 Nightingale Way. SG5 4FN
Single Storey rear extension
Full Application – Granted by CBC 2nd January 2014
Reasons or conditions
1) The development shall begin not later than three years from the date of this permission.
Reason: To comply with Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

- 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 [HET 1317/01 and HET 1317/02]. **Reason:** For the avoidance of doubt.

266 Finance

266.1 Councillors were provided with details of payments totally £1,413.89. It was

RESOLVED

That all monies on the payments list be paid.

266.2 PA System

FPC had received two quotes for a new PA system. There was a discussion on whether a PA was required and following a vote (*4 councillors in favour. 1 councillor against. 1 councillor abstained. (Chairman didn't vote)*) it was agreed that a PA was required and it was then

RESOLVED

To purchase the JTS Conference Discussion System from PA. This would need

- **1 x Controller @ £222**
- **1 x Chairman microphone @ £105**
- **4 x Delegate microphones @ £105 each**

Total cost = £747.00

REASON

To ensure Councillors and members of the public can hear what is being said at parish council meetings.

The clerk to order. **Action: KH**

266.3 1st Fairfield Scout Group

Following a discussion it was

RESOLVED

That FPC would pay the cost of renting the Community Hall for twelve months.

REASON

To support the set-up of this new organisation.

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

267 Correspondence

267.1 BAPTC – Big Local App – The Big Local App Bedford is creating ‘Our Towns and Villages’ app. All Bedfordshire parish and town councils can have their own ‘mini app’ for free. It was agreed that FPC would have one. **Action: KH**

267.2 Fairfield Park Lower School – School Primary Playground Sports Grant – The school is looking to apply for some Sport England Primary play funding to develop their playground space as a more usable space for children/adults to use for sports related activities. The funding application has to include how this grant will benefit others in the community. The grant will be used for playground markings e.g. court areas (e.g. netball, short tennis, basketball etc. / zoned areas and static back boards with hoops and nets, target boards and climbing walls. It was agreed that FPC would send a letter of support including details of children on the recent census. **Action: KH**

267.3 Red Bear Children's Centre – They have been delivering their services to Fairfield for seven months now but haven't been able attract families due to having an afternoon slot. FPC has been made aware that the Community Hall is looking at alternatives times so no action is required by FPC at the moment.

268 Any other business

NB This is for exchange of information only. No decisions or actions can be agreed at this time

268.1 Councillor Dack advised that he had been approached by a voluntary group who may be interested in maintaining the land by the Bowls Club.

269 Date of Next Meetings

269.1 The Annual Parish Meeting will be held on Thursday 27th March 2014 at 7.45 pm.

269.2 The next Parish Council meeting will be held on Thursday 10th April 2014 at 7.30 pm.

Meeting closed at 9.30 pm.