

Minutes of the annual meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 8th May 2014 at 7:30 pm

Councillors present: B E Dack (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: Ward Members Councillor J Saunders and four members of the public.

1 Election of Chairman for the ensuing council year

1.1 Councillor Smith proposed and Councillor Bidwell seconded that Councillor Dack be re-elected as Chairman. There were no other nominations and therefore, with a unanimous vote it was

RESOLVED

That Councillor Dack be appointed the Chairman for the ensuing Council year.

1.2 Councillor Dack to sign the Declaration of Acceptance of Office of Chairman, to be countersigned by the Clerk as Proper Officer of the Council. **Action: BD / KH**

2 Election of Vice Chairman for the ensuing council year

2.1 Councillor Smith proposed and Councillor Bidwell seconded that Councillor Daffarn be re-elected as Vice Chairman. There were no other nominations and therefore, with a unanimous vote it was

RESOLVED

That Councillor Daffarn be appointed the Vice Chairman for the ensuing Council year.

2.2 Councillor Daffarn to sign the Declaration of Acceptance of Office of Chairman, to be countersigned by the Clerk as Proper Officer of the Council. **Action: BD / KH**

3 Apologies for Absence

3.1 Apologies for absence were received from Councillor P Daffarn (business), Councillor N P Hanks (holiday) and Ward Members Councillors G Clarke and B Saunders.

4 Disclosures of Interest

4.1 No disclosures of interest were received.

5 Council Minutes

5.1 Minutes of the annual parish meeting held on Thursday 27th March 2014 and minutes of the parish council meeting held on Thursday 10th April 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.

6 Public Participation

6.1 One member of public requested to speak on agenda item 31 (minute item 16).

The resident asked for further details of the £8,500 remaining money for Public Arts. She was advised 1% of all S106 agreements made at that time went to Public Arts and Public Art should either be something permanent that can be enjoyed for perpetuity or the start of an event which people intend to make annual.

7 Parish Crime Update

7.1 PCSO Lisa Antoine advised that between 9th April and 8th May there was two recorded crime. One of 'Theft and handling stolen goods' and one of 'Criminal damage'. The criminal damage was an unknown person who caused damage to cables and a shield outside the cricket pavilion. The shoplifting offence was an unknown person removing four bottles of Ariel gel without attempting to pay for them.

8 Central Bedfordshire Council Ward Members Report

8.1 In response to an enquiry Councillor Saunders advised that parish councils need to write to the Chief Fire Officer to request a defibrillator. Following a discussion it was agreed that FPC would request one near the Community Hall and Tesco. FPC to enquire about training and how many people locally need to be trained. **Action: KH**

8.2 All Councillors had received a copy of the 'Admission Policy to the Main School Statement' and Notes on a meeting to discuss shortage of pupil places. The five children from Fairfield who did not get allocated a place at Fairfield Lower School have all now been offered a place as CBC agreed they had measured incorrectly from the field and not the front door. This has been changed for future years. This is not ideal for this year though as the two classes will be 32 and 33 which is above the statutory 30. As figures indicate that there will not be enough places next year for all the children living on Fairfield, it was agreed that FPC would request a meeting with the Governors. FPC to write to the Chairman of the Governors and the Head teacher. **Action: KH**

9 Review of Standing Orders and Financial Regulations

9.1 Standing Orders and Financial Regulations were reviewed and adopted February 2014

10 Committees

10.1 It was agreed that FPC would continue without committees.

11 Appointment of planning advisers

11.1 It was agreed to reappoint Councillors Bidwell, Hanks and Mitchinson as planning advisers.

12 Appointment of bank signatories

12.1 It was agreed to reappoint Councillors Dack, Daffarn, Bidwell and Hanks as bank signatories.

13 **Calendar of meeting dates for the ensuing council year**

13.1 The meeting dates for the ensuing council year were agreed:-

Thursday 12th June 2014
Thursday 10th July 2014
Thursday 11th September 2014
Thursday 9th October 2014
Thursday 13th November 2014
Thursday 11th December 2014
Thursday 8th January 2015
Thursday 13th February 2015
Thursday 13th March 2015
Thursday 9th April 2015

The date for the Annual Parish Meeting to be agreed in January 2015.

14 **The Parish Plan**

14.1 Three Working Groups have been to draft questions for questionnaire. Two sections are complete and the third one is very advanced. There is a Steering Group meeting on 20th May to consider questions and hopefully agree final draft. In addition to these questions, the Transport Working Group are drafting questions.

15 **The Neighbourhood Plan**

15.1 CBC has started the consultation by placing an advert in Fairfield Matters

16 **Section 106 Agreement – Disputed ownership and possible transfer of land**

16.1 FPC waiting for advice from CBC's solicitor on content of letter to send to E&J Estates. Councillor Saunders agreed to ask CBC what the delay is. **Action: JS**

16.2 FPC waiting for PJ Livesey to make further comments to their letter dated 17th September 2013.

17 **Fairfield Hall**

17.1 The Directors of the Fairfield Hospital Management Company Ltd (FHMC) have met with CBC and things are slowly progressing. FHMC now has access to the Gerda boxes but there are still outstanding issues with PJ Livesey and the completion certificates still cannot be issued. Councillor Bidwell to arrange a meeting between Directors of FHMC and FPC. **Action: CB**

18 **Traffic and Parking**

18.1 Councillor Hanks to give an update at the June meeting. **Action: NH**

19 **Bollards on Dickens Boulevard**

19.1 Councillor Hanks to give an update at the June meeting. **Action: NH**

20 **Signs on Dickens Boulevard**

20.1 CBC has agreed to install warning signs about children crossing on Dickens Boulevard outside the school.

21 Signs

21.1 CBC is waiting for delivery of the new signs. FPC to supply new logo. **Action: KH**

22 Noticeboards

22.1 The noticeboards have been ordered. Councillor Mitchinson to speak to MBS about installation and request a new quote as fixings have changed. **Action: PM**

23 CBC Mapping and Ordnance Survey

23.1 CBC has advised that the timeframes for updates are entirely down to Ordnance Survey who manage the updates. CBC don't usually get updates - changes just appear on the base mapping. CBC will see if they can obtain any feedback and will advise accordingly.

24 Allotments and Open Space

24.1 Councillor Dack and Councillor Bidwell met with Lisa White, Strategy and Policy Manager, Leisure Services, CBC who advised that the Leisure Policy was going to be reviewed and the Fairfield inaccuracies would be amended. All councillors received a copy of the notes from the meeting. CBC has just circulated a questionnaire 'Confirming land requirements for Allotments and Cemeteries'. FPC agreed a land for a cemetery was not required. Councillor Dack to complete questionnaire. **Action: BD**

24.2 FPC has asked the Bowls Club to consider allowing the Scouts and Church to create a community garden to the land adjacent to the bowls club and are waiting for a response. It was agreed that FPC would offer to do one extra grass cut in the meantime. **Action: KH**

24.3 A waiting list for having an allotment has been started and already has twenty seven names on it. The clerk to continue to keep the list. **Action: KH**

24.4 FPC noted prices from MBS to make the land adjacent to the Two Chimneys usable as a recreation pitch again. The clerk to seek further clarification on how much rabbit fencing is required. **Action: KH**

Councillor Dack to arrange a meeting with Stotfold Junior FC so FPC can complete second half of feasibility study. **Action: BD**

25 Footpath from Brunel Walk to the Blue Lagoon

25.1 Councillors Daffarn and Bidwell to complete forms. **Action: PD / CB**

26 West Drive

26.1 FPC has advised CBC the priorities and is waiting for their proposal.

27 Grass cutting, tree maintenance and road gritting.

27.1 FPC waiting for CBC to agree this.

28 Royal Mail

28.1 Royal Mail has confirmed all parcels for Stotfold, including Fairfield, are taken to Letchworth Sorting Office if no one is in to receive them. The Post Office in Stotfold can no longer accept parcels since Post Office Limited upgraded the counter and left no space to store parcels. Royal Mail cannot deliver anywhere unless there is a post office counter and the nearest place is Letchworth Sorting Office. Royal Mail and Post Office Limited are looking into if Stotfold Post Office is still being paid to receive parcels and will stop this payment if it hasn't been stopped yet.

- 28.2 FPC is still waiting to hear if Royal Mail will start the consultation process on updating postal addresses on Fairfield.
- 29 World War 1 2014 Commemorations**
- 29.1 FPC still to agree how to commemorate this anniversary.
- 30 St Luke's Chapel**
- 30.1 FPC waiting for the owner to respond to the request to open St Luke's Chapel this year.
- 31 Public Art Money (£106)**
- 31.1 FPRA and FHMC to advise FPC of their proposals. To be discussed at June meeting.
- 32 Lettering to front of the Community Hall**
- 32.1 Chris Brown is quoting to do this work.
- 33 Website**
- 33.1 The website is now live but still needs some extra information added.
- 34 Annual Report**
- 34.1 Councillor Daffarn is compiling the report. **Action: PD**
- 35 Disaster Plan**
- 35.1 The plan is almost complete. CBC has asked Councillor Batten for a list of items required as there is a £300 grant for these items. **Action: VB**
- 36 Planning application**
- 36.1 Applications
- 36.1.1 CB/ CB/14/01185/FULL 5 Salisbury Close. SG5 4FL
Single storey rear extension
Comments made by FPC
FPC is concerned that the size of the extension will have a detrimental effect on the right to light afforded to the neighbours' dwellings. Provided that the Council's planning guidelines regarding this issue are met then we would be happy to support the application.
- 36.1.2 CB/14/01178/FULL 7 Gladstone Drive. SG5 4FQ
Conversion of existing car port to living accommodation with single storey extension. Partial demolition of existing boundary wall to form gated entrance for new double driveway.
Comments made by FPC
FPC is concerned that the new vehicular access proposed will not meet the Highways department's guidelines on vision splays. Provided that these guidelines are agreed prior to the construction of the new extension then we are happy to support the application.
- 36.1.3 CB/14/01390/FULL East Lodge, Hitchin Road. SG5 4AA
Demolition of existing garage and construction of new garage / workshop with annex above
Comments made by FPC
FPC has no objection to this other than it should have the same finish to the new garage building as the existing dwelling has been finished in.

37 Finance

37.1 Councillors were provided with details of payments totally £2,751.17 and receipts totally £44,474.96. It was also noted that £200.00 has been transferred onto the Alto Card. It was

RESOLVED

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

37.2 The risk assessment and management (financial) was reviewed and agreed.

37.3 Accounts 2013/2014

Receipts	=	£95,988.03
Payments	=	£19,557.36
Balance to c/f	=	£76,430.67

2013 / 2014 End of year comparison between budget and expenditure

	Budget	Spent	Income received	To c/f	Comments
Precept			£ 95,470.81		
Establishment Administration	£37,525.00	£12,281.21	£ 100.00	£25,343.79	
Recreation and Public Lands	£45,000.00	£ 6,460.00		£38,540.00	NB £580 for Community Hall Grant
Repairs and maintenance	£ 2,945.81	£ 462.00		£ 2,483.81	
Reserves	£10,000.00	£ -		£10,000.00	
Interest			£ 105.21	£ 105.21	
Vat	£ -	£ 354.15	£ 312.01	-£ 42.14	£42.14 to be claimed back 2014/15
Total	£95,470.81	£19,557.36	£ 95,988.03	£76,430.67	

2014 / 2015 Start of year summary with balance bf and budget

	b/f	Budget 2014/15	Amount 2014/15	Comments
Administration	£25,343.79	£ 10,000.00	£ 35,343.79	
Recreation and Public Lands	£40,443.81	£ 23,785.05	£ 64,228.86	
Parish Plan	£ -	£ 20,000.00	£ 20,000.00	
Parking	£ -	£ 15,000.00	£ 15,000.00	
Grants	£ 580.00	£ 10,000.00	£ 10,580.00	NB £580 for Community Hall
Reserves	£10,000.00	£ 10,000.00	£ 20,000.00	
Interest	£ 105.21	£ -	£ 105.21	
Vat	-£ 42.14	£ -	-£ 42.14	£42.14 to be claimed back 2014/15
Total	£76,430.67	£ 88,785.05	£ 165,215.72	

37.4 All councillors had been supplied a copy of the Annual return for the financial year ended 31 March 2014. It was agreed to complete Section 1 with figures supplied and Section 2 with 1-9 as YES and 9 as n/a. The Chairman and RFO duly signed both sections.

38 Date of next meeting

38.1 The next Parish Council meeting will be held on Thursday 12th June 2014 at 7.30 pm.

Meeting closed at 8.45 pm

Signed by Chairman _____ Date _____

Print name of Chairman _____