

Minutes of the annual meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 16th May 2019 at 7:00 pm

Councillors present: B E Dack (Chairman) (BD), N Andrews (NA), A M Hunt (AMH), S Little (SL) and N Reynolds (NR)

Officer present: Katrina Henshaw (Parish Clerk) (KH)

Also present for all or part of the meeting: C Bidwell (retiring chairman) and two members of the public.

1 Election of Chairman for the ensuing council year

1.1 Councillor Dack was proposed and seconded to be 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.

Councillor Dack signed the Declaration of Acceptance of Office of Chairman which was countersigned by the clerk as Proper Officer of the Council.

A vote of thanks was recorded to former Councillor Bidwell for the past six years as a parish councillor and the time as a Chairman during this period.

2 Elections – 2nd May 2019

2.1 N Andrews, B E Dack, P Daffarn, A M Hunt, S Little, S Reader and N Reynolds were elected as Parish Councillors for Fairfield. All councillors have signed 'Declaration of Office' forms in front of the Proper Officer prior to the start of the meeting. All councillors to send CBC their Declaration of Interest forms and expense forms within twenty-eight days of this election. **Action: All**

2.2 S Dixon, N Harris and B Saunders were elected as Ward Councillors for the Stotfold and Langford Ward which includes Fairfield.

3 Election of Vice Chairman for the ensuing council year

3.1 Councillor Hunt was proposed and seconded to be elected as Vice Chairman. There were no other nominations and therefore, with a unanimous vote it was

RESOLVED

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

Councillor Hunt signed the Declaration of Acceptance of Office of Vice Chairman which was countersigned by the clerk as Proper Officer of the Council.

4 Apologies for Absence

4.1 Apologies for absence received from Councillors P Daffarn (PD) (holiday) and S Reader (SR) (work commitments) and CBC Ward Members Councillor N Harris (indisposed), Councillors S Dixon and B Saunders (both at CBC Annual Meeting).

5 Chairman's Notice

- 5.1 The chairman read out the announcement on openness and transparency.

6 Disclosures of Interest and Dispensation requests

- 6.1 Councillors Dack and Andrews declared a pecuniary interest in item 31 - The transfer of the Community Hall as Councillor Dack is a Trustee/Treasurer and Councillor Andrews is a Trustee/Chairman of the Community Hall. As the current discussions are only between FPC and its solicitors and the developer, they considered there was no conflict of interest and it may be useful to have them present for the discussions, unless any other parish councillor felt uncomfortable with this. No one was uncomfortable so it was agreed they could stay for the discussion. Once conversations between FPC and the Trustees commence they will not partake in discussions and will leave the room.
- 6.2 To receive any declarations of interest from councillors on matters contained in the agenda. If, at any time during the meeting, a councillor feels they have an interest in an item being discussed they should declare it at that point.
- 6.3 No other disclosures of interest and no requests for dispensation were received.

7 Council Minutes

- 7.1 Minutes of the meeting held on Thursday 11th April 2019 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.

8 Public Participation Session for planning applications

- 8.1 No members of the public requested to speak.

9 Planning Applications

9.1 **CB/19/00843/FULL 8 Edison Way**

Rear single storey extension

FPC has no objections to the basic principle of the application subject to no objections from neighbours and there are conditions that the construction, including the door openings, should be in matching materials and follow Fairfield Neighbourhood Plan Design Statement.

9.2 **CB/19/01039/FULL 2 Copperfield Close**

Proposed single storey side/front extension

Although CBC had granted an extension for comments until 17th May 2019, this application had been granted full permission by CBC on 13th May.

FPC objects as the bricks must match those as per Fairfield Neighbourhood Plan Design Statement (these are listed on page 38 of NPDS) and not just "as closely as possible" as per the application. The extension also detracts and infringes on the original design on the front elevation of the property changing the character of the house and surrounding area.

The clerk to ask CBC why this decision was made before FPC sent comments and to ask why the Neighbourhood Plan has not been taken into consideration for the decision. **Action: KH**

9.3 **CB/19/00780/FULL 40 Charlotte Avenue**

Proposed rear extension (orangery)

FPC has no objections to the basic principle of the application subject to no objections from neighbours and there are conditions that the construction, including the door openings, should be in matching materials and follow Fairfield Neighbourhood Plan Design Statement.

9.4 **CB/19/01140/FULL 56 Bronte Avenue**

Replacement windows (from timber frames to UPVC)

FPC object to this application as the new proposed windows do not match the design of the existing house and refer the applicant to page 17-19 of the Fairfield Neighbourhood Plan Design Statement.

9.5 **CB/18/04780/FULL Land East of Hitchin Road and South of the Former Pig Testing Unit**

Erection of 87 dwellings and alterations to selected plots to replace 70 dwellings previous granted under planning reference CB/16/01455/OUT, CB/17/00358/RM & CB/18/03260/RM

FPC objected to this application on 8th February 2019 and stated that if officers were minded recommending it for approval FPC requested it was called into the Development Management Committee for determination.

Reasons / comments were: -

- **Infrastructure** - The increase in number of homes presents a considerable impact on the amenities and health services of the local area.

The current proposal has one new retail outlet provided; this should be increased to reduce the impact of parking and litter on Tesco in Dickens Boulevard. The increase in size would attract more investors to the new store and reduce the impacts on Fairfield residents from suffering increase vehicle noise and pollution impacts to the environment and health of residents.

- **Traffic** – The additional increase of homes will result in an increase of vehicles which will impact on the volume of traffic using the Hitchin Road and surrounding areas. This increase along with another planning application CB/18/048812/OUT is an additional 40 plus homes being built within Fairfield Parish.

CBC are in the process of finalising the report for the above application and have provided the following additional context to the application.

- The application proposes to replace some of the larger detached dwellings previously approved on the site with a number of smaller family dwellings (there is an identified need for such smaller family dwellings).
- The Councils Highways Officers have not raised any objection to the proposal and neither the education authority, leisure officers or NHS have requested any further financial contributions beyond those previously agreed for the site.

Given the above additional context CBC have asked if FPC remains in objection to the proposal.

Following a discussion, it was agreed that FPC still objected to the application and wished to remind CBC of the recent traffic chaos on Hitchin Road where the increase in the volume of traffic have been clearly underestimated.

10 **Planning decisions**

10.1 **CB/19/00428/FULL 4 Franklin Place**

Single storey rear extension following demolition of the existing sunroom, and first floor rear extension.

Full permission granted by CBC 15th April 2019

10.2 **CB/19/00855/full 1 Livingstone Way**

Single storey rear extension

Full permission granted by CBC 9th May 2019

The meeting closed at 7.25 pm and was re-opened at 7.30 pm for the rest of the meeting as stated on the agenda and advertised on the website and noticeboards.

11 **Public Participation Session on the rest of the meeting.**

11.1 No members of the public requested to speak.

12 Central Bedfordshire Council Ward Members Report

12.1 There was no report.

13 Review of Standing Orders and Financial Regulations

13.1 Standing Orders were last adopted 13th September 2018 and Financial Regulations were last adopted 14th April 2016; with the latter having been reviewed annually since with no amendments. Councillors agreed no amendments were required. The clerk is currently drafting an investment policy. Once this is adopted the Financial Regulations will have to be reviewed. **Action: KH**

14 Review of Code of Conduct

14.1 The Code of Conduct was adopted 13th May 2013. These had been reviewed and it was agreed no amendments were required.

15 Review of insurance cover arrangements and asset register

15.1 The clerk reviewed insurance arrangements and the asset register in advance of the insurance renewal. These were agreed the FPC meeting held on 11th April 2019.

16 Review of Finance Risk Assessment

16.1 This was agreed the FPC meeting held on 11th April 2019 and the clerk will be updating following recommendations from the Internal Auditor. **Action: KH**

17 Review of the Council's and Clerk's membership of other bodies

17.1 Fairfield Parish Council is currently a member of BATPC (including NALC affiliation), SLCC, The ICO and Parish On-Line (Digital Mapping for Local Councils).

18 Review of the Council's Complaints Procedure, Freedom of Information Policy and Procedure and Policy for dealing with the press/media.

18.1 The Complaints Procedure Freedom of Information Policy and Procedure and Policy for dealing with the press/media have been reviewed and circulated to all. These had been reviewed and it was agreed no amendments were required.

19 Review of the Council's employment policies and procedures

19.1 The employment policies and procedures have been reviewed and circulated to all. These had been reviewed and it was agreed no amendments were required. The clerk is currently drafting a Grievance and Disciplinary Procedure. **Action: KH**

20 Review of the Council's expenditure incurred under s137 of the Local Government Act 1972 or the general power of competence.

20.1 No expenditure was made under the s137 of the Local Government Act 1972. A grant of £250 was awarded to Keech Cottage in April 2018 using the general power of competence.

21 The General Power of Competence

21.1 The general power of competence is a statutory power that enables a local authority to do anything that individuals generally may do, without breaking other laws. It is found in sections 1-8 of the Localism Act 2011.

FPC meets the criteria set by the Secretary of State (Localism Act 2011 s8) to use the General Power of Competence as it has seven (100%) elected councillors and a qualified clerk.

Following a discussion, it was

RESOLVED

That FPC is now eligible to use the Power of Competence as required.

The Council to review at the Annual Meeting following the next election (2023).

22 Committees

22.1 It was agreed that FPC did not require any committees currently.

23 Appointment of Lead Planning Adviser

23.1 Councillor Hunt was appointed Lead councillor for planning with Councillors Dack, Andrews and Reynolds assisting. All decisions to be made at a full council meeting and CBC will be asked to provide FPC with training. **Action: KH**

24 Appointment of Lead Councillor for Orchard Maintenance

24.1 Councillor Daffarn was appointed Lead councillor for orchard maintenance with Councillor Andrews as the Vice Lead.

25 Appointment of bank signatories

25.1 Councillors Dack, Daffarn, Little and Reynolds were appointed as the bank signatories. The clerk to arrange for the new bank mandate to be completed. **Action: KH**

26 Review of Direct Debits

26.1 Direct debits that are set up are

- EE monthly payment of mobile phone – currently £8.54 + vat.
- Information Commissioner annual fee for data protection registration – currently £35.

27 Appointment of representatives on outside bodies

27.1 Councillor Daffarn was appointed as the representative for the Green Wheel.

27.2 Councillor Hunt was appointed as the representative for the Community Hall and it was agreed she is just a liaison person and not a representative of the Management Committee.

28 Appointment of Emergency Plan Co-ordinators

28.1 Councillors Little and Reynolds were appointed as the Emergency Plan Co-ordinators. Training to be arranged with CBC. **Action: SL/NR**

29 Appointment of Defibrillator Inspectors

29.1 Councillors Daffarn and Reynolds were appointed to maintain and inspect the defibrillator by Tesco. It was agreed that they should make all the necessary purchases to bring it up to the correct standard. Public training for how to use a Defibrillator to be investigated. **Action: PD/NR**

30 Calendar of meeting dates for the ensuing council year

30.1 The following dates were agreed

- Thursday 16th May 2019 – Annual Meeting
- Thursday 13th June 2019
- Thursday 11th July 2019
- Thursday 12th September 2019

- Thursday 10th October 2019
- Thursday 14th November 2019
- Thursday 12th December 2019
- Thursday 9th January 2020
- Thursday 13th February 2020
- Thursday 12th March 2020
- Thursday 9th April 2020
- APM date to be set between 1st March and 1st June 2020.

31 The Transfer of the Community Hall

31.1 It seems now that the Community Hall is split across three different titles owned by Fairfield Redevelopments Limited. The two titles received to date are very lengthy and relate to large areas of land (including parts of the Community Hall). Investigating the various title entries will therefore take some time. The third title is also still to be received.

Given the number and size of the titles, the typical title due diligence exercise will take much longer than Blandy and Blandy would normally anticipate. FPC agreed they wished Blandy and Blandy to carry out the usual pre-contract searches i.e. local authority search, drainage/water, chancel repair, environmental, Land Registry searches, and other typical due diligence investigations. The clerk to confirm this to Blandy and Blandy. **Action: KH**

Blandy and Blandy have still yet also to receive any draft documents for approval, and the terms that the transferor is going to propose are again not clear at this point in time.

32 Footpath adjacent to cricket pitch

32.1 It was agreed that Councillor Little will lead this project to improve the lighting on this path and will present some suggestions at a future FPC meeting. **Action: SL**

33 Grant Application from FHMC

33.1 Following a discussion and with a unanimous vote it was

RESOLVED

To award a grant of £550 to buy and install posts and a net for the tennis court to get it operational.

REASON

To support the costs of bringing the tennis court up to a serviceable level and in line with the S106 agreement.

The clerk to advise FHMC and arrange purchase of the goods. **Action: KH**

34 Brambles by the Balancing Lake

34.1 Following a discussion and with a unanimous vote it was

RESOLVED

For FPC to arrange for Hislop & Co Horticulture to cut the brambles to 1.5 m from the line of the path at a cost of £215.00 + VAT. (The Directors of FHMC have granted permission for this work).

REASON

Health and Safety.

The clerk to advise FHMC that this work will be done and request that FHMC maintain it in the future. **Action: KH**

The clerk to place the contract with Hislop & Co Horticulture. **Action: KH**

35 Hedge between bollard on Kingsley Avenue and Hardy Way

- 35.1 FHMC has agreed to do the weed killing along the road area but has asked if FPC can arrange to have the hedge cut to half a metre maximum. Following a discussion and with a unanimous vote it was

RESOLVED

For FPC to arrange for Hislop & Co Horticulture to cut the hedges on both sides of the access road from the bollard on Kingsley Avenue to Hardy Way cut to half a metre maximum at a cost of £600 + VAT. (This includes the removal of all debris).

REASON

Essential maintenance to the tree line.

The clerk to advise FHMC that this work will take place. **Action: KH**

The clerk to place the contract with Hislop & Co Horticulture and had it to the Orchard contract for future years. **Action: KH**

36 Bollards at the top end of Kingsley Avenue

- 36.1 FHMC has agreed that four bollards can be installed to prevent people driving along the path and will arrange to have them installed. Following a discussion and with a unanimous vote it was

RESOLVED

For FPC to purchase four bollards with two with a removal option. Total cost = £660.00 + Delivery + VAT

REASON

Public safety

The clerk to advise FHMC that these bollards will be purchase and request they arrange to install them. **Action: KH**

The clerk to purchase Gillingham bollards from Broxap in accordance with the Fairfield Neighbourhood Plan Design Statement and ensure that FB11 key padlocks are purchased to secure the two removeable bollards. **Action: KH**

37 Proposed Outdoor Gym and Trim Trail

- 37.1 It was agreed that Councillors Hunt, Little, Reader and Reynolds would set up a working group to come up with some proposals and locations for the outdoor gym and trim trail that can be discussed at a future FPC meeting. **Action: AMH/SL/SR/NR**

38 Christmas Lights

- 38.1 It was agreed that Councillors Daffarn and Hunt would seek quotations for Christmas lights for 2019 and these would be discussed at a future FPC meeting. It was agreed that future budgets should consider including Fairfield Gardens. **Action: AMH/PD**

39 Central Bedfordshire Local Plan Examination

- 39.1 FPC, CSA Environmental, Blandy and Blandy will be participating on Hearing day 9 (Tuesday 18th June) on Matter 6, Issue 11 and on Hearing Day 16 (Wednesday 24th July 2019) on Matter 14, issue 5. Fees for CSA Environmental and Blandy and Blandy have been distributed to all. The draft response for the examiner was sent to FPC this evening and will be distributed to all parish councillors. **Action: KH**

40 Training for new parish councillors

- 40.1 The clerk has done the induction for the new councillors.

- 40.2 All new councillors are encouraged to attend one of the BATPC Training Sessions. **Action: NA/NR/SL/SR**
- 40.3 A training session on ongoing projects will be held on Monday 20th May. **Action: All**
- 40.4 Training for the Emergency Plan will be arranged with CBC. **Action: SL/NR**
- 40.5 Defibrillator Training will be investigated. **Action: PD/NR**

41 Green Wheel

- 41.1 The walking route of the Etonbury Green Wheel will be launched on Sunday 19th May at 3pm. Guided walks will be offered from the three main communities of Arlesey, Fairfield and Stotfold to arrive at the Fox & Duck, Stotfold before 3pm. The official 'launch' will take place at 3.00 pm at Etonbury Wood, the hub of the green wheel, which will be followed by a guided tour of Etonbury Wood and an Explorer event for the children. Refreshments will be available from the Fox & Duck between 2.00 pm and 5.00 pm.

42 Apple Day 2019

- 42.1 This will be held on Saturday 28th September. Face painting and Glitter Tattoos have been booked and the total payment of £295 has been paid in advance from the Apple Day budget. There will be no further payment to be made by the community for face painting or glitter tattoos.

43 Crime figures for April 2019

- 43.1 There were six crimes during April. These included two residential and dwellings burglaries, one building and community burglary, one assault occasioning actual bodily harm, one harassment without violence and one theft.

44 Annual Report

- 44.1 To be completed by 30th June 2019. **Action: BD / KH**

45 Finance

- 45.1 The internal audit took place on 1st May 2019 and the report from the Internal Auditor has been circulated to all. The overall internal audit assurance rating is GOOD. The clerk is working through the list of recommendations. **Action: KH**
- 45.2 The accounting statement and annual governance statement 2018/19 were completed and signed. These were agreed in principal at the April meeting (Items 367.5 and 367.6). The clerk to send to the external auditor. **Action: KH**
- 45.3 The period for the exercise of public rights for the accounts ended 31st March 2019 will be between 3rd June and 12th July 2019. The clerk to display the notice for this. **Action: KH**
- 45.4 The bank reconciliation to 30th April 2019 was received as follows

| Where the money is | Value |
|--|------------------------|
| Unity Trust | £240,585.35 |
| Cash Plus Card | £143.10 |
| Petty Cash | £0.00 |
| Total Money | £240,728.45 (1) |
| Cash Book | |
| Total Receipts | £50,681.00 |
| PLUS balance carried over 1 st April 2019 | £194,451.94 |
| LESS Total Payments | £4,404.49 |
| Total Money in cash book | £240,728.45 (2) |

As (1) and (2) are equal there are no issues to report.

45.5 Receipts

No receipts had been received.

Payments

| To whom | Description | Total |
|-------------------------------|---|------------------|
| Katrina Henshaw | April wages | £958.02 |
| HMRC | April Tax and NI | £401.39 |
| EE | Mobile phone | £10.25 |
| Hislop & Co Horticulture Ltd | Maintenance contract | £1,200.00 |
| Hislop & Co Horticulture Ltd | Bramble cut | £600.00 |
| Ebuyer | Stationery | £68.49 |
| LBM UK Limited | Stationery | £5.99 |
| Siteground | 2-year website hosting | £344.45 |
| Came and Company | Insurance | £518.18 |
| BATPC | 2019/20 Affiliation fees | £537.00 |
| GeoXphere Ltd | Parish On-Line Annual subscription | £54.00 |
| Amanda Wilkinson | Face painting and glitter tattoos for Apple Day | £295.00 |
| ACM Business Services Limited | Internal Audit | £150.00 |
| Total | | £5,142.77 |

It was

RESOLVED

That payments of £5,142.77 be paid. It was noted that £400 was transferred to the cash plus card on 10th April 2019.

46 Correspondence

- 46.1 CBC – How to develop a community-led approach to age friendly housing in Central Bedfordshire.
- 46.2 CBC – Your guide to council services, spending and key contacts 2019/20
- 46.3 Keech Cottage – Grant application. This will be discussed at the June meeting.

47 Any other business

NB This is for exchange of information only. No discussions can take place, nor can any decisions or actions be agreed at this time.

- 47.1 No exchange of information took place.

48 Date of next meeting

- 48.1 The next Parish Council meeting will be held on 13th June 2019 at 7.00 pm for planning and 7.30 pm for all other matters.

Meeting closed at 9.15 pm

Glossary of acronyms

| | |
|-------|--|
| BATPC | Bedfordshire Association of Town and Parish Councils |
| CBC | Central Bedfordshire Council |
| FHMC | Fairfield Hall Management Company |
| FPC | Fairfield Parish Council |
| HMRC | Her Majesty's Revenue and Customs |
| ICO | Information Commissioner's Office |
| NALC | National Association of Local Councils |
| SLCC | Society of Local Council Clerks |
| UPVC | Unplasticised Polyvinyl Chloride |