

# Fyfield Parish Council

Clerk to the Parish Council:  
Katharine Perry

Email:  
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**Members of the Council are hereby summoned to attend the Meeting of Fyfield Parish Council to be held on Monday 13<sup>th</sup> May 2024 at 7.00pm in the Fyfield Village Hall.**

*Katharine Perry*

**Katharine Perry  
Clerk to Fyfield Parish Council**

**8 May 2024**

## Agenda

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- 1. Election of Chairman for 2024/25**  
To appoint a Chairman for the Parish Council and invite Chair to sign Declaration of Office.
- 2. Apologies for Absence**  
To receive and approve apologies for absence
- 3. Election of Vice Chairman For 2024/25**
- 4. Declarations of Interest**  
To receive Councillor's declarations of interest and dispensations for items on the agenda
- 5. Council Representation on Outside Bodies**  
Village Hall Committee  
Dr Walker Trust  
Epping Forest Local Council Association  
Bank signatories  
Burial Ground Representative  
HR Committee  
Finance Committee
- 6. Approval of Minutes of Meeting held 15 May 2023 and 8 April 2024**
- 7. Public Participation Session**  
To receive questions and statements from members of the public with respect to items on the agenda and other matters that are of mutual interest.
- 8. Clerk's Report**  
Actions from previous minutes and general correspondence.
- 9. County Councillor, District Councillor & other representatives Reports**  
To receive a verbal or written report from the County Councillor and District Councillor.

## 10. Finance

- a) To consider and approve the invoices for payment (to be circulated on day of the meeting)

Ref No	BACS Ref	Payee	Detail	Amount
27 24		Paul Norris	Churchyard maintenance	£390
28 24		K Perry	Salary April	£437.58
29 24	5263	TBS Hygiene	Emptying bins April	£107.04
30 24	21-9543	BB Groundscare	Sports Field Maintenance	£647.50
31 24	17711	EALC	Cemetery Management Course Cllr L Webster	£192.00
32 24	DD	Xero	Monthly Subscription	£24.00

## 11. Burial Ground

- a) Report from Cllr L Webster  
b) Biodiversity project

## 12. Sports Field & Village Hall

- a) Sports field hire bookings

## 13. Planning

To consider any new planning applications submitted to Epping Forest District Council – None listed

## 14. Recruitment

- a) To consider applications for the role of Clerk and RFO

## 15. Fyfield Village

- a) Consider Defibrillator in phone box  
b) Progress of Notice Board refurbishment  
c) Flower boxes  
d) To discuss the Rivers Trust report into overflows in the River Roding and actions.  
e) To seek an update from EDFC/Thames Water on waste water from the Gypsy Mead development

## 16. Communication and Promotion

To consider any items for publicity and promotion

## 17. Date of the next Parish Council meeting

- a. To confirm the date of the next Parish Council meeting 1 July 2023

\*Additional information and paperwork is supplied to the Councillors to support certain agenda items. If any members of the public wish to see this information, please email the Clerk: [fyfieldparishcouncil@gmail.com](mailto:fyfieldparishcouncil@gmail.com)

\*Any resolutions that appear on the agenda may be approved, rejected or actioned by the Parish Council