

# Fyfield Parish Council Meeting Minutes

**Minutes of the Annual Parish Meeting of Fyfield Parish Council held on Monday 2<sup>nd</sup> December 2024 at Fyfield Village Hall, Houchin Drive, Fyfield.**

**Present:** Councillors D Webster, S Mead, T Wadey, L Webster, G Codd, M Brawn.

**In attendance:** 3 members of the public.

<b>24.107</b>	<b>Apologies for Absence</b>  <b>To receive and approve apologies for absence.</b> All councillors in attendance.
<b>24.108</b>	<b>Declaration of Interests</b>  <b>1. To receive Councillor’s declaration of interests and dispensations concerning items on the agenda</b> <b>Noted.</b> None received.  <b>2. Vacancy for Councillor – agreement to co-opt.</b> No interest received.
<b>24.109</b>	<b>Approval of Minutes from 4<sup>th</sup> November 2024</b>  The minutes of the Fyfield Parish Council meeting held on Monday 4 <sup>th</sup> November 2024 were <b>approved</b> as an accurate record.
<b>24.110</b>	<b>Public Participation Session</b>  <b>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.</b>  A representative from the Shed Group gave an update on the noticeboard restoration. The Council <b>agreed</b> to spend £200 on signwriting.  A member of the public raised the issue of potholes in the village hall car park. Cllr Mead advised she will raise the issue with the Village Hall Committee.  A member of the public raised an issue with hedgerows impeding on walkways and asked for them to be cleared. Cllr L Webster advised that she has an interest in this matter and excused herself from commenting. Cllr D Webster advised that it is not an issue that the Parish Council can enforce because the hedgerows are on private land.

	<p>A member of the public raised an issue with speeding signs in the village. Cllr D Webster advised that he is trying to arrange a meeting with other villages along the B184 to discuss the issue of speeding with the hope of making the 30mph section longer through the village. The member of the public was also advised that we are awaiting the village gates to be installed by Highways.</p> <p>Cllr L Webster mentioned that the street sign at Walker Avenue needs to be cleaned. A member of the public kindly advised that he will undertake this.</p>
<p><b>24.111</b></p>	<p><b>Clerks Report</b></p> <p>The Clerk reported on 12 item(s):</p> <ol style="list-style-type: none"> <li><b>1. Fireproof storage</b> – I am putting together an enquiry to Heritage Lotto Fund for an archive grant. It is a lengthy process.</li> <li><b>2. Search for conveyance regarding the section of land registered as owned by the church</b> - Tees have quoted £500-£750+VAT to go through the paperwork and advise us on our options. I have had discussions with Ellisons and I’m waiting for them to get back to me. I have contacted Barclays customer relations department to enquire if they have any FPC documents. They are looking into my enquiry and will be getting back to me.</li> <li><b>3. Refurbishment of noticeboard</b> – update provided by representative of the Shed Group.</li> <li><b>4. Defibrillator and phone box power supply</b> – ongoing. I have received no response from our letter to the Friends of the Telephone Box.</li> <li><b>5. Playground net swings have a potential crush zone</b> - I have confirmed the distance measurements between the swing and the frame and Sovereign have confirmed that they are safe to use.</li> <li><b>6. Set up of Castle Water direct debit</b> – Complete.</li> <li><b>7. Fyfield Parish Council Facebook page</b> – Went live 12<sup>th</sup> November. No friend requests will be accepted on this page because it is for information purposes only and all information will be posted via the Grapevine community page. Posts are shared on the Grapevine with comments turned off.</li> <li><b>8. Exclusive Right of Burial and Forms of Assignment</b> – After a meeting with Cllr L Webster the EROB form was updated in line with current regulations.</li> <li><b>9. Write letter to EFDC planning officer regarding the sewage system</b> - The response from this letter was unsatisfactory, so I sent a response drafted by Cllr D Webster on 11.11.24. No response as yet.</li> <li><b>10. Willingale Wastewater Pollution</b> – I had a Teams call on 20<sup>th</sup> November with Will from the Roding, Beam and Ingrebourne Catchment Partnership who are our local branch of Thames21. He went through a presentation with me and sent over further information which I have shared with the council so we can look at how we can help with the health of the Roding. Will is also very happy to join us for our river visit in the New Year.</li> </ol>

	<p><b>11. Review and approve any changes to Standing Orders and Code of Conduct</b> – I have updated the dates on both documents and set a reminder for the next annual reviews.</p> <p><b>12. 20s Plenty</b> - Next Zoom meeting is scheduled for Tuesday 10th December at 7.30pm. The registration link - <a href="#">Meeting Registration - Zoom</a></p>											
<b>24.112</b>	<p><b>County Councillor, District Councillor &amp; other representatives Reports</b></p> <p>Cllr R Balcombe sent his apologies.</p>											
<b>24.113</b>	<p><b>Finance</b>  <b>To consider and approve invoices for payment.</b></p> <p><b>RECEIVED</b> List of invoices submitted in <b>November 2024</b> that required payment by the Parish Council.</p>											
<b>Ref No</b>	<b>BACS Ref</b>	<b>Payee</b>	<b>Detail</b>	<b>Amount</b>								
73 24	DD	Xero	Monthly subscription	£25.20								
74 24	6142	TBS Hygiene	Emptying bins November	£133.80								
75 24	21-9910	BB Groundscare	Sports Field Maintenance November	£647.50								
76 24	Nov invoice	Paul Norris	November burial ground maintenance	£160.00								
77 24	18108	EALC	Council Finance – K Hanley Public Rights of Way and Roles of Local Councils – D Webster	£192.00								
78 24	2024/137	Village Hall	Club room - December meeting	£14.03								
79 24	11KH	K Hanley	Overtime and expenses payment	£53.59								
80 24	DD (2605818)	Castle Water	Sports field – direct debit	£5.00								
81 24	Expenses	D Webster	Expenses payment	£33.15								
<p><b>RESOLVED</b> List of invoices were authorised (<b>approved</b> unanimously).</p> <p><b>NOTED</b> Clerks wages paid for October £463.98.</p> <p><b>NOTED Payments received November 2024</b></p> <table border="1" data-bbox="391 1765 1209 1915"> <tr> <td>Burial Ground</td> <td>£1150</td> </tr> <tr> <td>Sports Field Hire</td> <td>£0</td> </tr> <tr> <td>Miscellaneous</td> <td>£0</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>£1150</b></td> </tr> </table> <p><b>TASK</b> Clerk passed all paperwork to Cllr D Webster and Cllr Mead for signature. All payments are set up ready for authorisation online.</p>					Burial Ground	£1150	Sports Field Hire	£0	Miscellaneous	£0	<b>TOTAL</b>	<b>£1150</b>
Burial Ground	£1150											
Sports Field Hire	£0											
Miscellaneous	£0											
<b>TOTAL</b>	<b>£1150</b>											

24.114	<p><b>Governance</b></p> <p><b>Approve update to Press, Media &amp; Communications Policy.</b>  <b>Approved.</b></p>
24.115	<p><b>Burial Ground</b></p> <p><b>1. Report from Cllr L Webster</b></p> <ul style="list-style-type: none"> <li>• Mr Malcolm Bretton’s ashes were interred in Plot 25 of the Lawn of Remembrance on Friday 29<sup>th</sup> November 2024. His committal was overseen by vicar Sam Brazier Gibbs. All fees have been paid.</li> <li>• Mrs Jane Read’s interment of ashes and private committal was on Sunday 24<sup>th</sup> November 2024. We invoiced for a full burial as agreed and the fees to date have been paid.</li> <li>• The Parish Clerk and I sat down and produced an up to date Exclusive Right of Burial Form and this will be given to those who have been buried in Section III of the Burial Ground this year and those who will be buried there in the future. We now have to examine the rules and regulations of the burial ground carefully and agree any necessary changes and who needs what forms. Please could all councillors read the current rules and regulations carefully and any comments will be gratefully received at the next meeting.</li> </ul> <p><b>2. Agree to hire a grab lorry to remove the compost heap from the churchyard.</b>  <b>Agreed in principle.</b> Cllr L Webster advised that the site of the compost heap is inaccessible for a grabber lorry so the mound will need to be moved first. The current weather will prohibit this so it was suggested that spring would be a better time of year for this task. Cllr Wadey suggested a sub-committee to work on this task. Cllr Brawn suggested having a walk around the compost heap and area to get a better look at what needs to be done. Cllrs Wadey, Brawn and D Webster agreed to meet on Saturday 7<sup>th</sup> December for a walkaround. The Parish Clerk will post via the Facebook page asking visitors to the burial ground not to leave plastics and other waste on the compost heap.</p> <p><b>3. Agree expenditure of up to £100 for tree protection for burial ground hedging.</b>  <b>Agreed.</b> Cllr Wadey is looking at suitable options.</p>
24.116	<p><b>Sports Field &amp; Village Hall</b></p> <p><b>1. Sports field hire bookings.</b>  Potentially one booking for June 2025.</p> <p><b>2. Village hall meeting – Section 106 funds</b>  Cllr Mead advised that the canopy for the front of the village hall is the Village Hall Committee’s priority for the first tranche of Section 106 money from the Gypsy Mead Works. Cllr Wadey advised that Section</p>

	<p>106 says outdoor spaces and recreation, so thinks the play area upgrades should be priority. It was agreed that a meeting with the Village Hall Committee will be needed to put plans in place for the future upgrades.</p>
<b>24.117</b>	<p><b>Planning</b></p> <p><b>To consider any new planning applications submitted to Epping Forest District Council</b> – 5 applications received:</p> <p><a href="#">Planning Application: EPF/2249/24</a> – Little Forge, CM5 0NN – approval of details reserved by conditions. <b>No objections.</b></p> <p><a href="#">Planning Application: EPF/2251/24</a> – Little Forge, CM5 0NN – approval of details reserved by conditions. <b>No objections.</b></p> <p><a href="#">Planning Application: EPF/2269/24</a> – Queen Street, CM5 0RY – Grade II listed building application for replacement windows. – Cllrs Brawn and Codd advised an interest in this application (neighbour). <b>No objections.</b></p> <p><a href="#">Planning Application: EPF/2314/24</a> – Gypsy Mead Works, CM5 0RB - approval of details reserved by conditions. <b>No objections.</b></p> <p><a href="#">Planning Application: EPF/2340/24</a> – Gypsy Mead Works, CM5 0RB - approval of details reserved by conditions. <b>No objections.</b></p>
<b>24.118</b>	<p><b>Christmas</b></p> <p><b>Feedback from the village Christmas tree lighting celebration.</b> Cllr D Webster advised that the event went very well and everyone enjoyed it.</p>
<b>24.119</b>	<p><b>Speeding prevention</b></p> <p><b>Agree to arrange a meeting with District Councillor, Police and other local nearby councils to discuss speeding issues.</b> Cllr Webster has spoken to Ongar Parish Council and asked for a representative to attending a meeting. We also need representatives from other village councils with the hope of meeting in January 2025.</p>
<b>24.120</b>	<p><b>Communication and Promotion</b> To consider any items for publicity and promotion.</p> <p><b>FB page</b></p> <ul style="list-style-type: none"> <li>• Opening for new councillor</li> <li>• Burial ground compost heap – no non-biodegradable waste</li> </ul> <p><b>Fyfield Focus</b></p> <ul style="list-style-type: none"> <li>• Opening for new councillor</li> </ul>

24.121	<p><b>Date of the next Parish Council meeting</b></p> <p><b>1. To discuss and agree a potential change of day for the parish council meetings from January 2025.</b> It was <b>agreed</b> that the council meetings will continue on Mondays going forward.</p> <p><b>2. To confirm the date of the next Parish Council meeting.</b> The next meeting will take place on Monday 6<sup>th</sup> January 2025 in the club room at 7.30pm. The Parish Clerk will send out a list of 2025 dates to all councillors.</p>
--------	---

**The meeting closed at 20:20pm.**

**Signed:** ..... **Date:** .....