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**Minutes of the meeting of Fyfield Parish Council held on Monday 6<sup>th</sup> February 2023 at Fyfield Village Hall, Houchin Drive, Fyfield.**

**Present:** Councillor B Saward (Chairing), Councillors M Bacon, G Codd, S Mead, T Wadey, D Webster

**In attendance:**

3 members of the public

<b>22. 121</b>	<p><b>Apologies for Absence</b>  <b>To receive and approve apologies for absence</b></p> <p>Apologies were received from District Cllr Hadley.</p>
<b>22.122</b>	<p><b>Declaration of Interests</b>  <b>To receive Councillor’s declaration of interests and dispensations concerning items on the agenda</b></p> <p>Cllr Saward declared an interest in the pollarding of the trees.</p>
<b>22.123</b>	<p><b>Co-option of new Councillor</b></p> <p>Lizzie Webster volunteered to join the Parish Council. She was duly elected. The Chairman welcomed Cllr L Webster</p>
<b>22.124</b>	<p><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></p> <ul style="list-style-type: none"> <li>• Report from PC Shepherd was sent to the councillors. Crime remains very low in Fyfield. Cllr D Webster raised the suggestion of installing CCTV in the village, and how it would work practically. Cllr Saward to discuss this with PC Warren next week.</li> <li>• Children urinating in the hedge, and along the path when playing on the field. Cllr Mead has spoken to Nick about it and asked him to speak to the parents and players. Suggestion was that the pitches are swapped around so that the smaller ones with younger children are nearer the village hall.</li> <li>• The Shed is now empty. A visit had been made to the Hatfield Heath branch. They suggested that the Shed needs to be under the umbrella of the council or village hall. Cllr D Webster has drawn up a contract, with a peppercorn rent. Cllr L Webster stated that she felt the Parish Council should be the member body that oversees the Shed. Cllr D Webster had contacted the insurance company, and it was decided that the PC need to declare that they are the owners of the village hall, and the garage. Fyfield Shed asked if they could use the discarded goal posts and cricket net frames to make shelving. The Fyfield Shed will include a committee and constitution of its own. Cllr D Webster questioned the insurance element in respect of liability</li> </ul>

	<p>in case of accidents, as well as content if any machinery is left in the shed. Cllr Bacon questioned the paragraph in the lease that mentions flammable material. RW explained that anything of that nature can be stored safely and fire extinguishers will be available. He will also speak to the Shed Initiative to see if they have any standard leases that could be used.</p>			
<b>22.125</b>	<p><b>Approval of the Minutes of Meeting held 9 January 2023</b>                  The minutes of the Fyfield Parish Council meeting held on Monday 9<sup>th</sup> January 2023 were approved as an accurate record.</p>			
<b>22.126</b>	<p><b>Clerks Report</b></p> <ul style="list-style-type: none"> <li>• Hedge by the garages. Cllr D Webster agreed to clear the area as it is now impacting on garden fences.</li> <li>• A quote has been received - £625 + VAT to install a moveable post on the gate to the sports field. All agreed to proceed with this.</li> <li>• Cllr Saward is ordering 2 x No Parking signs and also some Brad Lite Road Paint to put lines on the road to the village hall. Cllr Saward to raise the filling of potholes in the VH carpark with Martin Baxter.</li> <li>• Cllr Mead to speak to Joe about marking the outer edges of the matting. .</li> </ul>			
<b>22.127</b>	<p><b>County Councillor, District Councillor and other representatives reports.</b></p> <p>District Councillor Balcombe reported that Biffa are taking on more lorries in order to catch up on a backlog of bins not emptied. He mentioned that going to three bins in 2024, and paying for green bins is also on the agenda.                  Epping Forest have plans in for a new dam at Stamford Rivers. This has pushed other areas into the flood zone, which raises insurance in those areas.</p>			
<b>22.128</b>	<p><b>Finance</b>  <b>a. To consider and approve invoices for payment</b></p> <p><b>RECEIVED</b> List of invoices submitted in January 2023 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>
62 23		K Perry	January salary	£437.58
63 23		Paul Norris	Churchyard maintenance	£100.00
64 23	3312	TBS Hygiene	Emptying bins	£91.20
65 23	16152	EALC	Adv Councillor Trng Day	£108.00

66 23	21-8860	BB Groundscare	Maintenance of sports field	£647.50
67 23	SO	PWLB	Repayment of loan	£874.17
68 -23	2023/13	Village Hall	Hire of hall Feb Mtg	£14.03

**RESOLVED** List of invoices were authorised (approved unanimously).

**TASK** All paperwork signed off by Cllrs Saward & Mead. All payments are set up ready for authorisation online.

**b. Risk Register 2023/24**

Cllrs Saward and Wadey to look at this before the March meeting.

**c. Budget for 2023/34**

The newly formed F&B working group to discuss budgets

**d. Formation of Finance and Budgeting working group**

All agreed this was a good idea, Cllrs D Webster, Saward and Wadey agreed to form this group

<b>22.129</b>	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>a. <b>Strategic Action Plan</b> Cllrs D Webster, Saward and Wadey agreed to form this group. Cllr Saward to arrange first meeting.</li> <li>b. <b>Liaison with other councils</b> – A representative from the Parish Council needs to attend the Liaison meetings. 28 March is the next meeting. Cllr D Webster questioned whether we could also get representation on the Highways Panel, or find out who it is so that we can speak to them.</li> <li>c. <b>Biodiversity – sports field and churchyard</b> This is an area that councils are tasked with initiating. For example planting in area at bottom of the field, and make wilder areas in the churchyard. To be added to the March agenda.</li> <li>d. <b>Creation of an HR Committee - Staff appraisal/HR Policy</b> Cllrs Saward and Codd to form this group. Need to draw up terms of reference.</li> <li>e. <b>Creation of an Audit Working Group</b> The budget and finance group to assist with this.</li> </ul>
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<b>22.130</b>	<p><b>Burial Ground</b></p> <ul style="list-style-type: none"> <li>a. <b>Report on church yard issues</b> Nothing to report on the church yard.</li> <li>b. <b>Consider Burial Ground Charges</b> It was agreed that charges remain the same.</li> <li>c. <b>Consider Burial Ground Regulations</b> It was agreed that the wording and regulations are still relevant and should remain unchanged.</li> <li>d. <b>Tree Pollarding.</b> Quotes so far: <ul style="list-style-type: none"> <li>b. Franklins £500</li> <li>c. Kevin £690</li> <li>d. Jo £600 + VAT</li> </ul> </li> </ul>
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	<p>It was decided to go with Franklins. Cllr Saward to confirm with them.</p>
<b>22.131</b>	<p><b>Sports Field &amp; Village Hall</b></p> <p><b>a. Sports Field Hire Bookings &amp; booking form</b> Cllr Mead will send booking form and terms to Chris for inclusion on the VH website.</p> <p><b>b. Checks on play equipment</b> 20<sup>th</sup> February – pm (Sovereign). Cllr Mead will attend this visit. RoSPA inspection – KP to book one.</p>
<b>22.132</b>	<p><b>Planning</b></p> <p><b>EPF/0061/23</b> Wethers, Willingale Road – new cart lodge No objections</p> <p>It was not felt necessary to have a sub-committee for planning. Any decisions needed between meetings to be circulated via email.</p>
<b>22.133</b>	<p><b>Fyfield Village</b></p> <p><b>a. Defibrillator.</b> Information to be obtained from Jeanette Bell.</p> <p><b>b. Villager of the Year</b> This has been advertised in the Focus. Posters to be put up and something to go on the Grapevine. A form to be put on the website.</p> <p><b>d. Coronation Celebrations</b> Sub-committee to be formed and to liaise with village hall committee. Cllrs Mead and Saward to work on this. All to be involved on the day. KP explained about the national initiatives of The Big Lunch on 7<sup>th</sup> May and The Big Help Out on the 8<sup>th</sup> May. Bunting to be put up the week before around the village.</p> <p><b>e. Energy costs for residents and businesses</b> Discussion about the take-up over the past few weeks – numbers are growing. There are games and books and tea. Cllr Mead has attended all so far. Name change to Community Hub so that all feel welcome. Cllr D Webster to put item ref 16<sup>th</sup> February on Grapevine.</p>
<b>22.134</b>	<p><b>Communication and Promotion</b></p> <ul style="list-style-type: none"> <li>• Villager of the Year</li> </ul>
<b>22.135</b>	<p><b>Date of the next Parish Council meeting</b></p> <p>a) To confirm the date of the next Parish Council meeting 6 March 2023. KP absent for the March meeting. Cllr Webster will Clerk.</p>

**The meeting closed at 21:06pm.**

**Signed:**