

Fyfield Parish Council Meeting Minutes

Minutes of the Annual Parish Meeting of Fyfield Parish Council held on Monday 2nd September 2024 at Fyfield Village Hall, Houchin Drive, Fyfield.

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

In attendance: 3 members of the public.

24.59	Apologies for Absence To receive and approve apologies for absence. All members of the parish council in attendance.
24.60	Declaration of Interests 1. To receive Councillor's declaration of interests and dispensations concerning items on the agenda Noted. There were no declarations of interest. 2. Vacancy for Councillor – agreement to co-opt. MoP interested in becoming a councillor and wanted to know more about the role. Councillors collectively explained the role in more detail.
24.61	Approval of Minutes from 5th August 2024 The minutes of the Fyfield Parish Council meeting held on Monday 5 th August 2024 were approved as an accurate record.
24.62	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. <ol style="list-style-type: none">1. A Member of the Public raised a question about use of the village hall facilities for those using the sports field. Cllr Mead advised sports field users do not have access to the village hall unless agreed. KH to write to regular sports field bookers to reiterate these details.2. A Member of the Public asked if there were any plans to send information about the village facilities, clubs, etc, to the future Gypsy Mead residents. Cllr L Webster advised that they will receive the Fyfield Focus which contains all village information.3. A Member of the Public advised that parking at the village hall has become overcrowded on occasions. Preventative measures will be added to the next meeting agenda for discussion.

24.63	<p>Clerks Report</p> <p>The Clerk reported on 13 item(s):</p> <ol style="list-style-type: none"> 1. Risk Register – Council insurance on agenda for agreement. 2. Risk Register – Process to respond to MoPs questions written and added to website. 3. Risk Register – Felling and Lopping cover in place. 4. Risk Register – Awaiting cost of fireproof cabinet. 5. Burial ground registration – ongoing. 6. Letter to EFDC re: Gypsy Mead Works – drafted. 7. Refurbishment of noticeboard – Members of The Shed Group hope to start work this week. All notices will be moved to the bus shelter during the refurbishment. 8. Phone box and defibrillator – Cllr Codd looking into acquiring. 9. Tree preservation order received from EFDC – Land northwest of The Longhouse. 10. Playground inspection – w/c 2nd September. 11. Willingale Waste Water Treatment Works – KH looking into the reports of sewage discharge into the Trib of the River Roding as recorded by The River Trust. Adding to the next meeting agenda for discussion. 12. 20's Plenty – Next Zoom meeting 17th September at 7.30pm 13. Community Initiative Fund – KH advised of funding available for community projects. 			
24.64	<p>County Councillor, District Councillor & other representatives Reports</p> <p>No representatives in attendance. Cllr R Balcombe sent his apologies.</p>			
24.65	<p>Finance To consider and approve invoices for payment.</p> <p>RECEIVED List of invoices submitted in August 2024 that required payment by the Parish Council.</p>			
Ref No	BACS Ref	Payee	Detail	Amount
52 24	00038460	EFDC	Returning officer fees and charges – 2 May election	£247.14
53 24	5772	TBS Hygiene	Emptying bins August	£133.80
54 24	21-9779	BB Groundscare	Sports Field Maintenance August	£647.50
55 24	DD	Xero	Monthly subscription	£24.00
56 24	2024/97	Fyfield Village Hall	5 th August – club room	£14.03
57 24	M0001422227	EFDC	Play in the Park – 2/8/24	£80.00
58 24	August invoice	Paul Norris	Fyfield churchyard August 2024	£260.00
<p>RESOLVED List of invoices were authorised (approved unanimously).</p>				

<p>Noted Clerks wages paid for June £109.89 and July £439.56.</p> <p>A payment to Castle Water was made 13th August of £106.29 as a standard charge for the sports field supply to prevent additional late payment charges.</p> <p>a) Agree to pay sports field water supply by Direct Debit every 6 months. Cost to cancel supply is £360+VAT, and any future reconnection in the future would be the same cost again. Agreed to pay standard charge every 6 months via Direct Debit.</p> <p>b) Agree to renew council insurance through Clear Council. Agreed.</p> <p>c) Agree to cost of tree survey quote from Hallwood Associates. Agreed.</p> <p>TASK Clerk passed all paperwork to Cllrs D Webster & Mead for signature. All payments are set up ready for authorisation online.</p>	
24.66	<p>Governance</p> <p>No items to discuss.</p>
24.67	<p>Burial Ground</p> <p>1. Report from Cllr L Webster Nothing to be reported for this meeting.</p> <ul style="list-style-type: none"> • Cllr Brawn agreed to do tople test training. KH to look into the training and costs. • Cllr L Webster arranging for compost heap removal from the burial ground.
24.68	<p>Sports Field & Village Hall</p> <p>1. Sports Field Hire Bookings Cllr Mead advised the following events:</p> <ul style="list-style-type: none"> • Football starting back weekend of 21st Sept. • No other field bookings for Sept. <p>Cllr L Webster suggested the village hall take over running of the sports field. To be discussed at the next village hall committee meeting.</p> <p>2. Update from the Fyfield Event meeting 12th August Cllr D Webster gave a summary and advised the next meeting is 16th September.</p>
24.69	<p>Planning</p> <p>To consider any new planning applications submitted to Epping Forest District Council – 3 applications received:</p> <p>EPF/1617/24 – Cannons Lane – proposed front two Dormers – no objections.</p> <p>EPF/1648/24 – The Old Forge – two storey rear extension – no objections</p>

	EPF/1650/24 – The Old Forge – Grade II listed building application for a two storey rear addition - no objections.
24.70	Assets 1. Village sign installation – agree a work party and set a date to reinstall the village sign. Cllr D Webster to send out proposed dates to members of the FPC. KH to arrange the risk assessment for the date when confirmed.
24.71	Village Gateway Signs 1. Note from Cllr McIvor – preferred siting of gates to be discussed. Councillors in agreement for Highways to site the gateway signs where they deem suitable. KH to confirm.
24.72	Communication and Promotion 1. River waste pollution information.
24.73	Date of the next Parish Council meeting To confirm the date of the next Parish Council meeting. The next meeting will take place on Monday 7 th October in the club room at 7.30pm.

The meeting closed at 20:53pm.

Signed: **Date:**