

Fyfield Parish Council Meeting Minutes

Minutes of the Annual Parish Meeting of Fyfield Parish Council held on Monday 5th August 2024 at Fyfield Village Hall, Houchin Drive, Fyfield.

Present: Councillors – D Webster, S Mead, L Webster, G Codd, M Brawn

In attendance: 3 members of the public

24.45	Apologies for Absence To receive and approve apologies for absence. Cllr Wadey sent apologies for his absence.
24.46	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 expressed an interest in becoming a councillor. MoP is going to think about it after today’s meeting.
24.47	Approval of Minutes from 1st July 2024 The minutes of the Fyfield Parish Council meeting held on Monday 1 st August 2024 were approved as an accurate record.
24.48	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. A MoP asked if there is a lake being built towards the back of the Gypsy Mead site. Cllrs D Webster and L Webster advised that it is an attenuation pond for the Gypsy Mead site. A MoP expressed concern of the continual use of the sports field by non-residents of Fyfield who have not paid to use the space. The idea of a sign for the sports field advising use for residents only was suggested.

24.49	<p>Clerks Report</p> <p>The Clerk reported on 3 item(s):</p> <ol style="list-style-type: none"> 1. Play in the Park on Friday 2nd August was enjoyed by all who attended. 2. Polling venue review – EFDC are proposing to move the 564 registered electors from Moreton to vote at Fyfield village hall from 2025. There is an online consultation on 2nd September at 5pm – www.eppingforestdc.gov.uk/have-your-say-polling-station-review-consultation/ 3. CCTV registry system – Essex Police have a new CCTV registry system to allow people to register their CCTV cameras and the police can make requests to the individual owners for footage in the event of an incident – cctvregistrykentandessex.co.uk 			
24.50	<p>County Councillor, District Councillor & other representatives Reports</p> <p>No representatives in attendance.</p>			
24.51	<p>Finance To consider and approve invoices for payment.</p> <p>RECEIVED List of invoices submitted in July 2024 that required payment by the Parish Council.</p>			
Ref No	BACS Ref	Payee	Detail	Amount
45 24	17886	EALC	Garden of Remembrance training course (L Webster)	£120.00
46 24	17871	EALC	New clerks course (K Hanley)	£120.00
47 24	5658	TBS Hygiene	Emptying bins July	£107.04
48 24	21-9772	BB Groundscare	Sports Field Maintenance July	£647.50
49 24	DD	Xero	Monthly subscription	£24.00
50 24	DD	Castle Water	June churchyard	£52.44
51 24	July invoice	Paul Norris	Fyfield churchyard July 24	£530.00
<p>RESOLVED List of invoices were authorised (approved unanimously).</p> <p>The council were advised of a correction to KP salaries noted for May and June. The incorrect amounts were noted but correct payments were made.</p> <p>Clerks salary will be recorded in Xero payroll and will be paid each month – individual approval will not be required on a monthly basis. 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>				

<p>24.52</p>	<p>Governance</p> <p>1. Agreement to revise Risk Register. Agreed The following points on the Risk Register are to be actioned: 1.2 – KH to conduct annual insurance review. 3.2 – KH to ensure we have a procedure in place to ensure the council respond correctly to public enquiries. 4.2 – KH to check when a tree survey was last conducted. Cllr L Webster is enquiring with EALC about tree survey training courses. 5.1 – Fire safe storage for physical documents – KH looking into grants for purchase. Space for the storage cabinet agreed in the far end of the village hall.</p> <p>2. Agreement to update Asset Register. Agreed No change to Asset Register. Date updated.</p>
<p>24.53</p>	<p>Burial Ground</p> <p>1. Report from Cllr L Webster</p> <ul style="list-style-type: none"> • A new memorial stone for Mr Roy Eames was installed last week. • A flowerpot memorial has been agreed for Joan Humm and we are awaiting further instruction on this. • Allocation of burial plot agreed by FPC for Mrs Jane Read. Awaiting further instruction. • Mrs Rosemary King was buried on 23rd July 2024. All forms completed and fees paid. • Instructions left by Mr Matthew Swaine to scatter his ashes in the Lawn of Remembrance were refused because we do not currently allow scattering. Cllr L Webster will be responding to the family. • Family of Mr Malcolm Bretton have been in contact in respect of his wishes to be interred with his wife, Kate Bretton in the Lawn of Remembrance. Application forms have been forwarded and awaiting a response. <p>2. Search for conveyancer regarding the section of land registered as owned by the church. Agreed. KH to deal with.</p>
<p>24.54</p>	<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"> • Wedding this weekend – paid. Using field for parking. • Football club – Cllr Mead has passed on the cost of lining the pitch and is waiting to hear back. • Discussion about putting up a sign at the sports field stating that the field is for use by Fyfield residents only - to be added to the next meeting agenda.

	<ul style="list-style-type: none"> The village hall committee is to discuss paying for field hire for the banging Friday, music night events, etc, therefore giving the village hall control over the space for these events - to be added to the next meeting agenda. <p>2. To discuss the arrangements and agree involvement in 2025 Fyfield Festival. Note the village hall, FPC and PCC meeting was held on 17th July and the next meeting will be on 19th August.</p> <p>Cllr D Webster advised the meeting was very successful. All Fyfield groups are welcome to promote themselves at the event.</p>
24.55	<p>Planning</p> <p>To consider any new planning applications submitted to Epping Forest District Council - None listed.</p> <p>EPF/1366/24 Gypsy Mead Works alterations to property and amended hours of use for proposed veterinary surgery - Due to the deadline of the application commencing before this meeting, the application was sent to all councillors under section 15 xv of the Standing Orders – no objections noted.</p> <ol style="list-style-type: none"> Agree to write to EFDC regarding the S106 Gypsy Mead change to planning. Agreed. KH to draft.
24.56	<p>Assets</p> <ol style="list-style-type: none"> Refurbishment of the Noticeboard To be taken down and refurbished by the Shed Group. Village sign repair The sign has been picked up from Jennie Russell and is being stored. The council are looking into appropriate reinstallation. Agree purchase of fire safe Ongoing – KH looking into grants for the cost of the fireproof safe. Defibrillator and power source for telephone box. Ongoing - Cllr Codd looking into power source.
24.57	<p>Communication and Promotion</p> <ul style="list-style-type: none"> CCTV registry system from Essex Polic Coffee with Cops – next meeting 5th December
24.58	<p>Date of the next Parish Council meeting To confirm the date of the next Parish Council meeting.</p> <p>The next meeting will take place on Monday 2nd September in the club room at 7.30pm.</p>

The meeting closed at 20.32pm.

Signed: **Date:**