

# Fyfield Parish Council

Clerk to the Parish Council:  
Kim Hanley

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 5<sup>th</sup> August 2024 at 7.30pm in the Village Hall.**

*Kim Hanley*

**Clerk to Fyfield Parish Council**

**30th July 2024**

## Agenda

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- 1. Apologies for Absence**  
To receive and approve apologies for absence
- 2. Declarations of Interest and Council Members**
  - a) To receive Councillor's declarations of interest and dispensations for items on the agenda.
  - b) Vacancy for Councillor – agreement to co-opt
- 3. Approval of Minutes of Meeting held 1<sup>st</sup> July 2024**
- 4. 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.
- 5. Clerk's Report**  
Actions from previous minutes and general correspondence.
- 6. County Councillor, District Councillor & other representatives Reports**  
To receive a verbal or written report from the County Councillor, District Councillor and Police.
- 7. 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
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 2024	£530.00

Correction to KP salaries for May and June – incorrect amounts noted previously.

Clerks salary will be recorded in Xero payroll and will be paid each month – individual approval will not be required on a monthly basis.

## **8. Governance**

- a) Agreement to revise Risk Register
- b) Agreement to update Asset Register

## **9. Burial Ground**

- a) Report from Cllr L Webster to include burials and interments
- b) Search for conveyancer regarding the section of land registered as owned by the church.

## **10. Sports Field & Village Hall**

- a) Sports field hire bookings
- b) To discuss the arrangements and agree involvement in 2025 Fyfield Festival. Note the village hall, FPC and PCC meeting was held on 17<sup>th</sup> July and the next meeting will be on 19<sup>th</sup> August.

## **11. Planning**

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

- a) Agree to write to EFDC regarding the S106 Gypsy Mead change to planning.

## **12. Assets**

- a) Refurbishment of Noticeboard
- b) Village Sign repair – the sign has been picked up from Jennie Russell and we are looking at appropriate reinstallation.
- c) Agree purchase of fire safe
- d) Defibrillator and power source for telephone box.

## **13. Communication and Promotion**

To consider any items for publicity and promotion.

## **14. Date of the next Parish Council meeting**

- a) To confirm the date of the next Parish Council meeting which is 2<sup>nd</sup> September 2024.

\*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.