

Fyfield Parish Council Meeting Draft Minutes

Minutes of the Annual Parish Meeting of Fyfield Parish Council held on Monday 4th November 2024 at Fyfield Village Hall, Houchin Drive, Fyfield.

Present: Councillors D Webster, L Webster, Mead, Brawn and Codd.

In attendance: 2 members of the public and District councillor Balcombe.

24.90	<p>Apologies for Absence</p> <p>To receive and approve apologies for absence. Cllr Wadey sent his apologies.</p>
24.91	<p>Declaration of Interests</p> <p>1. To receive Councillor’s declaration of interests and dispensations concerning items on the agenda Noted. None received.</p> <p>2. Vacancy for Councillor – agreement to co-opt. A member of the public did show interest but felt unable to dedicate the time with other commitments.</p>
24.92	<p>Approval of Minutes from 7th October 2024</p> <p>The minutes of the Fyfield Parish Council meeting held on Monday 7th October 2024 were approved as an accurate record.</p>
24.93	<p>Public Participation Session</p> <p>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.</p> <p>A member of the public was in attendance on behalf of the residents of Elmbridge Gate and Elmbridge Hall to ask the parish council if they were able to help with a donation or funding assistance for a defibrillator. Cllr D Webster advised that we are looking to put a defibrillator in the telephone box in the village and we are also looking to find funding for this. It was agreed that FPC will keep in touch with the member of the public to share any funding information that we feel may help them.</p> <p>It was mentioned that there seems to be a rise in dog mess left on the sports field. Measures to combat this were discussed but it was concluded that it would be impossible to police.</p>

	<p>A member of the public was frustrated by the private fireworks around the village over the weekend. Cllr D Webster advised that the FPC can do nothing about this, but the member of the public wanted it noted.</p>
<p>24.94</p>	<p>Clerks Report</p> <p>The Clerk reported on 12 item(s):</p> <ol style="list-style-type: none"> 1. Fireproof storage – Waiting to hear back from Cllr McIvor if there is any ECC funding available. I’m also gathering together information to make an enquiry if the Heritage Lotto Fund would be a suitable avenue for this. 2. Search for conveyance regarding the section of land registered as owned by the church - I have collected all documents from Leonard Gray solicitors and I am currently putting together a short list of potential new solicitors. EALC are unable to offer recommendations but have advised they could put forward a request to Essex Legal Services if we wanted to. I have contacted Whiskers (previous solicitors) to see if they hold any documents on behalf of the council. Awaiting response. 3. Refurbishment of noticeboard – well underway. 4. Defibrillator and phone box power supply – ongoing. Cllr Codd looking at costs to reconnect the power supply as the solar panel idea will not work. 5. Playground net swings have a potential crush zone - Manufacturer is no longer in business. Sovereign are checking into this and coming back to me. 6. Set up of Castle Water direct debit – the mandate has been signed and will be sent to Castle Water. 7. Fyfield Parish Council Facebook page – should be live this week. The page will be to provide information only. 8. Exclusive Right of Burial and Forms of Assignment – I am working alongside Cllr L Webster to revise and update the current forms. 9. Play in the Park 2025 - Date agreed Friday 11th April AM. Closer to the time I will advertise around the village, Fyfield Focus, on Facebook and inform the pre-school and Dr Walkers. 10. Write letter to EFDC planning officer regarding the sewage system - Letter sent 28th October 2024. Reply received 29th October. The letter concludes that the “onus is on the developer to demonstrate to the satisfaction of the Council that either there is adequate capacity in the existing system or that upgrades to the network are made.” The council found this unacceptable and Cllr D Webster has drafted a response for me to send. 11. Reclaim control of telephone box - letter sent to Ian Hadley 28th October 2024. No response received as yet. 12. Willingale Wastewater Pollution <ul style="list-style-type: none"> • Write letter to MP Burghart - Letter sent 28th October 2024. • Make contact with Thames21 - Emailed and awaiting response.

24.95	<p>County Councillor, District Councillor & other representatives Reports</p> <p>District Cllr Balcombe advised that the new refuse trucks will be in action from tomorrow (5th November) from the new site in North Weald. He confirmed that the general recycling will be going to Harlow where it is correctly sorted. Currently EFDC don't charge for green waste but may have to in the future.</p> <p>Cllr L Webster enquired about the quality of compost as there have been many complaints about non-biodegradable items found in it and it is causing lots of problems for farmers. District Cllr Balcombe advised that this is licenced out by ECC to a separate company.</p>			
24.96	<p>Finance To consider and approve invoices for payment.</p> <p>RECEIVED List of invoices submitted in October 2024 that required payment by the Parish Council.</p>			
Ref No	BACS Ref	Payee	Detail	Amount
66 24	DD	Xero	Monthly subscription	£25.20
67 24	6026	TBS Hygiene	Emptying bins October	£107.04
68 24	21-9856	BB Groundscare	Sports Field Maintenance October	£647.50
69 24	2024/107	Fyfield Village Hall	August meeting – club room	£14.03
70 24	18025	EALC	Introduction to Planning training course – K Hanley Code of Conduct training course – K Hanley Budget & Precept training course – K Hanley	£120.00 £96.00 £96.00
71 24		Paul Norris	October burial ground maintenance	£320.00
72 24	2024/130	Fyfield Village Hall	November meeting – club room	£14.03
<p>RESOLVED List of invoices were authorised (approved unanimously).</p> <p>NOTED Clerks wages paid for September £451.77.</p> <p>NOTED Payments received for October - £2,990.00 (total). Cllr L Webster suggested we use separate references when listing payments received to differentiate between the incomes i.e. burial ground, sports field hire, etc. Agreed.</p> <p>TASK Clerk passed all paperwork to Cllr D Webster and Cllr Mead for signature. All payments are set up ready for authorisation online.</p>				

24.97	<p>Governance</p> <ol style="list-style-type: none"> 1. Agree for the Chair to select an internal auditor. Agreed. 2. Review and approve any changes to the Standing Orders and Code of Conduct Approved. KH to update the dates on both documents.
24.98	<p>Burial Ground</p> <ol style="list-style-type: none"> 1. Report from Cllr L Webster <ul style="list-style-type: none"> Mr Ward was buried 1st November 2024 in section III, plot 111 as agreed. Fees have been paid. Memorial headstone will be Portland or York stone and will be erected at a later date with our agreement. We await the Memorial Application form. A new memorial inscription has been agreed for Mr Drews headstone for plot 106 in section III. We are awaiting the fee and return of the headstone. Mr Bretton’s ashes will be interred in plot 25 of the Lawn of Remembrance on 29th November 2024. Inscription fee paid, interment fee outstanding. Mrs Humm’s ashes were interred in a private committal in her parent’s grave in section 3 plot 54 on 21st October 2024. Her memorial will be a stone flowerpot in the same stone as their headstone. The interment of ashes and private committal for Mrs Read is being organised for 24th November 2024. The interment forms were received back from the funeral directors today and we will invoice for a full burial as agreed. After discussions with Mr Swaine’s family this file has now been closed with no further action required. I’ve found forms which have been used before by previous parish council clerks which need to be updated to conform to current rules and regulations. This will be undertaken by the current clerk and myself with reference to the ICCM and agreed by the council. 2. Discuss creating a sinking fund for future burial ground purchase. NOTED Cllrs D & L Webster advised that they have an interest in this item and excluded themselves from commenting. The councillors agreed that a percentage of any annual income of the council be used towards the sinking fund.
24.99	<p>Sports Field & Village Hall</p> <ol style="list-style-type: none"> 1. Sports field hire bookings. No new bookings received. Ongoing bookings – Ongar Juniors football club. Cllr D Webster advised the OJFC manager that the first invoice will be coming out to them shortly.

	<p>2. Update from the Fyfield Event meeting 14th October Cllr D Webster gave an overview of the meeting. It was suggested that the village hall keep the profits from the bar and the profits from the rest of the day are split 50/50 between the VH and FPC. Cllr Mead suggested that all profits from the day should be split 50/50 between the VH and FPC. This is to be discussed at the next event meeting in January 2025.</p> <p>3. Agree to discuss with the Village Hall Committee plans to upgrade the changing facilities. Cllr D Webster advised that hopefully the first instalment of the Gypsy Mead section 106 money will be received in May 2025. Cllr Mead suggested the canopy at the front of the village hall be the first item to be installed. Cllr D Webster suggested a meeting between the VH committee and FPC be arranged to discuss the plans. Agreed.</p>
24.100	<p>Planning</p> <p>To consider any new planning applications submitted to Epping Forest District Council – 1 application received:</p> <p>EPF/2078/24 – The Old Forge, Dunmow Road – Grade II listed building application for a two-storey rear addition. No objections.</p>
24.101	<p>Assets</p> <p>1. Reinstall village sign - NOTED this was completed on 22nd October.</p>
24.102	<p>Christmas</p> <p>The Christmas tree lighting celebration will be held on Tuesday 26th November at 6pm.</p> <p>1. Discuss and agree any actions. Cllr D Webster advised he will pick up mince pies for the event. Cllr L Webster advised that The Queens Head will be open and this may mean there is less parking available. It was also discussed that cones may be used to provide a safe place for attendees to stand. KH to arrange the event risk assessment.</p> <p>2. NOTED – Cllr Wadey has made contact with the choir, and they will be in touch after their next meeting (early November) to confirm if they are available. Cllr Codd advised the message has been put out to the choir (of which she is a member) and they will agree at their meeting on Thursday 7th November.</p>
24.103	<p>Willingale Wastewater Pollution</p> <p>1. Agree a date for a site meeting Agreed to arrange a suitable date via WhatsApp in the next few months, weather depending.</p>

24.104	<p>Speeding Prevention</p> <p>1. Agree to arrange a meeting with District Councillor, Police and other local nearby councils to discuss speeding issues. Cllr D Webster has made contact with the parish councils of Abbess Roding and Ongar to arrange a meeting with a view to putting forward a speed reduction to Highways between the Four Wantz roundabout and the Dunmow Road junction. District Cllr Balcombe will arrange for a Chief Inspector to come to the meeting. Cllr D Webster will email District Cllr Balcombe some potential dates in January 2025.</p> <p>NOTED The Walker Avenue street sign was knocked down by a large lorry last week. District Cllr Balcombe is going to check who we need to contact to have the sign replaced.</p>
24.105	<p>Communication and Promotion</p> <p>FB page</p> <ul style="list-style-type: none"> • The Christmas tree lighting ceremony • FPC councillor vacancy <p>Fyfield Focus</p> <ul style="list-style-type: none"> • Dog mess on the sports field
24.106	<p>Date of the next Parish Council meeting</p> <p>To confirm the date of the next Parish Council meeting.</p> <p>The next meeting will take place on Monday 2nd December in the club room at 7.30pm.</p>

The meeting closed at 20:53pm.

Signed: **Date:**