

Fyfield Parish Council – draft minutes

Minutes of the meeting of Fyfield Parish Council held on Monday 8th January 2024 at Fyfield Village Hall, Houchin Drive, Fyfield.

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

In attendance:

2 members of the public (MoP), District Councillors Hadley & Balcombe

23.104	Apologies for Absence To receive and approve apologies for absence No apologies were received.
23.105	Declaration of Interests To receive Councillor’s declaration of interests and dispensations concerning items on the agenda None.
23.106	Approval of the Minutes of Meeting held 4 December 2023 The minutes of the Fyfield Parish Council meeting held on Monday 4 th December 2023 were approved as an accurate record.
23.107	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 The ‘Shed Club’ reported that at the start of February they are having a meeting with experienced people from other Sheds to work through the necessary actions so that they can open formally in a few months. FVH have given them fire extinguishers and fire safety signs. Cllr D Webster to chase BHIB to see if they can arrange their own insurance. The Shed Club have raised some funds but may need a contribution to the cost of insurance.
23.108	Clerk’s Report Twenty’s Plenty – Cllr S Mead reported that she is attending a Zoom meeting on 24 Jan with Jo Wheatley who is from Wivenhoe and the coordinator for Essex. 79 councils have voted to adopt Twenty’s Plenty and a WhatsApp group is being set up. Councillor vacancy – This has been advertised on the noticeboard and website. Churchyard maintenance and biodiversity – This will be on the agenda for the next meeting. Cllr G Codd suggested it would be a good idea to produce a ‘schedule of works’ listing what jobs and areas would be maintained each month.

Fyfield Parish Council – draft minutes

23.109 County Councillor, District Councillor and other representatives reports.

District Cllrs Hadley and Balcombe reported that EFDC’s new owned waste collection company Qualis will start operating in November – they are currently buying the new collection lorries. From next year it is proposed that recycling bags and bottle bins will be replaced by a single recycling bin. Cllr Balcombe advised that the existing recycling plant at Harlow can deal with this mixed waste. EFDC plan to make a control centre for the new bin lorries at North Weald.

EFDC are making a special effort to reduce fly tipping by using covert cameras in laybys and other hotspots and forensic examination of waste to find culprits.

Cllr Hadley advised that work has started on the new sports centre building in Epping.

Cllr Saward read out a report from PC Shepherd, which said that crime reported was down compared with the same time last year, but car thefts were up considerably.

23.110 Finance
a) To consider and approve invoices for payment

RECEIVED List of invoices submitted in December 2023 that required payment by the Parish Council.

Ref No	BACS Ref	Payee	Detail	Amount
64 24	4658	TBS Hygiene	Emptying bins	£133.80
65 24	21-9301	BB Groundscare	Sports Field Maintenance	£647.50
66 24	31501	Sovereign	Deposit for works due	£914.84
67 24		K Perry	Salary December	£459.48
68 24	DD	Castle Water	Churchyard water Dec	£73.77
69 24	DD	Xero	Monthly subscription	£24.00
70 24		Lizzie Webster	Gravestone straightening	£60.00

Agreed - List of invoices were authorised (approved unanimously).

b) The budget figures produced by the finance sub committee were discussed. The cost of replacing the Noticeboard was removed and an amount of £300 for repair of the existing Noticeboard cost was entered. Otherwise the budget was **approved**.

c) A 15% increase in the precept for 2024 was **approved**. The precept was last increased in 2020-21 and the sub-committee has found that in each of the last 2 years expenditure has exceeded income by £2,000.

Fyfield Parish Council – draft minutes

	<p>This precept increase will mean approximately a £5 annual increase for Council Tax on a Band D property from £33.25 currently. The average precept in Epping Forest was £76.19 for the current year.</p> <p>It was also agreed that a sinking fund be set up using a part of burial fees to cover exceptional items specifically related to the burial ground such as the future disposal of the compost waste pile and possible purchase of additional land to make more burial spaces available.</p>
<p>23.111</p>	<p>Burial Ground</p> <ul style="list-style-type: none"> a) Cllr L Webster advised there are 18 burial plots left before the compost waste pile has to be cleared, although Cllr Wadey pointed out that this clearance must happen well before all open plots are filled. b) Gate on Cannons Lane into churchyard. An email had been received from a MoP saying the gate to Cannons Lane needs repair – the two leaves hang at different heights and it needs a pipe to receive the central drop post and/or a fold over latch on top so the gates do not blow open. The Shed Club said they would look at this. c) Burial Roger Michael Drew – payment received from funeral director after delay. Payment also received for the ashes burial for Mr and Mrs Shelsher. d) The council considered the installation of a wall or path in the churchyard where plaques could be purchased and a row of roses where ashes could be scattered as an alternative to plots in the Garden of Remembrance – this wall/path could include a war memorial. Cllr L Webster will bring more details to a future meeting. e) An item will be added to the next agenda to set up a committee to produce a plan for the greening of the burial ground.
<p>23.112</p>	<p>Sports Field & Village Hall</p> <ul style="list-style-type: none"> a) Sports field hire bookings – None. b) It seems that water runoff from the carpark is contributing to the wet area at the top of the sports field. FPC would like to work with Fyfield Village Hall to improve drainage from the carpark away from the sports field. Rural Funding may be available but will require a percentage to be contributed by FVH/FPC. c) A quote from Sovereign to repair the roundabout was discussed. The cost of nearly £3,500 is too high to cover from existing income. Cllr Balcombe suggested the Council try to contact the original manufacturer for more information or repair. d) FPC would like to set up formally a joint group with the Village Hall to organise a Summer Event. However, it was felt that it was too late to do this in 2024, and care will need to be taken to ensure that any event makes a profit for both parties.
<p>23.113</p>	<p>Planning</p> <p>Planning Applications EPF/2662/ Yew Tree House, Dunmow Road Installation of new five bar style metal gate with new fence and yew tree bush planting to driveway – no objections.</p>

Fyfield Parish Council – draft minutes

23.101	Repairs to Assets a) Replacement of the Noticeboard. It was agreed that the Council should seek someone to take down and repair the Noticeboard (sand/ varnish and re-letter) – the Shed Club may be able to do this. b) Village sign – the sign has been taken down and delivered to Jennie Russell for repair. This may take several months. A post has been put on the Grapevine letting residents know the status. c) Cllr Seward is looking into opportunities that Fyfield could gain from the Rural Funds for Community focused capital, such as towards the village gates.
23.102	Communication and Promotion Cllr Seward to ask residents about helping with speed control in the Spring Fyfield Focus.
23.103	Date of the next Parish Council meeting To confirm the date of the next Parish Council meeting 5 February 2024.

The meeting closed at 21.17.

Signed: -----

Dated -----