

Fyfield Parish Council Draft Minutes

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

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

In attendance:

3 members of the public (MoP), PC Warren Shepherd

24.1	Apologies for Absence To receive and approve apologies for absence There were no apologies for absence.
24.2	Declaration of Interests & New Councillor To receive Councillor’s declaration of interests and dispensations concerning items on the agenda No declarations of interest.
24.3	Approval of the Minutes of Meeting held 4 March 2024 The minutes of the Fyfield Parish Council meeting held on 4 March 2024 were approved as an accurate record.
24.4	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 A MoP stated that the windows at Strettons are not all opaque. Ian Hadley to be contacted about this.
24.5	Clerk’s Report Playground Inspection An inspection took place in March and the report has been received. All comments on equipment are graded as low risk, so nothing further needs to be done at this point. Parish and Town Council Elections These will take place on 2 May. Fyfield PC is uncontested as there are not more candidates than places. Rural Affordable Housing Hastoe Housing and the Rural Community Council of Essex held an open day in Willingale and have identified a number of local people who would qualify for affordable housing.

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Flooding Signs
Cllr D Webster to contact Tom Cunningham about the signs and what is to be done going forwards.

Telephone Box
Cllr D Webster to research how this can be used to house a defibrillator using solar power.

Essex Village of the Year & Rural Community Awards 2024
It was agreed that an application form for Village of the Year should be submitted. KP to do this.

24.6 County Councillor, District Councillor and other representatives reports.

PC Shepherd gave stats for the last quarter. 15 calls in, 6 crimes recorded but 2 are doubled up and others will move to the address of the perpetrator from the victim and thus out of Fyfield.
Cllr Webster asked about the quad bikes that have been around the area. PC Shepherd advised that 999 should be called if they are seen.
There were no reports from District or County Councillors – Cllr Balcombe has some information about speeding through the village that he will pass on.

24.7 Finance
a) **To consider and approve invoices for payment**

RECEIVED List of invoices submitted in March 2024 that required payment by the Parish Council.

Ref No	BACS Ref	Payee	Detail	Amount
21 24		RCCE	Annual Subscription	£59.70
22 24	21-9301	BB Groundscare	Sports Field Maintenance	£647.50
23 24		K Perry	Salary February	£459.48
24 24	DD	Xero	Monthly subscription	£24.00
25 24		TBS	Emptying bins	£133.80
26 24	17541	EALC	Subs EALC and NALC	£272.73
27 24	2024/50	Village Hall	Booking for 8/4	£14.03
28 24	DD	Castle Water		£48.12

Agreed - List of invoices were authorised (approved unanimously).
b) Bank Reconciliation – Cllr Wadey went through the accounts and checked them against the bank statements. There were three minor amendments which have been addressed. Discussion about the charges from Castle Water for the burial

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ground and whether the church is also part of this as the bills seem to be increasing all the time. Cllr D Webster to investigate further.

24.8	<p>Burial Ground</p> <p>a. Burial Ground Matters</p> <ul style="list-style-type: none"> • Cllr L Webster reported that the ownership of the burial ground needs to be sorted out before June. She suggested that we use a different solicitor to get the documentation back from the solicitors currently holding it. Land Registry needs to be contacted. • Roy Eames ashes have now been interred. Joan Humms ashes will be interred with her parents. There is not room for additional wording on the headstone so a granite pot was suggested or else inscription on the back of the current gravestone. Cllr L Webster to discuss the options with her step sister. • A request has been made for ashes to have a headstone. It was suggested that one of the plots that cannot be used because of the water pipe could be used as ashes do not need to be as deep as a burial, and the area would be large enough for a headstone. • Cllr Webster gave details of mini headstones that could be used for ashes plots. She will find out more details. Suggestion also of a stone that plaques can be added to in the Garden of Remembrance. <p>b. Review of Burial Ground Regulations</p> <p>There is no specification with regard to grass or non-grass. It was decided that grass and flat should be stipulated, with any pots etc only to be allowed on the ledge of the headstone. Discussion about how long the grave is owned initially, before it reverts back to the church/council. Further amendments/suggestions to be brought to the meeting after Cllr L Webster has attended the upcoming Burial Ground course.</p> <p>c. Burial Ground charges</p> <p>Cllr L Webster had done some research on other graveyards and burial grounds and suggested some price changes. She also noted that all headstones should be the same size. A discount price needed for non-residents who were residents previously. It was agreed that this could be at twice residents fee rather than 4 times. (This applies to those who have had to move out of the village into a care home etc). Cllr L Webster to make the changes to the Burial Ground Charges document.</p> <p>d. Biodiversity</p> <p>Cllr D Webster talked through the plan that he had circulated. Areas of wild flowers to be planted. Prices and quotes to be sought for this. All agreed with the outline plan.</p>
24.9	<p>Sports Field & Village Hall</p> <p>a) Sports field hire bookings</p> <ul style="list-style-type: none"> • No new hires this month.
24.10	<p>Planning</p> <p>To consider</p> <p>EPF/0649/24</p>

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	<p>https://eppingforestdcpr.force.com/pr/s/planning-application/a0hTv0000004XTd Pickerells, Dunmow Road Prior approval Class Q for conversion of one agricultural barn into 3 dwellings (with the removal of sections of the existing building) and the removal of another barn. – no objections.</p>
24.11	<p>Repairs to Assets</p> <p>a) Noticeboard – Cllr Saward has confirmed with Allen Knife that he is happy for the board to be taken down and refurbished on his land. It was agreed that this would take place after the elections as the board is being used for information about this before then.</p> <p>b) Village Sign repair is on-going.</p>
24.12	<p>Communication and Promotion</p> <p>The Annual Parish Meeting – invitations to be sent to clubs and societies. KP to contact Sally to invite Fyfield Focus contributors.</p>
24.13	<p>Date of the next Parish Council meeting</p> <p>To confirm the date of the next Parish Council meeting which is the Annual Meeting 13 May 2024. The Annual Meeting to commence at 7pm, with the Assembly set for 7:30pm.</p> <p>Cllr B Saward informed the meeting that she would be stepping down with immediate effect. The Council thanked her for all the work that she has done for the village and the community, and invited her to the Annual Assembly so that she could be thanked formally.</p> <p>The Clerk, Katharine Perry also tendered her resignation. She will work a month’s notice and will inform the relevant authorities, and draw up an advert for the job. The Council thanked her for all the work that she has done for them.</p>

The meeting closed at 20.57.

Signed: -----

Dated -----