

Fyfield Parish Council

Minutes of the meeting of Fyfield Parish Council held on Monday 7th August 2023 at Fyfield Village Hall, Houchin Drive, Fyfield.

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

In attendance:

4 members of the public

23.32	Apologies for Absence To receive and approve apologies for absence No absences.
23.33	Declaration of Interests To receive Councillor's declaration of interests and dispensations concerning items on the agenda No declarations of interest.
23.34	Approval of the Minutes of Meeting held 3 July 2023 The minutes of the Fyfield Parish Council meeting held on Monday 3 rd July 2023 were approved as an accurate record, with one handwritten amendment.
23.35	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 Member of the Public (MoP) complained about speeding in the village. Cllr D Webster advised that the Council were pushing to get 'gates' reinstalled at either end of the village, with a view to putting speed awareness and/or 30mph signs on them. District Cllr Hadley had advised that the priority for these had been increased at Essex Highways. The Parish Council were also actively supporting the 20s Plenty campaign. The Council agreed to raise the subject with County Cllr McIvor and traffic police. The same MoP asked the Council to continue to push for remedial works to prevent flooding on the B184 just south of the Environment Agency site. The drainage pipe under the road has a 90° bend which causes debris to build up, especially carried down from the EA ditch. The Council have previously raised this several times with Essex Highways but will write to them again.

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23.36	<p>Clerk’s Report</p> <ul style="list-style-type: none"> • Telephone box – Councillors had not received any updates or actions from Cllr I Hadley or the other Friends of the Phonebox. This will be on next month’s agenda. • Repair of Multi-use play equipment – Cllr Seward has agreed a 5 year maintenance contract with Sovereign, as agreed at the last meeting. When they carry out their inspection they will check the broken item and quote to repair it. • The Mens Shed have done a great job cleaning the play equipment. They will paint the old swings once the Council buy suitable paint. • Cllr Seward will buy the paint for the yellow lines on the road to the Village Hall and the Scouts will put up the No Parking signs. • The Council received a credit of £158.19 from Thames Water. • The clerk has emailed EFDC to discuss giving up its lease on the land by the garages at rear of Walker Avenue • The submitted headstone design for the late Mr G Letchfield was agreed. Cllr Wadey suggested, in order to be able to respond to burial and memorial requests quicker, that a Committee and Sub Committee be set up to agree them outside meetings. Clerk to draft Terms of Reference for agreement at the next meeting. • The clerk advised Councillors about the RCCE Village Hall conference on 23rd September. • An email was received from Mrs C Gabriel asking for the hedges adjoining her property to be trimmed in September. It was agreed that the work could be done by Mr P Norris. • A query had been received about Mrs Gabriel’s camera pointed at the churchyard. The clerk will write to Mrs Gabriel. • A letter was received from Ms J Tillman asking for support for her Girlguiding activities. It was agreed that the Council and local charities were not in a position to support someone from another village.
23.37	<p>County Councillor, District Councillor and other representatives reports.</p> <p>None received.</p>
23.38	<p>Finance</p> <p>a) To consider and approve invoices for payment</p> <p>RECEIVED List of invoices submitted in July 2023 that required payment by the Parish Council.</p>

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Ref No	BACS Ref	Payee	Detail	Amount
23-23		Paul Norris	Churchyard maintenance – July	£280
24-23		K Perry	Salary July	£218.75
25-23	3982 4128	TBS Hygiene	Emptying bins June+July	£205.20
26-23	21-9083	BB Groundscare	Sports Field Maintenance June	£647.50
27-23		D Webster	Storage box for Burial Ground	£90.60
28-23	2605818	Castle Water	Burial Ground	£32.21
29-23		RCCE	Annual membership	£72.60
30-23	16887	EALC	Chairman training D Webster	£342
31-23	2023/51	Village Hall	April and Aug 23 bookings	£55.26
32-23		Sovereign Design Play Systems	5 Year Apollo maintenance package	£478.80
33-23		B Saward	No Parking signs	£16.89

RESOLVED List of invoices were authorised (approved unanimously).

- b) The Terms of Reference of the Finance and Budget Committee were **agreed**.
- c) Section 106 monies from Gypsy Mead – The Council are keen to secure these and will obtain quotes before the next meeting for -
 - an outside table tennis table
 - a large climbing frame from Sovereign
 - a canopy over the front of the Hall, to be discussed with the VH Committee
- d) The last payment of the PWLB loan for the Village Hall extension has been paid

23.39

Burial Ground

a) **Report on church yard issues**

Cllr E Webster has been collecting and collating all the old Parish Council papers (including burial ground records and receipts) and has discovered that Council files and papers including minutes are missing for the period 1986 to 2001. She has contacted solicitors Leonard Gray who have a large numbers of formal documents such as Conveyances but do not have the missing papers. It was **agreed** that she would request the return of these documents and start the burial ground title rectification process. It was **agreed** that she

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	<p>would contact as many former clerks and councillors as possible to try to retrieve them.</p> <p>b) The cost of rectification of a few leaning or misplaced grave stones in Section 3 was agreed. Topple tests will be carried out on the remaining badly leaning memorial stones.</p> <p>c) Regular tidying up of the plaques in the Lawn of Remembrance was agreed.</p>
23.40	<p>Sports Field & Village Hall</p> <p>Cllr Mead reported no new bookings. The football season starts in September but OJFC have requested to play one session in August and this was agreed. OJFC have agreed to move the pitches so that the younger players are nearer the Hall.</p> <p>The Mens Shed were thanked by the Chairman for cleaning the play equipment and improving the No Golf sign. Another No Golf sign will be purchased.</p>
23.41	<p>Planning</p> <p>a) Planning Applications – none received.</p> <p>b) The policy allowing the clerk to collate and respond if necessary to planning applications was carried forward.</p>
23.42	<p>Governance, Strategy and Action Plan</p> <p>a) It was agreed to renew the annual insurance policy with BHIB</p> <p>b) The new Code of Conduct was agreed</p> <p>c) Cllr Wadey will draft a response to the London Stansted Airport Draft Noise Action Plan Consultation, considering complaints from residents and requesting compensation where appropriate</p> <p>d) Cllr E Webster advised that it was recommended practice for councillors to use specific Parish Council email addresses instead of personal ones. Cllr D Webster will set up one specifically for the Burial Ground.</p>
23.43	<p>Communication and Promotion</p> <p>Villagers will be reminded that Golf is not allowed on the Sports Field, and that dog waste should be picked up.</p>
23.44	<p>Date of the next Parish Council meeting</p> <p>To confirm the date of the next Parish Council meeting 4th September 2023 at 7.30pm</p>

The meeting closed at 21:00pm.

Signed: -----

Dated -----