

Fyfield Parish Council Meeting Minutes

Minutes of the Annual Parish Meeting of Fyfield Parish Council held on Monday 7th October 2024 at Fyfield Village Hall, Houchin Drive, Fyfield.

Present: Cllrs D Webster, M Brawn, T Wadey.

In attendance: 3 members of the public.

24.74	<p>Apologies for Absence</p> <p>To receive and approve apologies for absence. Cllrs Mead, L Webster and Codd sent their apologies.</p>
24.75	<p>Declaration of Interests</p> <ol style="list-style-type: none"> 1. To receive Councillor’s declaration of interests and dispensations concerning items on the agenda Noted. None received. 2. Vacancy for Councillor – agreement to co-opt. A member of the public is still considering joining the council.
24.76	<p>Approval of Minutes from 2nd September 2024</p> <p>The minutes of the Fyfield Parish Council meeting held on Monday 2nd September 2024 were approved as an accurate record.</p>
24.77	<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> <ol style="list-style-type: none"> 1. A member of the public raised the idea of sports and social club membership to encourage more use of the village hall and sports field. Idea to be passed to village hall committee. 2. A member of the public raised the issue that some residents are able to get the Stansted discount while others are refused. Advised that it will depend on the distance from the airport. 3. A member of the public brought up that Gigaclear won’t install to their property. Cllr Wadey advised that it may be because the road into the property is private. Advised MoP to discuss further with Gigaclear. 4. A member of the public advised that on Sunday one of three men setting up for a football match entered the Men’s Shed without permission and was verbally abusive. The member of the public would

	<p>like to speak with the football organiser regarding the matter. Cllr D Webster to pass the MoPs contact number to the organiser.</p> <p>5. A member of the public advised that users of the sports field were asking to use the toilets over the weekend, but the scout hut was closed. Cllr D Webster will discuss the toilet availability with the Village Hall committee.</p>
<p>24.78</p>	<p>Clerks Report</p> <p>The Clerk reported on 14 item(s):</p> <ol style="list-style-type: none"> 1. Fireproof storage - I have contacted Cllr McIvor to ask if any grants are available from ECC. I am also looking into the Heritage Lottery Fund. 2. Burial ground conveyance – I have requested the return of all FPC documents from current solicitors and will collect on Friday. I have also contacted EALC for any recommendations for new solicitors. 3. Write to EFDC regarding the S106 Gypsy Mead change to planning – I sent the letter on 17th September and received a reply the same day advising that Mr. Richardson will speak to the relevant managers and come back to me ASAP. Since then, the application for change to planning has been refused. 4. Refurbishment of noticeboard – The noticeboard has been removed by the Men’s Shed and is in the process of refurbishment. I advised that all notices from FPC will be displayed in the bus shelter. 5. Defibrillator and phone box power supply – ongoing. 6. Write letter to regular sports field users regarding unauthorised use – this was sent on 16th September. 7. Playground inspection – completed and all equipment deemed low risk. Small actions to be taken such as greasing the roundabout bearings and putting cable ties along the top of the swings to stop birds messing. Report specifies certain items are coming to their end of life. Inspector advised on the day that the net swings have a potential crush zone. He advised me to contact the manufacturer for a safety report, but the manufacturer is no longer in business, so I have emailed Sovereign to see what else I can do. 8. Set up Castle Water direct debit- passed to Cllr D Webster as needs to be signed by two signatories. Council insurance – confirmed and in place. Tree survey – completed and three trees were noted for non-urgent action. Hawthorn on sports field is predominantly dead so should be reduced to hedge height. Dead elm poles at far corner of sports field suggested to be felled to ground level. Suspected basal decay of sycamore tree on burial ground border. Suggested to undertake sonic tomography (£450+VAT approx.) 9. Topple test training and costs – Having contacted several companies including the ICCM, there are very few training courses available and from what I can see, no legal requirement for formal training. I have downloaded some documents to look through to set up a procedure for this testing and will email to Cllr Brawn. 10. Village gateway signs – I have confirmed to Cllr McIvor that FPC are happy for Highways to site the signs where they deem suitable.

	<p>Cllr McIvor has also nominated FPC to receive Locality Funding for plants to be used around the new signs. I am currently confirming the details with the Locality funding team.</p> <ol style="list-style-type: none"> 11. Fyfield Parish Council Facebook page – I will be setting this up over the coming weeks as another avenue to provide information to residents via the Grapevine Facebook page. 12. EFDC nominations for Citizen of the Year, Young Citizen of the Year and Team of the Year 2025 – now open, closing date 29th November. Details will be posted on the noticeboard/bus shelter and Facebook. 13. King Harold Day 12th October 2024 – A new display of King Harolds battle axe will be available to see on this day. Home - Epping Forest District Museum Trust (efdmuseum.org.uk) Details will be posted on the noticeboard/bus shelter and on Facebook. 14. Epping Town Neighbourhood Plan Regulation 16 Consultation - The plan proposal and supporting documents can be seen here - Epping Town Council Neighbourhood Plan Regulation 16 Publication - Epping Forest District Council (eppingforestdc.gov.uk)
<p>24.79</p>	<p>County Councillor, District Councillor & other representatives Reports</p> <p>Cllr Balcombe sent his apologies and provided the following update:</p> <ul style="list-style-type: none"> • The new waste service is less than a month away. Work is progressing and on track for the Operation Hub at North Weald Airfield. The temporary welfare facilities, offices and vehicle workshop are in place. Waste vehicles will be arriving later this month. Things should stay the same as we have except the time of day the collections are made as we will be starting from North Weald and not Waltham Abbey area. Please have your collection outside for 7.30am. The change over to the new service should be seamless but please be patient should there be any teething problems. • Abbess Parish Council also have new village signs to go up so this will be a start to bringing the speed down on the main road through the village. <p>Cllr D Webster will speak to Cllr Balcombe to arrange a meeting with other local parish councils regarding speeding on the B184.</p> <p>PC Warren Shepherd provided the following update:</p> <ul style="list-style-type: none"> • Operation Brazil gained funding from EFDC and has recorded a 66.6% reduction in thefts in the area, and all areas (Ongar, Willingale, Fyfield etc) reduced by 15% from last year. • Crime report (1st July to now) – 4 crimes recorded – most recent being a theft of a motor vehicle. This is a reduction in crime reports from this time last year.
<p>24.80</p>	<p>Finance To consider and approve invoices for payment.</p> <p>RECEIVED List of invoices submitted in September 2024 that required payment by the Parish Council.</p>

Ref No	BACS Ref	Payee	Detail	Amount
59 24	DD	Xero	Monthly subscription	£25.20
60 24	5895	TBS Hygiene	Emptying bins September	£107.04
61 24	21-9799	BB Groundscare	Sports Field Maintenance September	£647.50
62 24	INV-2517	Hallwood Assoc.	Tree survey – sports field and burial ground	£480.00
63 24	2024/121	Fyfield Village Hall	October – club room	£14.03
64 24	17967	EALC	Financial Regulations training course – K Hanley	£120.00
65 24	LCO01790	Clear Council Insurance	Annual insurance renewal (paid)	£677.12

RESOLVED List of invoices were authorised (**approved** unanimously).

Noted Clerks wages paid for August £494.50.

We are currently in credit with Castle Water (burial ground account). Therefore, no Direct Debit payment has been taken this month.

TASK Clerk passed all paperwork to Cllr D Webster for signature. All payments are set up ready for authorisation online.

24.81 Governance

Approve updated Financial Regulations - **Approved.**

24.82 Burial Ground

Report from Cllr L Webster – presented by Cllr D Webster in Cllr L Websters absence.

1. Burial of Mr J Ward in section III of the burial ground on 1st November has been agreed. A two times rate of payment **agreed.**
2. Completed interment application has been received for Mr M Bretton to be interred with his wife in plot 25 of the Lawn of Remembrance. Invoice sent to family for interment. Stonemason will add the inscription to the reverse of the existing memorial.
3. Invoice sent for the interment of Mrs J Humm. Awaiting advice as to when Mrs Humm’s ashes will be interred by Les Hall in her parents’ grave (section 3 plot 54) and her memorial installed.
4. FPC agreed the allocation of a double burial plot 109 in section III of the burial ground to Mr S Read for the burial of his wife, Mrs J Read’s ashes. The interment of ashes and private committal is being organised for Sunday 24th November 2024.
5. Cllr L Webster will advise the Swaine family of the alternative options for Mr M Swaine’s ashes to either be buried in his mother’s plot or in his own plot.

Exclusive Right of Burial and Forms of Assignment need to be reviewed and updated. KH to work on this task.

	<p>Cllr Wadey suggested creating a sinking fund for the future purchase of land for the burial ground. This is to be added to the next meeting agenda.</p>
24.83	<p>Sports Field & Village Hall</p> <ol style="list-style-type: none"> 1. Sports Field Hire Bookings – no report. 2. Agree to purchase third set of keys for sports field gate to be kept in village hall in the event of an emergency - Agreed to have a few spare sets cut and Cllr D Webster to speak to the Village Hall committee regarding a secure key safe. 3. Discuss and agree dates for Play in the Park 2025 - Agreed to a session in the Easter holidays. KH to agree suitable date with organisers. 4. Update from the Fyfield Event meeting 16th September - Cllr D Webster gave an overview of the meeting.
24.84	<p>Planning</p> <p>To consider any new planning applications submitted to Epping Forest District Council – 1 application received:</p> <p>EPF/1829/24 – Dunmow Road – conversion of an existing barn into a three-bedroom dwelling. No objections.</p> <p>EPF/1792/24 – Dunmow Road - prior approval for conversion of Agricultural Building to 5 dwellings – Due to the deadline of the application commencing before this meeting, the application was sent to all councillors under section 15 xv of the Standing Orders – No objections.</p> <p>Due to the number of new houses being built in the village, it was agreed that KH will write a letter to the planning officer at EFDC regarding concerns over the strain on the sewage drainage.</p> <p>Gypsy Mead Works update – application EPF/1396/24 to modify S106 has been refused. Noted.</p>
24.85	<p>Assets</p> <ol style="list-style-type: none"> 1. Village sign reinstallation – agree a work party and set a date. To be agreed at next meeting. 2. Agree to reclaim control of the telephone box. Agreed. KH to write to Ian Hadley.
24.86	<p>Christmas</p> <p>The Christmas tree lighting celebration will be held on Tuesday 26th November.</p> <ul style="list-style-type: none"> • Reverend Sam Brazier-Gibbs will be attending. • Ernest Doe is sponsoring the tree. • Fyfield Farms will put up and decorate the tree. • The Queens Head will be open.

	<ol style="list-style-type: none"> 1. Discuss and agree purchase of mince pies - Agreed. 2. Agree to arrange carol singers - Agreed. Cllr Wadey will reach out to choir who sang at last year's celebration.
24.87	<p>Willingale Wastewater pollution</p> <ol style="list-style-type: none"> 1. Agree action to write to MP regarding the River Watch pollution report - Agreed. KH to write the letter using River Watch template as guide. 2. Discuss and agree further courses of action, including making contact with our local Rivers Trust branch, Thames21 - Agreed. KH to reach out to see what FPC can do. A date will be agreed for an FPC team to visit the stream and visually check the water using the River Watch checklist.
24.88	<p>Communication and Promotion</p> <ol style="list-style-type: none"> 1. Fyfield Parish Council Facebook page
24.89	<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 4th November in the club room at 7.30pm.</p>

The meeting closed at 21:10pm.

Signed: **Date:**