

# Fyfield Parish Council

Clerk to the Parish Council:  
Kim Hanley

Email:  
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**Members of the Council are hereby summoned to attend the Meeting of Fyfield Parish Council to be held on Monday 7<sup>th</sup> October 2024 at 7.30pm in the Village Hall.**

*Kim Hanley*

**Clerk to Fyfield Parish Council**

**1<sup>st</sup> October 2024**

## Agenda

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- 1. Apologies for Absence**  
To receive and approve apologies for absence
- 2. Declarations of Interest and Council Members**
  - a) To receive Councillor's declarations of interest and dispensations for items on the agenda.
  - b) Vacancy for Councillor – agreement to co-opt
- 3. Approval of Minutes of Meeting held 2<sup>nd</sup> September 2024**
- 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.
- 5. Clerk's Report**  
Actions from previous minutes and general correspondence.
- 6. County Councillor, District Councillor & other representatives Reports**  
To receive a verbal or written report from the County Councillor, District Councillor and Police.
- 7. Finance**
  - a) To consider and approve the invoices for payment (to be circulated on day of the meeting).

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	£677.12

Clerks wages 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.

## 8. Governance

- a) Approve updated Financial Regulations.

## 9. Burial Ground

- a) Report from Cllr L Webster to include burials and interments.

## 10. Sports Field & Village Hall

- a) Sports field hire bookings
- b) Agree to purchase third set of keys for sports field gate to be kept in village hall in the event of an emergency.
- c) Discuss and agree dates for Play in the Park 2025.
- d) Update from the Fyfield Event meeting 16<sup>th</sup> September.

## 11. Planning

To consider any new planning applications submitted to Epping Forest District Council – One new application.

[EPF/1829/24](#) – Dunmow Road – conversion of an existing barn into a three-bedroom dwelling.

**Gypsy Mead Works update** – application [EPF/1396/24](#) to modify S106 has been refused.

## 12. Assets

- a) Village sign reinstallation – agree a work party and set a date.
- b) Agree to reclaim control of the telephone box.

## 13. Christmas

Lighting celebration Tuesday 26<sup>th</sup> November.

- a) Discuss and agree purchase of mince pies.
- b) Agree to arrange carol singers.

## 14. Willingale Waste Water pollution

- a) Agree action to write to MP regarding the River Watch pollution report.
- b) Discuss and agree further courses of action, including making contact with our local Rivers Trust branch, Thames21.

## 14. Communication and Promotion

To consider any items for publicity and promotion.

## 15. Date of the next Parish Council meeting

- a) To confirm the date of the next Parish Council meeting which is 4<sup>th</sup> November 2024.

\*Additional information and paperwork is supplied to the Councillors to support certain agenda items. If any members of the public wish to see this information, please email the Clerk.