

Fyfield Parish Council Meeting Minutes

Minutes of the Annual Parish Meeting of Fyfield Parish Council held on Monday 6th January 2025 at Fyfield Village Hall, Houchin Drive, Fyfield.

Present: Councillors D Webster, S Mead, T Wadey.

In attendance: 1 member of the public and District Councillor Balcombe.

24.122	<p>Apologies for Absence</p> <p>To receive and approve apologies for absence. Cllrs L Webster, M Brawn and G Codd sent their apologies.</p>
24.123	<p>Declaration of Interests</p> <p>1. To receive Councillor’s declaration of interests and dispensations concerning items on the agenda Noted. None received.</p> <p>2. Vacancy for Councillor – agreement to co-opt. No interest received.</p>
24.124	<p>Approval of Minutes from 2nd December 2024</p> <p>The minutes of the Fyfield Parish Council meeting held on Monday 2nd December 2024 were approved as an accurate record.</p>
24.125	<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> <p>No questions or statements received.</p>
24.126	<p>Clerks Report</p> <p>The Clerk reported on 12 item(s):</p> <p>1. Fireproof storage – I am waiting for the Chair of the Village Hall to confirm they are happy to be the lead on our Heritage Lotto Fund application. Cllr Mead advised this has been agreed by the Village Hall Committee so I am going to contact FVH Chair to confirm.</p> <p>2. Search for conveyance regarding the section of land registered as owned by the church – I have received a quote from Ellisons. I</p>

	<p>am chasing up the other three companies so I can provide quotes at the next meeting.</p> <ol style="list-style-type: none"> 3. Refurbishment of noticeboard – An update was provided by a representative of the Shed Group who advised that the noticeboard is currently being painted. 4. Defibrillator and phone box power supply – I am going to find out the cost to reinstate the power supply to the telephone box. 5. Write letter to EFDC planning officer regarding the sewage system – We have not received a reply from our message sent 11th November. I will be chasing up this week. Cllr Wadey received a response to his personal enquiry to EFDC on the same matter and they advised the matter is in hand. If we do not receive a response by next meeting we will look to agree further measures. Cllr Balcombe suggested contacting Alex Burghart MP about the matter. 6. Fyfield Parish Council meeting dates – dates set and booked with the Village Hall. 7. VAT reclaim submitted – submitted on 17th December 2024. 8. Quotes for play area – I will be starting to make enquiries this week. 9. Winter Fuel scam alert – There is a text scam circulating Essex asking people to submit their bank details for winter fuel payments. I will be sharing this on the Facebook Grapevine page to make residents aware. 10. PFCC public meeting – I have shared the meeting information on the Facebook Grapevine page.
<p>24.127</p>	<p>County Councillor, District Councillor & other representatives Reports</p> <ul style="list-style-type: none"> • Cllr Balcombe advised the Christmas clear up by the waste service was successful. Cllr Wadey also commented on his positive experience with the service. • A resident had asked for the white lines to be repainted near the shop. Highways tried to do this before Christmas but because no notice was taken of the signs the work had to be stopped due to health and safety. This will mean that Queens Street will have to be closed temporary while the work is undertaken. A date for the work to commence will be confirmed in due course. • A pothole in Norwood End was reported to the Highways emergency line and filled as a temporary fix within a few hours. • Councillor Hadley is currently on a 6 month sabbatical. • A rise in council tax is estimated to be 5.9%. • Essex County Council will be holding an extraordinary full council meeting to discuss whether to take part in the Governments devolution priority programme on Friday 10th January.
<p>24.128</p>	<p>Finance To consider and approve invoices for payment.</p> <p>RECEIVED List of invoices submitted in December 2024 that required payment by the Parish Council.</p>

Ref No	BACS Ref	Payee	Detail	Amount
82 24	DD	Xero	Monthly subscription	£25.20
83 24	6289	TBS Hygiene	Emptying bins December	£107.04
84 24	21-9967	BB Groundscare	Sports Field Maintenance December	£647.50
85 24	2605818 DD	Castle Water	Sports field – direct debit	£5.00
86 24	Dec invoice	Paul Norris	December burial ground maintenance	£100

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

NOTED Clerks wages paid for November - £537.24

NOTED Payments received December 2024

Burial Ground	£115.00
Sports Field Hire	£0
Miscellaneous	£0
TOTAL	£115.00

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

b) Agree 2025/2026 budget and precept

Agreed. Chair and clerk signed the precept demand. Clerk to send off before 31st January 2025.

24.129	<p>Assets</p> <ol style="list-style-type: none"> 1. Agree to renew Microsoft subscription for Clerks laptop - £59.99 Agreed. Clerk to purchase renewal. 2. Agree to purchase a new bin for the play area due to broken lock mechanism Agreed. Clerk to purchase 40L black bin. 3. Discuss and agree to purchase bulbs to plant around the new village gateway signs (to be reimbursed by ECC Locality Fund). Agreed. Confirm that we have been awarded the funding with the ECC Locality Fund. Then we will purchase new plants and planters for the village hall, bus stop, front of the church, and other parish council areas rather than to be placed around the village gateway signs.
24.130	<p>Internal audit</p> <ol style="list-style-type: none"> 1. Agree to internal auditors terms of engagement. Agreed. Cllr D Webster to confirm this with the auditor.
24.132	<p>Governance</p> <ol style="list-style-type: none"> 1. To discuss and agree if the council do or do not wish to move the parish council website and emails over to a .Gov.uk domain.

	<p>Cllr Balcombe advised that this will be compulsory within 3 years and explained the reasoning behind it. Clerk to look at costs of this and will liaise with other clerks whose councils have made the switch.</p>
24.133	<p>Burial Ground</p> <p>1. Report from Cllr L Webster Prior to the meeting Cllr L Webster advised there have been no queries, questions, interments or memorials requested since our last meeting.</p>
24.134	<p>Sports Field & Village Hall</p> <p>1. Sports field hire bookings None.</p>
24.135	<p>Planning</p> <p>To consider any new planning applications submitted to Epping Forest District Council – 1 application received: Planning Application: EPF/2435/24 – Gypsy Mead Works, CM5 0RB - approval of details reserved by condition 17 “lighting strategy”. No objections.</p>
24.136	<p>Speeding prevention</p> <p>Discuss and agree a date to meet with District Councillor, Police and other local nearby councils to discuss speeding issues. Cllr Balcombe has spoken to the lead officer for all council enforcement at EFDC who is looking to attend the meeting. She will come back next week with some dates. Cllr D Webster has invited councillors from Ongar and Shelley and the Chair of Abbess Roding PC.</p>
24.137	<p>Communication and Promotion To consider any items for publicity and promotion.</p> <p>FB page</p> <ul style="list-style-type: none"> • Coffee with Cops - dates TBC <p>Fyfield Focus – 15th Jan</p> <ul style="list-style-type: none"> • Coffee with Cops - dates TBC
24.138	<p>Date of the next Parish Council meeting</p> <p>1. To confirm the date of the next Parish Council meeting. The next meeting will take place on Monday 3rd February 2025 in the club room at 7.30pm.</p>

The meeting closed at 21:03pm.

Signed: **Date:**