

Fyfield Parish Council

Minutes of the meeting of Fyfield Parish Council held on Monday 3rd July 2023 at Fyfield Village Hall, Houchin Drive, Fyfield.

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

In attendance:

3 members of the public

23.18	Apologies for Absence To receive and approve apologies for absence No absences.
23.19	Declaration of Interests To receive Councillor's declaration of interests and dispensations concerning items on the agenda No declarations of interest.
23.20	Approval of the Minutes of Meeting held 15 May 2023 The minutes of the Fyfield Parish Council meeting held on Monday 15th May 2023 were approved as an accurate record.
23.21	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 The Mens Shed reported that they had found new members and were now going ahead with further development plans.
23.22	Clerk's Report <ul style="list-style-type: none">• Telephone box – Councillors pointed out the long delays in making any progress and repeated excuses. District Cllr I Hadley for Friends of the Phonebox advised that he will ensure progress is made before the next meeting.• Repair of Multi-use play equipment – Councillors agreed that this should be repaired as soon as possible. There will be an item on the next agenda to agree an annual maintenance contract.• Maintenance of swings and cleaning of play equipment – The Mens Shed advised that they would clean them.• Salt Bag offer from ECC- Cllr Saward will see if her neighbours would like to use some in winter and if so the Council may take up the offer.• Email from MoP re crows in gardens – clerk to respond by email• EFDC summer activities poster – clerk to send copy to Cllr Wadey, Village Hall and school and put up copies on noticeboard

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	<ul style="list-style-type: none"> • Email from MoP re grave maintenance - clerk to respond by email • Email from MoP re cutting of grass verge outside house at Clatterford End - clerk to respond by email • Email from 2 MoPs re noise at party on 24 June - clerk to respond by email • Email from Grant McManus of EFDC pointing out the Council's obligation in the 125 year lease to keep the land by the garages free of weeds. Councillors would like to explore giving the land back to EFDC. Item for agreement on next meeting agenda. • Email from ECC Cllr Lee Scott re closure of road by Gypsy Mead noted. • Non and late collection of rubbish, particularly green waste – Cllr Wadey has spoken to office holder District Cllr Ray Balcombe – clerk will write formally to Cllr Balcombe
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23.23	<p>County Councillor, District Councillor and other representatives reports.</p> <p>District Councillor Hadley advised that the village gates and speed watch efforts have been 'elevated'. The estimated cost of the gates is £10,500. He advised that he is a member of the Highways Panel, the Planning and Licencing Committees and the Planning and Development Committee. Next year every EFDC Councillor will be up for election</p>
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23.24	<p>Finance</p> <p>a) To consider and approve invoices for payment</p> <p>RECEIVED List of invoices submitted in May/June 2023 that required payment by the Parish Council.</p>
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Ref No	BACS Ref	Payee	Detail	Amount
14-23		Paul Norris	Churchyard maintenance – May & June	£1,180
15-23		K Perry	May & June salary	£875.16
16-23	3902	TBS Hygiene	Emptying bins	£91.20
17-23	21-8894 21-8953	BB Groundscare	Maintenance of sports field	£1,295
18-23		D Webster	Burial Ground regulations reminder signs	£63
19-23		Auditing Solutions	Final report	£240
20-23	16152 16832	EALC	Training for Cllrs D Webster & G Codd	£396
21-23	9114296	Castle Water	Burial ground	£26.31
22-23	2023/79	Village Hall	Hire of room for meetings	£14.03

RESOLVED List of invoices were authorised (approved unanimously).

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	<ul style="list-style-type: none"> b) It was noted that invoices for field hire should include VAT and that costs should perhaps be increased to reflect this. c) It was agreed that the Finance and Budget working group would now be a Committee and Terms of Reference would be an item for agreement at the next meeting. d) The clerk distributed printouts from the Xero accounting software currently being tr e) ialized. It was agreed to purchase an annual licence for both Accounting and Payroll
<p>23.25</p>	<p>Burial Ground</p> <ul style="list-style-type: none"> a) Report on church yard issues Cllr D Webster advised that the back hedge would not be cut until after 1st September but some overhanging branches will be. Cllr L Webster reported the burial records had been very inconsistently run since 2006. The Parish Council is the Burial Authority but not all previous clerks and vicars have understood this and some have incorrectly involved the Diocese. She has spoken to a large number of funeral directors and monument masons and there may be more money to collect from them. In future they will be sent invoices and receipts to keep on top of payments. Previously 3 Councillors and the clerk have signed agreements to purchase grave spaces and she would like the Council to consider how many should sign these in future. She has spoken to Ann Wood of EALC who is also the burial ground representative at Ongar. Records for 1986 to 2001 seems to be missing and she would like to get into the safe at the Village Hall to see if they are there. Cllr L Webster will obtain grab lorry quotes to remove the old 'compost' heap at the back of the churchyard which contains large amounts of plastic and other waste. She believed that the Lawn of Remembrance should also be maintained by the Council. Councillors will investigate how to do topple tests on leaning graves. b) It was agreed that Cllr L Webster would act as clerk in respect of burials and monuments until the clerk returned from sick leave. c) It was noted that the church had registered title to the "incumbent" for the whole churchyard apparently using the consecration document as evidence. It was agreed that the Council would pursue rectification of the Title to their name. The PCC are supporting this. d) It was agreed to join the Institute of Cemetery and Crematorium Management, at £95 per annum e) It was agreed to buy new a Shaw & Sons burial grant book at £350+VAT and possibly a receipt book.

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23.26	<p>Sports Field & Village Hall</p> <p>Cllr Mead reported that there is one booking for 8 July, another for 28 July and 2 in September. The Mens Shed will improve the legibility of the current No Golfing sign. The chairman will buy a new sign at the same time as buying the No Parking signs for Houchin Drive.</p>
23.27	<p>Planning</p> <p>a) EPF/1397/23 - No objection. b) It was agreed that the Council would develop a policy allowing the clerk to collate and respond if necessary to planning applications where a meeting is not held within the response period and there are no objections; where there is one or more objections an emergency meeting will be held to draw up that response.</p>
23.28	<p>Strategy and Action Plan</p> <p>a) It was agreed that the working group will draw up deadlines and 'owners' of items in the Action Plan, for agreement at the September meeting. b) The Asset Register for 2023 was agreed. An Excel summary of the AGAR return and replacement values was noted. c) It was agreed to set up a working group to produce a wording for consultation on the need or otherwise for sports facilities at the Village Hall, prior to seeking agreement from the Village Hall Committee to this consultation. The members will be Cllrs Codd and Mead.</p>
23.29	<p>Fyfield Village</p> <p>a) Defibrillator at the Queens Head - Cllr D Webster will take this up. b) It was agreed that the Council would write to Essex Highways objecting to the Private Road signs in the layby by the Birds Green turning on the B184 and write to the resident who erected them if necessary.</p>
23.30	<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>
23.31	<p>Date of the next Parish Council meeting</p> <p>To confirm the date of the next Parish Council meeting 7th August 2023 at 7.30pm</p>

The meeting closed at 21:20pm.

Signed: -----

Dated -----