

Fyfield Parish Council Meeting Minutes

Minutes of the Annual Parish Meeting of Fyfield Parish Council held on Monday 3rd February 2025 at Fyfield Village Hall, Houchin Drive, Fyfield.

Present: Councillors D Webster, L Webster, Mead, Codd & Brawn.

In attendance: 1 member of the public.

24.139	Apologies for Absence To receive and approve apologies for absence. Cllr Wadey sent his apologies.
24.140	Declaration of Interests 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. No interest received.
24.141	Approval of Minutes from 6th January 2025 The minutes of the Fyfield Parish Council meeting held on Monday 6 th January 2025 were approved as an accurate record.
24.142	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. No questions or statements received from member of the public. Cllr L Webster mentioned that some local residents have asked that the goal posts not be left in the middle of the field. Cllr Mead has already spoken to OJFC about this. Cllr L Webster also mentioned that residents had commented on mud on the village hall terrace which Cllr Mead advised she ensures is swept up.
24.143	Clerks Report The Clerk reported on 15 item(s): 1. Fireproof storage – VHC agreed to be the lead on the Heritage Lotto Fund application. I have submitted a project enquiry form to the HLF

	<p>and they will come back to me if the project is something they believe they can fund.</p> <ol style="list-style-type: none"> 2. Search for conveyance regarding the section of land registered as owned by the church – We have received quotes from 4 of the 5 solicitor firms I approached. The quotes have been circulated to all councillors prior to the meeting and will be discussed under point 9b of the agenda. 3. Refurbishment of noticeboard – ongoing. 4. Defibrillator and phone box power supply – I have contacted UK Power Network and they are getting back to me with a quote to reinstall the electricity supply. London Hearts are currently offering partially funded defibrillators. I will look into this further once we know the cost to reinstall the electricity supply. 5. Write letter to EFDC planning officer regarding the sewage system – Emailed 9th January 2025 requesting a response. No response received to date. Further action was discussed and it was agreed to escalate the non-response as a complaint to the head of planning. Clerk to complete this task. 6. Willingale Wastewater Pollution site meeting – ongoing. 7. Speed Prevention meeting – ongoing. Cllr D Webster advised that he has spoken to Cllr Balcombe who anticipates a date around the end of February or start of March. 8. Quotes for play area upgrades – I have a site visit scheduled with Sovereign on 5th February to discuss options and put together a potential scheme of what we want. 9. Submit the 2025/26 precept demand – submitted 07.01.2025. 10. Broken bin on sports field – TBS confirmed that the bin is now accessible so currently no need to replace. 11. ECC Locality Fund – Approved for purchase of new planters and plants for village hall, new plants for current bus stop planters and for land in front of St Nicolas church. Must be purchased prior to 31st March 2025 for reimbursement. 12. .Gov.uk web domain and email cost – I am booked on to a webinar 11th February to find out more about the process and costs involved. 13. Alex Burghart MP “What’s on in Brentwood and Ongar” – I have sent links to the Fyfield Focus website, the village hall website and advised that I will give further details of the Fyfield Harvest festival. 14. Essex Air Quality Strategy public consultation – Clerk to share details on parish council Facebook, website, and noticeboard. 15. Sovereign playground inspection - Taking place between 10th-14th March.
24.144	<p>County Councillor, District Councillor & other representatives Reports</p> <p>District Councillor Balcombe sent his apologies and sent information advising that the blue recycling bins should be rolled out in June.</p>

24.145 Finance
To consider and approve invoices for payment.
RECEIVED List of invoices submitted in **January 2025** that required payment by the Parish Council.

Ref No	BACS Ref	Payee	Detail	Amount
87 24	2025/4	Village Hall	Meeting booking – Jan 2025	£14.03
88 24	6401	TBS Hygiene	Emptying bins – Dec 2024	£133.80
89 24	18215	EALC	Training – M Brawn and K Hanley	£456.00
90 24	DD	Xero	Monthly subscription	£25.20
91 24	21-9016	BB Groundscare	Sports field maintenance January	£647.50
92 24	12KH	K Hanley	Microsoft 365 renewal	£59.99
93 24	2025/18	Village Hall	Meeting booking – Feb 2025	£14.03

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

NOTED The invoice number for payment reference 92 24 was incorrect on the agenda but has been corrected above.

NOTED Clerks wages paid for December - £543.36

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

NOTED Payments received January 2025

Burial Ground	£0
Sports Field Hire	£4,400.00
Miscellaneous	£6,141.29
TOTAL	£10,541.29

NOTED the VAT reclaim payment was received 31st January (£5,725.04p) and added to the above total.

1. Confirmed the 2025/26 precept amount of £17,120.

24.146 Assets

1. Discuss and agree purchase of plants and planters using the locality funding.
 Cllr D Webster advised the clerk to speak to the ladies who look after the bus shelter planters and the village hall. Contact details to be sent to the clerk.

24.147	<p>Burial Ground</p> <ol style="list-style-type: none"> 1. Report from Cllr L Webster <ul style="list-style-type: none"> Mrs J Reads memorial headstone and inscription have been agreed and paid for. Mrs P Lincoln is to be interred with her husband in Section III plot 96. It was discussed and agreed that the fee payable will be two times the normal rate. There was a complaint on the Grapevine from a visitor to the churchyard that their flowers had been scattered and vases broken suggesting vandalism. Having checked we discovered it was animal damage and the deer and rabbits had attempted to eat the plastic flowers and spat them out. 2. Discuss and agree to appoint new solicitor firm. It was discussed and agreed that the clerk will instruct Ellisons solicitors to find the documents used by the church to register the burial ground with Land Registry. 3. Discuss and agree action to prevent plastic flowers being used at burial ground. It was discussed and agreed to review the burial ground policy at the next meeting. All councillors agreed to review the current policy prior to the March meeting to agree action.
24.148	<p>Sports Field & Village Hall</p> <ol style="list-style-type: none"> 1. Sports field hire bookings None.
24.149	<p>Harvest Festival 2025</p> <ol style="list-style-type: none"> 1. Discuss and agree any actions required. Cllr D Webster gave an overview of the most recent meeting. The profit share was revised at the events meeting but Cllr Mead advised that we agreed two meetings ago that we should split all profits with the Village Hall 50/50. It was agreed to revert back to this original plan.
24.150	<p>Planning</p> <p>To consider any new planning applications submitted to Epping Forest District Council – 1 application received: Planning Application: EPF/0103/25 – 2 Queen Street, CM5 0RY – Grade II listed building application for 2 replacement windows – no objections.</p>
24.151	<p>Communication and Promotion</p> <p>To consider any items for publicity and promotion - Nothing to promote.</p>
24.152	<p>Date of the next Parish Council meeting</p> <ol style="list-style-type: none"> 1. To confirm the date of the next Parish Council meeting. The next meeting will take place on Monday 3rd March 2025 in the club room at 7.30pm.

The meeting closed at 20:41pm.

Signed: Date: