

Fyfield Parish Council Meeting Minutes

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

Present: Councillors D Webster, L Webster, T Wadey, S Mead and M Brawn.

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

24.153	Apologies for Absence To receive and approve apologies for absence. Cllr G Codd sent her apologies as she was delayed at chiropractors.
24.154	Declaration of Interests 1. To receive Councillor's declaration of interests and dispensations concerning items on the agenda None received. 2. Vacancy for Councillor – agreement to co-opt. No interest received.
24.155	Approval of Minutes from 3rd February 2025 The minutes of the Fyfield Parish Council meeting held on Monday 3 rd February 2025 were approved as an accurate record.
24.166	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. None received.
24.167	Clerks Report The Clerk reported on 14 item(s): 1. Fireproof storage – Heritage Lotto Fund application refused as they only fund applications of £10K and over. I'm looking to see if there are any alternative funding available to us. 2. Search for conveyance regarding the section of land registered as owned by the church - As agreed at the last meeting I contacted Ellisons solicitors to instruct them to go ahead with finding out what documents the church used to register the burial ground land. Unfortunately Ellisons are unable to help us at the moment due to work

	<p>load but they have asked me to come back to them in March. I did request the documentation used to register the land through Land Registry but they came back that they did not have any documentation available. I will get in touch with Ellisons next week to see if they are in a position to help us move forward.</p> <ol style="list-style-type: none"> 3. Refurbishment of noticeboard – A representative of the Men’s Shed advised the restoration of the parish council noticeboard is continuing. 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. 5. Write letter to EFDC planning officer regarding the sewage system – Following our last meeting I have emailed a formal complaint to the head of planning at EFDC. A response was received 24th February and was circulated to the council. This will be discussed under point 10b of the agenda. 6. Willingale Wastewater Pollution site meeting with FPC members and Thames21 – waiting for better weather to arrange a suitable date. 7. Speeding prevention meeting – meeting will take place at Fyfield village hall 24th March at 2pm. 8. Quotes for play area upgrades – I have received a quote from Sovereign which has been circulated to the council prior to this meeting. I will go back to Sovereign to amend the plan to include the existing swing sets and add some climbing areas for older children. 9. ECC Locality Fund – the village hall have asked for a new planter to go underneath the noticeboard. I will also purchase bags of bulbs to be used where possible. 10. Gov.uk web domain and email cost – I have had to push the webinar back to 5th March. 11. Sovereign playground inspection – Taking place between 10-14 March. 12. RCCE membership event Tuesday 25th March 2025 - Flyer circulated to councillors should they wish to attend. 13. The Roding Rises Project (Heritage Lotto funded project to improve the River Roding) - Thames21 are collecting local peoples thoughts and opinions on the River Roding to help inform the project’s activity plan - https://www.surveymonkey.com/r/8R73Q5C 14. Letter from Lesley Wallis regarding the burial ground maintenance – I will write to the maintenance contractor to reiterate the points raised in the letter.
24.168	<p>County Councillor, District Councillor & other representatives Reports</p> <p>District councillor Balcombe advised on the following:</p> <ul style="list-style-type: none"> • The speed prevention meeting is set for 24th March. A list of attendees and an agenda (to include gateways signs, flooding, speeding, potholes) to be organised for the meeting. FPC will have an idea of where they want the gateways situated to discuss at the meeting.

	<ul style="list-style-type: none"> The waste service is managing over 99 percent efficiency. The blue bins for recycling have been passed and will be rolled out July 2025. Devolution – matters are still in discussion but moving quickly.
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24.169 Finance
To consider and approve invoices for payment.

RECEIVED List of invoices submitted in **February 2025** that required payment by the Parish Council.

Ref No	BACS Ref	Payee	Detail	Amount
94 24	DD Feb 25	Castle Water	Direct debit payment (paid)	£5.00
95 24	DD Mar 25	Castle Water	Direct debit payment	£5.00
96 24	6531	TBS Hygiene	Emptying bins – February 2025	£107.04
97 24	DD	Xero	Monthly subscription	£25.20
98 24	25-9069	BB Groundscare	Sports field maintenance - February 2025	£647.50

RESOLVED List of invoices were authorised (approved unanimously).

NOTED Invoice 11KH (ref 79 24) from 2nd December 2024 meeting was approved for payment but the payment was paid separately, the expenses paid directly and the overtime paid with the clerks wages.

NOTED Clerks wages paid for January - £525.03

NOTED there was a mistake with the clerks wages which will be rectified and minuted at the next meeting.

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 February 2025 – the payments received were noted as January 2025 on the agenda but this was an error and should have stated February 2025.

Burial Ground	£500
Sports Field Hire	£0
Miscellaneous	£0
TOTAL	£500

24.170 Burial Ground

1. Report from Cllr L Webster

- The burial of the late Patricia Ann Lincoln took place on 20th February 2025 in section III plot 96. All fees paid.
- There has been a request to the parish council to tidy up spent flowers and debris being blown about the churchyard.

	<p>2. Discuss and agree amendments to the Burial Ground policy.</p> <ul style="list-style-type: none"> Discussed and agreed to make slight amendments to the wording of the policy. Councillor L Webster and the clerk to make amendments to ensure the regulations are clear and up to date.
24.171	<p>Sports Field & Village Hall</p> <p>1. Sports field hire bookings None.</p>
24.172	<p>Planning</p> <p>a) To consider any new planning applications submitted to Epping Forest District Council – one new application.</p> <ul style="list-style-type: none"> Planning Application: EPF/0278/25 – The Coach House, CM5 0PY – Grade II listed building application for replacement of all windows and doors on the south and east facing elevations. No objections. <p>b) To discuss and agree any further action regarding the FPC complaint response from EFDC planning dept. Agreed that the clerk will contact EFDC enforcement officer and ask to be kept updated on the issue.</p>
24.173	<p>Communication and Promotion To consider any items for publicity and promotion</p> <p>Fyfield Focus –</p> <ul style="list-style-type: none"> Volunteers needed for Fyfield Harvest Festival 2025 Dog mess on the sports field <p>Facebook –</p> <ul style="list-style-type: none"> Next Fyfield Harvest Festival meeting - Monday 10th 7.30pm – with representatives from Essex Air Ambulance attending and the bar will be open – everyone invited Coffee with Cops – Thursday 6th March 10am-12 noon Dog mess on the sports field
24.174	<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 7th April 2025 in the club room at 7.30pm.</p>

The meeting closed at 20:58pm.

Signed: **Date:**