

# 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 12<sup>th</sup> May 2025 at 7.00pm in the Village Hall.**

*Kim Hanley*

**Clerk to Fyfield Parish Council**

**6<sup>th</sup> May 2025**

## Agenda

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**1. Election of Chairman for 2025/26**

To appoint a Chairman for the Parish Council and invite chair to sign the Declaration of Office.

**2. Apologies for Absence**

To receive and approve apologies for absence.

**3. Election of Vice Chairman for 2025/26**

**4. 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.

**5. Council Representation on Outside Bodies and Committees**

Village Hall Committee  
Dr Walker Trust  
Epping Forest Local Council Association  
Burial Ground Representative  
Burial Ground Clerk  
Bank Signatories  
HR Committee  
Finance Committee

**6. Approval of Minutes of Meeting held 7<sup>th</sup> April 2025**

**7. Public Participation Session**

To receive questions and statements from members of public with respect to items on the agenda and other matters that are of mutual interest.

**8. Clerk's Report**

Actions from previous minutes and general correspondence.

## 9. County Councillor, District Councillor & other representatives Reports

To receive a verbal or written report from the County Councillor, District Councillor and Police.

## 10. 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
10.25	6803	TBS Hygiene	Bin collections – April 2025	£107.04
11.25	DD	Xero	Accounting software	£25.20
12.25	18671	EALC	Minutes and Agenda training – K Hanley	£100.80
13.25	18522	EALC	EALC & NALC affiliation fees 2025/26	£285.55
14.25	18370	EALC	Internal and External Audit training – K Hanley	£120.00
15.25	Fyfield Shed	Fyfield Shed Group	Noticeboard renovation	£300.00
16.25	PAID	Marmax Ltd	Two recycled plastic picnic benches for play area	£1087.20
17.25	1242	Mrs Bounce	Bouncy castle hire for Fyfield Harvest Festival	£1000.00
18.25	14KH	K Hanley	Printer ink, cable ties, warning signs and folder dividers	£25.20
19.25	25-9180	BB Groundscare	Grounds maintenance – sports field	£647.50
20.25	2025/63	Fyfield Village Hall	Parish council meeting	£14.03
21.25	INV-521	Fyfield Farms	Removal of contaminated soil from burial ground	£2,440
22.25	DD	Castle Water	Direct Debit payment	£10.31
23.25	Dec24	Paul Norris	Burial ground maintenance – Dec 2024 to April 2025	£550.00

Clerks wages for March - £396.82

### Payments received for April 2025

Burial Ground	£130
Sports Field Hire	£2,364
2025/26 Precept	£17,120
Miscellaneous	£300
<b>TOTAL</b>	<b>£19,914</b>

### Internal Audit

- a) Note the Internal Auditors report and any actions  
b) Approve and sign the Annual Governance Statement 2024/25

- c) Approve and sign the Accounting Statements 2024/25
- d) Note the period for the Exercise of Public Rights

#### **Annual Subscriptions and Costs**

- e) Agree the increase in charges from TBS Hygiene
- f) Agree to pay £70 RCCE membership renewal
- g) Note that the Clerk has taken the role of Data Protection Officer
- h) Agree to pay £52 ICO registration fee

#### **11. Assets**

- a) Note the new picnic benches in the play area (purchased under delegated authority Financial Regulations 6.9.ii)
- b) Discuss and agree play area maintenance.
- c) Discuss and agree revised play area refurbishment plan.
- d) Agree collection of peppercorn rent.
- e) Discuss and agree course of action regarding unauthorised use of sports field.
- f) Discuss and agree purchase of new litter bin for the burial ground.

#### **12. Burial Ground**

- a) Report from Cllr L Webster to include burial and interments.
- b) To discuss and agree removal of hedge and fence installation between burial ground and 1 Cannons Lane.

#### **13. Sports Field and Village Hall**

- a) Note any sports field hire bookings.

#### **14. Planning**

No planning applications.

#### **15. Essex Village of the Year and Rural Community Awards 2025**

Discuss and agree to enter this year's awards.

#### **16. Any Other Business**

Any other items to be noted.

#### **17. Communication and Promotion**

To consider any items for publicity and promotion.

#### **18. Date of the next Parish Council meeting**

To confirm the date of the next Parish Council meeting.

\*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.