

# Fyfield Parish Council Meeting Minutes

**Minutes of the Annual Parish Meeting of Fyfield Parish Council held on Monday 1<sup>st</sup> July 2024 at Fyfield Village Hall, Houchin Drive, Fyfield.**

**Present:** Councillors – D Webster, S Mead, T Wadey and G Codd.

**In attendance:**

4 members of the public and District Councillor Ray Balcombe

<b>24.31</b>	<p><b>Apologies for Absence</b></p> <p><b>To receive and approve apologies for absence.</b></p> <p>Cllr L Webster sent apologies for her absence due to illness.</p>
<b>24.32</b>	<p><b>Declaration of Interests</b></p> <p><b>a) To receive Councillor’s declaration of interests and dispensations concerning items on the agenda</b></p> <p>There were no declarations of interest.</p> <p><b>b) Vacancy for Councillor. - agreement to co-opt</b></p> <p>Michael Brawn expressed his interest to become a councillor. Unanimously <b>approved</b>. Cllr Brawn signed the Declaration of Acceptance of Office and was witnessed by Clerk.</p>
<b>24.33</b>	<p><b>Introduction to new Clerk and approval of contract</b></p> <p>Cllr D Webster introduced Kim Hanley as the new Clerk and signed her contract of employment.</p>
<b>24.34</b>	<p><b>Approval of Minutes from 13<sup>th</sup> May 2024</b></p> <p>The minutes of the Fyfield Parish Council meeting held on Monday 13<sup>th</sup> May 2024 were <b>approved</b> as an accurate record.</p>
<b>24.35</b>	<p><b>Public Participation Session</b></p> <p><b>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.</b></p> <p>The Shed Club – Representative advised that all is going well and they have got a new container.</p>

<b>24.36</b>	<p><b>Clerks Report</b></p> <p>The Clerk reported on one item:</p> <p>Play in the Park will be taking place on the village field on 2<sup>nd</sup> August 1.30-3.30pm. KH to post the event flyer on the village notice board, on the Grapevine, and circulate to the local pre and primary schools.</p>
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<b>24.37</b>	<p><b>County Councillor, District Councillor &amp; other representatives Reports</b></p> <p>D Cllr Balcombe advised he has had contact from a resident of Norwood End regarding metal detectorists' vehicles causing a nuisance over the weekend. Cllr Balcombe will get in touch with Highways regarding the matter.</p> <p>Cllr Balcombe advised that the issue of speeding through the village needs to be a high priority. PC Warren is doing weekly speed checks which should help. It was also advised to discuss the Quiet Lanes initiative in the next meeting.</p> <p>Cllr Balcombe advised the new EFDC waste service is moving along well.</p>
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<b>24.38</b>	<p><b>Finance</b></p> <p><b>To consider and approve invoices for payment.</b></p> <p><b>RECEIVED</b> List of invoices submitted in June 2024 that required payment by the Parish Council.</p>
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Ref No	BACS Ref	Payee	Detail	Amount
37 24		K Perry	Salary June	£437.58
38 24	5403 & 554	TBS Hygiene	Emptying bins May & June	£240.84
39 24	21-9595 21-9647	BB Groundscare	Sports Field Maintenance May & June	£1295
40 24	DD	Xero	Monthly subscription	£24.00
41 24	DD	Castle Water	May churchyard	£54.18
42 24	2024/71 2024/86	Fyfield Village Hall	Club room hire 13 <sup>th</sup> May & 1 <sup>st</sup> July 2024	£28.06
43 24	May & June	Paul Norris	Fyfield churchyard May & June 2024	£930
44 24	A8623	Auditing Solutions Ltd	End of year internal audit 2023-24	£480

<p><b>RESOLVED</b> List of invoices were authorised (<b>approved</b> unanimously).</p> <p>Cllr Mead to provide Cllr Brawn with a breakdown of the burial ground invoiced works.</p>
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**TASK** Clerk passed all paperwork to Cllrs D Webster & Mead for signature. All payments are set up ready for authorisation online.

**b) To note the internal audit report and to investigate any remedies required.**

- The auditor doesn't like our accounting system Xero. The council are happy with this system and will not be changing it.
- Financial regulations state that the council should do quarterly reconciliations. Going forward the council will use Xero and the minutes to complete quarterly reconciliations.
- The council have been recommended by the auditor to adopt and have now implemented the Transparency Code for Smaller Authorities with documents uploaded to the website
- VAT can be claimed back over the past 2 years. This is something to be completed.
- Risk register to be updated for 2024. This task will be added to the next agenda.
- Asset register is up to date but needs to be signed and dated for 2024.

<b>24.39</b>	<p><b>Burial Ground</b></p> <p><b>a. Report from Cllr L Webster</b> Cllr D Webster on behalf of Cllr L Webster –</p> <ul style="list-style-type: none"> <li>• invoice required in respect of Joan Humm.</li> <li>• Simon Read is having a burial plot and stone for his wife's ashes– <b>agreed</b>.</li> <li>• Mr and Mrs Bird's ashes being buried in plot 61 – <b>agreed</b>.</li> </ul> <p><b>b. Agreement to update existing Burial Ground regulations.</b> <b>Agreed</b> - to change the date on the existing regulations and create a new set at another time.</p> <p><b>c. Agreement to new burial ground fees discussed at April meeting.</b> <b>Agreed</b> – publish on website (date to be updated in footer).</p> <p><b>d. Agreement to appoint new burial ground representative.</b> Cllr Brawn opted to take over as burial ground representative – <b>agreed</b> unanimously. Cllr Brawn has requested a copy of the contact with the burial ground maintenance company to see how the current works are scheduled and completed.</p>
<b>24.40</b>	<p><b>Sports Field &amp; Village Hall</b></p> <p><b>a. Sports Field Hire Bookings</b> Cllr Mead advised the following events: Wedding – August. Payment due from June party who did not pre-book the field. Football – July – waiting for reply. If lining needed the football team will need to pay for it.</p>

	<p>Use of the Section 106 capital from the Gypsy Mead site to be discussed at next meeting. The capital could be used for outdoor play equipment, improving drainage on the sports field, a canopy for the front of the village hall, and improvements to the sports changing facilities.</p> <p><b>b. Discussion of and agreement to Ongar Jubilee FC</b>  Cllr Mead advised that OJFC are happy with the facilities overall. There was some discussion about the showers and toilet accessibility if there is another event in the hall at the same time. This is to be discussed further at next week's village hall meeting. There was also a prior discussion to work around avoiding parking issues with other clubs using the village hall at the same time.  OJFC pay £900 per season plus all players have to be paid members at their current site at Love Lane, Ongar. They have confirmed they will contribute to the cost of the white line painting.  The Council need to confirm a cost for the hire.  <b>Agreed in principle.</b> Cllr Mead was asked to advise the Village Hall Committee of the Council's support for this initiative.</p> <p><b>c. To discuss the arrangements and agree involvement in 2025 festival/fayre.</b></p> <p>.</p> <p>It was agreed that a joint committee of village hall and FPC members is needed for the "village day". Ideally 3 members from both parties to meet on a monthly basis with the aim of holding the event in either June or September 2025.  It was agreed that all councillors will attend the first joint committee meeting with the aim of having 3 members from the FPC and 3 members from the village hall on the joint-committee going forward.  Date for first joint committee meeting suggested 17<sup>th</sup> July.</p>
<p><b>24.41</b></p>	<p><b>Planning</b>  <b>To consider any new planning applications submitted to Epping Forest District Council.</b></p> <p>There were 4 new planning applications in June.</p> <p>Gypsy Mead site – levels across site. Not a concern to FPC. No objections.  Parsonage House – listed building work. Maintaining the property. No objections.  6 Cannons Lane – loft extension and prior approval for 6m deep single-story extension at rear. No objections.</p>
<p><b>24.42</b></p>	<p><b>Assets</b>  <b>a) Refurbishment of the Noticeboard</b>  Richard West for the Shed Club advised this was scheduled to be done.</p>

	<p><b>b) Village sign repair</b> Mrs Russell had advised she was aiming for completion by 13<sup>th</sup> July. KH to email to see if this is on schedule.</p> <p><b>c) Agree purchase of fire safe</b> Burial ground records must be in fire safe under regulation. Agreed that the best place for the fire safe is the village hall which needs to be approved by the village hall committee. A suitable placement for it will need to be agreed. KH to look into any available grants towards the cost of the fire safe.</p> <p>Cllr Codd will also be looking at defibrillator costs and phone box electricity options such as solar.</p>
<p><b>24.43</b></p>	<p><b>Communication and Promotion</b> Announcement of the following approvals:</p> <ul style="list-style-type: none"> <li>• Kim Hanley as Clerk</li> <li>• Michael Brawn as councillor.</li> </ul> <p>Completion of Annual Governance and Accountability Return, available on website</p> <p>Village day information.</p> <p>Quiet lanes – Norwood End and Cannons Lane</p>
<p><b>24.44</b></p>	<p><b>Date of the next Parish Council meeting</b> To confirm the date of the next Parish Council meeting.</p> <p>The next meeting will take place on Monday, 5 August in the club room at 7.30pm.</p>

**The meeting closed at 21:00pm.**

**Signed:** -----

**Date:** -----