

Fyfield Parish Council Meeting Draft Minutes

Minutes of the Annual Parish Meeting of Fyfield Parish Council held on Monday 7th April 2025 at Fyfield Village Hall, Houchin Drive, Fyfield.

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

In attendance: 3 members of the public.

25.1	<p>Apologies for Absence</p> <p>To receive and approve apologies for absence. Cllr Codd advised she would be delayed and arrived at 20:05pm.</p>
25.2	<p>Declaration of Interests</p> <p>1. To receive Councillor’s declaration of interests and dispensations concerning items on the agenda. None received.</p> <p>2. Vacancy for Councillor – agreement to co-opt. No interest received.</p>
25.3	<p>Approval of Minutes from 3rd March 2025</p> <p>The minutes of the Fyfield Parish Council meeting held on Monday 3rd March 2025 were approved as an accurate record.</p>
25.4	<p>Public Participation Session</p> <p>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.</p> <p>Three members of the public spoke at the meeting and raised the following:</p> <ul style="list-style-type: none"> • Questioned the registration of the village hall defibrillator. This was passed to the member of the Village Hall Committee. • Advised that potentially paid for football sessions are commencing on the sports field in the evenings. Cllr D Webster advised to contact him if and when this is happening and he will go and speak to them. • Mentioned the road closure near Shelley and the long diversions in place. The council are unable to do anything about this.

25.5**Clerks Report**

The Clerk reported on 14 item(s):

- 1. Fireproof storage** – Ongoing. Looking at Rural England Prosperity Funding 2025/26.
- 2. Search for conveyance regarding the section of land registered as owned by the church** - I have written to the Diocese of Chelmsford informing them of the incorrect registration of the burial ground land and asking them to rectify this. I have also emailed two previous solicitors who represented the council to check if they have any FPC documents.
- 3. Refurbishment of noticeboard** – Complete. Thank you to the Men’s Shed for doing such a great job.
- 4. Defibrillator and phone box power supply** – Quoted £6,243.60 to reinstall the unmetered electric supply. Quote sent round to all the councillors and I will be speaking to UKPN next week to discuss further.
- 5. Willingale Wastewater Pollution site meeting with FPC members and Thames21** – Ongoing.
- 6. B184 Speed Limit meeting** – Update on meeting - agenda point 12.
- 7. Quotes for play area upgrades** – Following the latest Sovereign inspection, I have gone back to them to change the upgrade plans to keep the existing swing sets and to include something for the older children such as a climbing wall. He advised this will be difficult with such a tight budget but he is going to come back to me with an option.
- 8. ECC Locality Fund** – A new planter has been purchased and sited below the noticeboard at the village hall. Another smaller planter has been sited beside the council owned bench outside of St Nicholas church. I have also purchased an abundance of bulbs to be used in the bus shelter planters, at the village hall and anywhere else required. All receipts have been submitted to the Locality team and they have confirmed the reimbursement of £300 will reach us within 10 days.
- 9. Gov.uk web domain and email cost** – I completed the webinar on 5th March and have circulated a report to the councillors about moving over to a .gov.uk domain, including some idea of the costs involved. This will be discussed under agenda point 9.
- 10. Amendments to the Burial Ground policy** - Myself and Cllrs L Webster and D Webster completed the review and made amendments where needed. The policy is up-to-date with current regulations and has been added to the agenda for approval.
- 11. Contact EFDC Enforcement officer regarding the Gypsy Mead Works outstanding enforcement** - The enforcement officer advised that she has been in touch with the developers and they are working on submitting the details needed to discharge the conditions. I will keep in touch with her for updates.
- 12. EFDC Play in the Park** - Friday 11th April 10-12 noon on the sports field by the play area. Additional parking available at Scout Hut.
- 13. Sovereign playground inspection** – The inspection took place on 10th March and all play area assets were deemed low risk, but there are some maintenance works to tend to.

25.6	<p>County Councillor, District Councillor & other representatives Reports</p> <p>Cllr R Balcombe sent the following report:</p> <ul style="list-style-type: none"> • Village gateway signs – installed and residents have advised they feel they can already see a difference in drivers speeds. • Around 15th April new road lines and speed limits will be painted on the road by the shop. • Solar powered speed limit sign – advised parish council to get in touch with Highways to check the sign is working or if it needs maintenance or renewing. • Rabbit holes on sports field – a local parent raised the issue of rabbit holes causing a potential hazard. Asked the clerk to assess the risk and look at remedies.
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25.7	<p>Finance To consider and approve invoices for payment.</p> <p>RECEIVED List of invoices submitted in March 2025 that required payment by the Parish Council.</p>
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Ref No	BACS Ref	Payee	Detail	Amount
1.25	DD	Castle Water	Direct debit payment	£10.31
2.25	2025/32	Fyfield Village Hall	Speed meeting room booking – 24.03.2025	£14.02
3.25	2025/37	Fyfield Village Hall	Parish council meeting room booking – 03.03.2025	£14.02
4.25	25-9130	BB Groundscare	Grounds maintenance	£647.50
5.25	6657	TBS Hygiene	Dog waste and litter bin collection	£107.04
6.25	13KH	Kim Hanley	Plant, planters and bulbs and Local Council Administration book	£528.68
7.25	DD	Xero	Accounts system monthly subscription	£25.20
8.25	4362	Public Clocks Ltd	Service and inspection of tower clock, St Nicholas church	£197.12
9.25	2025/52	Fyfield Village Hall	Parish council meeting room booking – 07.04.25	£14.03

<p>RESOLVED List of invoices were authorised (approved unanimously).</p> <p>NOTED Clerks wages paid for February - £488.40</p> <p>NOTED Due to an ongoing issue with the clerks wages, the clerk will investigate through the Xero system to rectify the matter. Once resolved this will be minuted a the next meeting.</p> <p>TASK Clerk passed all paperwork to Cllr D Webster and Cllr Mead for signature. All payments are set up ready for authorisation online.</p>
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NOTED Payments received March 2025 –									
	<table border="1"> <tr> <td>Burial Ground</td> <td>£65</td> </tr> <tr> <td>Sports Field Hire</td> <td>£0</td> </tr> <tr> <td>Miscellaneous</td> <td>£225</td> </tr> <tr> <td>TOTAL</td> <td>£290</td> </tr> </table>	Burial Ground	£65	Sports Field Hire	£0	Miscellaneous	£225	TOTAL	£290
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25.8	<p>Assets</p> <p>Thank you to the Men’s Shed for the refurbishment of parish council noticeboard Member’s of the Men’s Shed were thanked by the parish council.</p>								
25.9	<p>Email Management</p> <p>The clerks .gov.uk report was discussed and it was decided to review in 12 months’ time.</p>								
25.10	<p>Burial Ground</p> <p>1. Report from Cllr L Webster</p> <ul style="list-style-type: none"> • The council has agreed the additional inscription on the headstone of D Lincoln to include his late wife, to be reinstalled at a later date. • The old compost heap has been removed from the burial ground creating space for more graves. The hedge gaps can be filled and fencing can be considered to prevent deer access. • A request has been received from a relative to repair a grave. Cllr L Webster will look into the ownership of the grave to discuss with the relative. • Some complaints were received regarding the surface of their relative’s graves having been disturbed. They were reassured that the graves had been rectified and if this is done in the future, a note will be left on the grave to explain to visitors. The council will also need to buy a large bag of grass seed. Councillor Brawn advised that general grass seed which is shade tolerant would be suitable. <p>2. Agree amendments to the Burial Ground policy Agreed.</p>								
25.11	<p>Sports Field & Village Hall</p> <p>1. Sports field hire bookings 5 bookings from May to August.</p>								
25.12	<p>Planning</p> <p>a) To consider any new planning applications submitted to Epping Forest District Council – 1 new application. EPF/0608/25 – Gypsy Mead Works, CM5 0RB – Application for approval of details reserved by condition 6 'Surface Water Disposal' on planning permission EPF/0016/19 - Planning Application: EPF/0608/25 No objections.</p>								

25.13	<p>B184 Speed Limit meeting update</p> <p>Councillor D Webster and Councillor Mead gave a brief overview of last weeks meeting. The clerk will write to Cllr McIvor to thank him for his support in obtaining the gateway signs and the invite him to attend the parish assembly.</p>
25.14	<p>Communication and Promotion</p> <p>To consider any items for publicity and promotion None</p>
25.15	<p>Date of the next Parish Council meeting</p> <p>To confirm the date of the next Annual Parish Council Meeting and Assembly. The next meeting will take place on Monday 12th May 2025 in the club room at 7.30pm.</p>

The meeting closed at 20:47pm.

Signed: **Date:**