

# Fyfield Parish Council

## Minutes of the meeting of Fyfield Parish Council held on Monday 2<sup>nd</sup> October 2023 at Fyfield Village Hall, Houchin Drive, Fyfield.

**Present:** Councillor B Seward (Chairing), Councillors S Mead, T Wadey, D Webster (acting clerk)

**In attendance:**

2 members of the public

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| <b>23.60</b> | <b>Apologies for Absence</b><br><b>To receive and approve apologies for absence</b><br><br>Apologies were received from Cllrs M Bacon, G Codd and L Webster.   |
| <b>23.61</b> | <b>Declaration of Interests</b><br><b>To receive Councillor's declaration of interests and dispensations concerning items on the agenda</b><br><br>No declarations of interest.  |
| <b>23.62</b> | <b>Approval of the Minutes of Meeting held 4 September 2023</b><br><br>The minutes of the Fyfield Parish Council meeting held on Monday 4 <sup>th</sup> September 2023 were <b>approved</b> as an accurate record.   |
| <b>23.63</b> | <b>Public Participation Session</b><br><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><br><br>A MoP asked if there could be additional bins in view of the amount of dog waste. The clerk will request from EFDC a general waste bin to be located at the road end of the track by Glebe Cottage.  |
| <b>23.64</b> | <b>Clerk's Report</b> <ul style="list-style-type: none"><li>• Telephone box – The Chairman has spoken again to the Friends of the Phonebox (Mr Hadley and Mr Rayner). They have the paint and are looking for someone to do the painting; they currently have no plans for the inside</li><li>• Sovereign have proposed a meeting on 30<sup>th</sup> October to survey and suggest options for new clambering/climbing equipment {<i>changed to 11am, 31st October</i>}</li><li>• Cllr Seward to find out if residents want to take up ECC's salt bag offer</li><li>• Tanith Crook at Leonard Gray emailed re title rectification of churchyard to say that she needed the original conveyance of the land to the Parish Council</li></ul> |

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|  | <ul style="list-style-type: none"> <li>• The clerk had circulated an email about the Rural Fund or community capital projects – Councillors would like to apply for funds</li> <li>• The clerk wrote to Mr I Ansell at EFDC, to say that Fyfield is a 'dark village' and does not want street lighting at the Gypsy Mead development</li> </ul>   |                |                             |               |
| <b>23.65</b>   | <b>County Councillor, District Councillor and other representatives reports.</b><br><br>None received.  |                |                             |               |
| <b>23.66</b>   | <b>Finance</b><br>a) <b>To consider and approve invoices for payment</b><br><br><b>RECEIVED</b> List of invoices submitted in September 2023 that required payment by the Parish Council.   |                |                             |               |
| <b>Ref No</b>  | <b>BACS Ref</b>   | <b>Payee</b>   | <b>Detail</b>               | <b>Amount</b> |
| 39 23  |   | Paul Norris    | Churchyard maintenance      | £160          |
| 40 23  | 4355  | TBS Hygiene    | Emptying bins               | £114          |
| 41 23  | 21-9120   | BB Groundscare | Sports Field Maintenance    | £647.50       |
| 42 23  | LCO01790  | BHIB           | Annual Insurance            | £569.16       |
| 43 23  | 2023/110  | Village Hall   | Clubroom hire               | £14.03        |
| 44 23  | 14333   | NALC           | Local Councils Award Scheme | £60           |
| 45 23  | SB202326<br>87  | PKF Littlejohn | AGAR review 2022-23         | £252          |
| 46 23  | 10000255<br>423   | Castle Water   | August churchyard water     | £23.57        |
| <b>Agreed</b> - List of invoices were authorised (approved unanimously). |   |                |                             |               |
|  | b) Section 106 monies from Gypsy Mead – Cllr Wadey suggested that the Council should obtain a timing schedule of payments. The clerk will ask District Cllr Hadley to find out.<br>Hugh Pearl Drainage inspected the sports field and will provide quotations for both installing drainage pipes and Verti drainage. BB Groundscare had already quoted £2,500 to Verti drain the whole field plus £500 for additional slitting.<br>The Council will ask Ongar Juniors Football Club to contribute to the cost of these works and to consider how they can be fit into the playing programme if done in the next few months. |                |                             |               |

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| <b>23.67</b> | <p><b>Burial Ground</b></p> <p>a) <b>Report on church yard issues</b></p> <p>Cllr D Webster reported that Cllr L Webster was speaking to Ann Wood at EALC (who is also in charge of burials at Ongar) to get clarification on fees for second burials in a plot etc as our current fee structure may be too simple. Cllr L Webster will then bring proposed new rules and fees to the Council for agreement. She has chased Leverton Brothers for a quote to move one memorial and stand up some others</p> <p>b) Mrs Violet Campbell will be buried with her husband on 9<sup>th</sup> October.</p> |
| <b>23.68</b> | <p><b>Sports Field &amp; Village Hall</b></p> <p>a) There were no new bookings.</p> <p>b) Wording for the survey on changing facilities at the village hall – deferred to next meeting.</p> <p>c) It was <b>agreed</b> that the Council would instruct Sovereign to repair the slide and the tarmac area in front of the basketball hoop. The clerk will request a quote for a detailed inspection of the roundabout if that does not match the last line of the quotation.</p>  |
| <b>23.69</b> | <p><b>Planning</b></p> <p>a) Planning Applications – EPF/1960/23 – No Objections.</p>  |
| <b>23.70</b> | <p><b>Governance, Strategy and Action Plan</b></p> <p>a) Progress on Strategy and Action Plan items - deferred.</p> <p>b) Every Councillor now has an 'FPC' email address (Cllrs Mead and Bacon need help to set up), in the format <a href="mailto:fpcturname@gmail.com">fpcturname@gmail.com</a>. These addresses have been listed in the OctNov Fyfield Focus.</p> <p>c) The Finance and Budget Committee sent a response to external auditors PKF Littlejohn in respect of the 2022/23 AGAR return</p>   |
| <b>23.71</b> | <p><b>Repairs to Assets</b></p> <p>a) Replacement of the Noticeboard was discussed. A decision was deferred to the next meeting.</p> <p>b) The clerk will contact Mrs Russell, using a different email address provided by Cllr Wadey, to ask her to repair the village sign. If there is no response, the clerk will bring other options to the next meeting.</p> <p>c) The Council are anticipating progress by the Friends of the Phonebox.</p>   |

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| <b>23.72</b> | <b>Christmas Tree</b><br><br>The Christmas Tree will be sponsored by Fyfield Farms and located this year outside the village shop on land kindly provided by Mr A Knife. The lighting 'ceremony' will be held at 6pm on Tuesday 28 <sup>th</sup> November. The Revd Sam Brazier Gibbs will bless the tree. There will be carol singers. The Council will provide mince pies and the Queens Head will be open. |
| <b>23.73</b> | <b>Fyfield Shed Club</b><br><br>The draft lease will be distributed to Councillors for review and agreement. The clerk will talk to BHIB about insurance for the Shed.  |
| <b>23.74</b> | <b>Communication and Promotion</b>  |
| <b>23.75</b> | <b>Date of the next Parish Council meeting</b><br><br>To confirm the date of the next Parish Council meeting 6 <sup>th</sup> November 2023 at 7.30pm  |

The meeting closed at 21:30pm.

**Signed:** -----

**Dated** -----