

# Fyfield Parish Council

**Minutes of the Annual Parish Meeting of Fyfield Parish Council held on Monday 13<sup>th</sup> May 2024 at Fyfield Village Hall, Houchin Drive, Fyfield.**

**Present:** Councillors G Codd, S Mead, D Webster, L Webster, T Wadey

**In attendance:**

5 members of the public

<b>24.14</b>	<b>Election of Chairman for 2024/25</b> Cllr D Webster was the sole nominee for Chairman. He was proposed by Cllr Wadey and seconded by Cllr Mead and was duly elected.
<b>24.15</b>	<b>Apologies for Absence</b> <b>To receive and approve apologies for absence</b> There were no apologies for absence.
<b>24.16</b>	<b>Election of Vice Chairman for 2024/25</b> Cllr Mead was nominated as Vice Chairman. She was proposed by Cllr L Webster and seconded by Cllr Wadey and was duly elected.
<b>24.17</b>	<b>Declaration of Interests</b> <b>To receive Councillor's declaration of interests and dispensations concerning items on the agenda</b>  <b>NOTED</b> There were no declarations of interest.
<b>24.18</b>	<b>Council Representation on Outside Bodies</b> Village Hall Committee – Cllr Mead Dr Walkers Trust – Cllr L Webster Epping Forest Local Council Association – Cllr Wadey Bank signatories – Cllrs Mead, L and D Webster Burial Ground - Representative – Cllr D Webster, Clerk – Cllr L Webster HR Committee – Cllrs D Webster, Mead and Wadey Finance Committee - Cllrs D & L Webster and T Wadey
<b>24.19</b>	<b>Approval of Minutes from 15<sup>th</sup> May 2023 and 8th April 2024</b> The minutes of the Fyfield Parish Council meeting held on Monday 15 <sup>th</sup> May 2023 and Monday 8th April 2024 were approved as an accurate record .
<b>24.20</b>	<b>Public Participation Session</b> <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>A MoP raised a question about the clear glass in the house at Clatterford End. It was explained that any issues relating to this building would need to be addressed to the planning authorities at EFDC as the Parish Council do not have the power to do anything more. There was also a question about how much the OJFC pay for use of the field. Agreed that a breakdown of costs would be produced for the next meeting.</p>			
<p><b>24.21</b></p>	<p><b>Clerks Report</b> The Clerk reported on several items:</p> <ul style="list-style-type: none"> <li>• Flooding in Fyfield -Cllr D Webster had written to Cllr Cunningham with concerns, and followed up. No response has been received to date.</li> <li>• Dog Field – KP mentioned a company that was offering to set up and run a dog field on unused land. The PC felt that they did not have anywhere suitable.</li> <li>• Playground Inspection – KP gave dates of the next playground inspection courses and exams. It was agreed that subject to the location of the new clerk, this could be their responsibility, otherwise Cllr D Webster agreed to attend.</li> <li>• Integrated Care and Digital Line Switch – both have asked for dates when there are village events that they could attend. KP to give them dates of Hub Meetings in the village hall and ask them to let us know when they are coming so that we can promote.</li> <li>• Play in the Park – this initiative is run by EFDC who come and provide entertainment and games for children in the holidays. KP to contact and see if a date can be set up. Cost to the PC is £80</li> <li>• Update on Village Sign was given by Jennie Russell. It is expected to be ready towards the end of July.</li> </ul>			
<p><b>24.22</b></p>	<p><b>County Councillor, District Councillor &amp; other representatives Reports</b></p> <p>A report from PC Warren Shepherd was circulated. The Parish Council congratulated District Councillors Balcombe and Hadley on their re-election.</p>			
<p><b>24.23</b></p>	<p><b>Finance</b> <b>To consider and approve invoices for payment</b></p> <p><b>RECEIVED</b> List of invoices submitted in April 2024 that required payment by the Parish Council.</p>			
<p><b>Ref No</b></p>	<p><b>BACS Ref</b></p>	<p><b>Payee</b></p>	<p><b>Detail</b></p>	<p><b>Amount</b></p>
<p>29 24</p>		<p>Paul Norris</p>	<p>Churchyard maintenance</p>	<p>£390</p>
<p>30 24</p>		<p>K Perry</p>	<p>Salary April</p>	<p>£437.58</p>
<p>31 24</p>	<p>5263</p>	<p>TBS Hygiene</p>	<p>Emptying bins April</p>	<p>£107.04</p>

32 24	21-9543	BB Groundscare	Sports Field Maintenance	£647.50
33 24	17711	EALC	Cemetery Management Course Cllr L Webster	£192.00
34 24	DD	Xero	Monthly Subscription	£24.00
35 24		K Perry	Items for Assembly	£16.50
36 24	DD	Castle Water	1-31 March Churchyard	£51.43

**RESOLVED** List of invoices were authorised (approved unanimously).

**TASK** Clerk passed all paperwork to Cllrs D Webster & Mead for signature. All payments are set up ready for authorisation online.

<b>24.24</b>	<p><b>Burial Ground</b></p> <p><b>a. Report from Cllr L Webster</b> Cllr L Webster stated that she is attending the Cemetery Course tomorrow. Two headstones were approved.</p> <p>19:30 THE PARISH COUNCIL MEETING STOPPED AT THIS POINT FOR THE ANNUAL PARISH ASSEMBLY TO TAKE PLACE. THE MEETING RESUMED AT 20:10</p> <p><b>b. Biodiversity Project</b> Cllr D Webster explained that the PCC would like to be involved. More discussion needed on how this will work, what types of plants to be used etc. Suggestion of corner of sports field to also be included.</p>
<b>24.25</b>	<p><b>Sports Field &amp; Village Hall</b></p> <p><b>a. Sports Field Hire Bookings</b> –Cllr Mead stated that there is a booking for 22 June for the field. Also a wedding in August. Veteran footballers played on the field recently and would be interested in using Fyfield for home games. Shower and changing facilities are needed. Discussion about working with Village Hall Committee to further this. For next month’s agenda – S106 – what the money needs to be earmarked for to be discussed and published.</p>
<b>24.26</b>	<p><b>Planning</b> To consider any new planning applications submitted to Epping Forest District Council.</p> <p>There were no new planning applications.</p>
<b>24.27</b>	<p><b>Recruitment</b></p> <p><b>a. To consider applications for role of Clerk and RFO.</b> 6 applications have been received. All to be invited for a short chat on zoom, and a shortlist for face-to-face interviews will be drawn up</p>

	from there. HR committee to liaise on a suitable time and contact candidates.
<b>24.28</b>	<p><b>Fyfield Village</b></p> <p><b>a. Defibrillator</b> – to discuss at next meeting.</p> <p><b>b. Progress of Notice Board Refurbishment</b> To be discussed with Mens Shed at next meeting.</p> <p><b>c. Flower Boxes</b> The Parish Council wished to thank our green fingered villagers for maintaining the flower boxes which enhance the look of the village.</p> <p><b>d. To discuss the Rivers Trust report into overflows in the River Roding and actions</b> Report showed that there are quite a lot of overflows into the river, and the impact when water from houses at Gypsy Mead is added to the burden was raised. It was agreed that information should be shared further and Thames Water should be questioned about these numbers.</p> <p><b>e. To seek an update from EFDC/Thames Water on waste water from the Gypsy Mead development</b> A letter to be sent to ask for further information.</p>
<b>24.29</b>	<p><b>Communication and Promotion</b></p> <p>Report on Parish Assembly to be forwarded for the Focus Report on Village Sign progress Recruitment of new members for the Parish Council – Michael Brawn offered to join the Parish Council. He will be formally co-opted at the next meeting.</p>
<b>24.30</b>	<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, 1st July in the club room at 7.30pm.</p>

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

**Signed:** .....

**Date:** .....