**Fyfield Parish Council Meeting**

**Draft Minutes**

**Minutes of the Parish Meeting of Fyfield Parish Council held on Monday 4th August 2025 at Fyfield Village Hall, Houchin Drive, Fyfield.**

**Present:** Councillors D Webster, L Webster, Mead, Wadey and Codd.

**In attendance:** 2 members of the public.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **25.53** | **Apologies for Absence**  Apologies were received from Cllr Brawn. | | | |
| **25.54** | **Declaration of Interests**   1. **To receive Councillor’s declaration of interests and dispensations concerning items on the agenda.** None received. 2. **Vacancy for Councillor – agreement to co-opt.**   Jeremy Goodson expressed his interest to become a councillor. His co-option was unanimously **agreed**. Cllr Goodson signed the Declaration of Acceptance of Office, witnessed by the Clerk. | | | |
| **25.55** | **Approval of Minutes from 7th July 2025**  The minutes of the Fyfield Parish Council meeting held on Monday 7th July 2025 were **approved** as an accurate record. | | | |
| **25.56** | **Public Participation Session**  **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.**   * A member of the public advised a walnut tree on the Queen Street entrance to Dr Walkers school is impeding the path. Cllr L Webster advised if the tree is in the school grounds she will let them know to cut it back. * A member of the Men’s Shed group gave an update. | | | |
| **25.57** | **Clerks Report**  The Clerk reported on 17 item(s):   1. **Fireproof document storage** – The Village Hall Committee have 3 potential places for the cabinet to be placed. I will send the cabinet dimensions to Cllr L Webster so the areas can be measured. 2. **Conveyance search for land ownership** – Cllr L Webster advised conveyance and evidence of ownership has been found. 3. **Make enquiries if a resident/group would like to take over the maintenance of the telephone box** – ongoing 4. **Willingale Waste Water Pollution** – ongoing. I also received information from Thames21 following a discussion they had with Ongar town council regarding Thames Water discharging sewage into Cripsey Brook. They have provided some details on how to help which will be provided to residents. 5. **Quotes for play area upgrades** – I am awaiting a third quote. Once I have received it I will add to next month’s agenda. 6. **Play area maintenance** – The swing frames have been painted. A second coat will be applied after the school holidays. The bolts received for the roundabout were wrong so I am waiting for the correct ones to arrive. 7. **Contact EFDC on claiming Section 106** – My email was forwarded to the Section 106 Monitoring Team. I have not heard back from them so I have emailed them directly for an answer. 8. **Collection of peppercorn rent** – ongoing. 9. **Clerk to obtain debit card for bank account** – Paperwork to be countersigned by two members of the council. 10. **Affordable housing on the Gyspy Mead development** – I wrote to the planning officer to confirm the provision of affordable housing. I was advised that the development must provide affordable housing under the S106 agreement unless they can justify that the provision is no longer viable. I asked if this was the case and the planning officer advised that the developer has tried to justify this but the application to amend the S106 was refused. 11. **Annual subscription to SLCC** – The cost was quoted as £150 but was in fact £118. 12. **Implement agreed Standing Orders** – updated on website. 13. **Implement agreed Financial Regulations** – updated on website. 14. **Work towards NALC Local Council Award Scheme** – I will contact EALC for the workshop notes/recording. 15. **Join to Civility & Respect Pledge** – ongoing. 16. **Planning application objection (EPF/1200/25)** – Objection logged with EFDC planning dept. 17. **Moving over to .gov.uk domain** - I have liaised with several companies for quotes to move over. Once I have all the information I need I will present a report at the next meeting. | | | |
| **25.58** | **County Councillor, District Councillor & other representatives Reports**  **EFDC Cllr Balcombe** gave a report:   * The blue bin roll out has gone well. * The green bins will be removed in the near future and replaced with kitchen caddy’s for food waste. If residents wish to keep a green bin for garden waste it will be at an annual charge. * Potentially compost bins will be made available. | | | |
| **25.59** | **Finance**   1. **To consider and approve invoices for payment.**   **RECEIVED** List of invoices submitted in **July** **2025** that required payment by the Parish Council. | | | |
| **Ref No** | **BACS Ref** | **Payee** | **Detail** | **Amount** |
| 38.25 | 2025/86 | Fyfield village hall | Room booking – July council meeting | £14.03 |
| 39.25 | Stamps | E J Webster | Reimbursement for stamps | £15.75 |
| 40.25 | DD | Xero | Accounting software monthly payment | £25.20 |
| 41.25 | 18824 | EALC | Local Council Award Scheme webinar –  Cllr D Webster | £30.00 |
| 42.25 | 7176 | TBS Hygiene | Waste and dog bin collection | £122.88 |
| 43.25 | 16KH | Kim Hanley | SLCC membership payment  Paint and brushes for play area swings  HMRC employers NI contribution | £209.62 |
| 44.25 | 25-9441 | BB Groundscare | Sports field maintenance | £647.50 |
| 45.25 | DD | Castle Water | Water rates | £10.31 |
| **NOTED** **Invoices are verified and certified in accordance with Financial Regulation 6.3.**  **RESOLVED** List of invoices were **authorised (approved unanimously).**  **NOTED** Clerks wages paid for July - £578.25.  **TASK Clerk passed all paperwork to Cllr D Webster and Cllr Mead for signature. All payments are set up ready for authorisation online.**  **NOTED Payments received July 2025**   |  |  | | --- | --- | | Burial Ground | £0 | | Sports Field Hire | £36.00 | | Miscellaneous | £0 | | **TOTAL** | **£36.00** |  1. **NOTED** the quarterly budget comparison. | | | | |
| **25.60** | **Governance**   1. **To discuss** **and agree the adoption of Publication Scheme.**   **Agreed.** The Clerk will implement.   1. **To discuss and agree the adoption of Document Retention policy.**   **Agreed.** The Clerk will implement. | | | |
| **25.61** | **Assets**  **Discuss and agree switching to EFDC litter and dog waste bin collections for sports field. Agreed.** The Clerk will liaise with David Marsh at EFDC to make the arrangements. | | | |
| **25.62** | **Burial Ground**   1. **Report from Cllr L Webster.**  * A report was given on recent interment requests. * Wooden crosses with reusable name plaques to use as markers while headstones are on order. It was suggested to speak to the Men’s Shed to see if this is something they could do. * There have been two further requests for ancestral information at the churchyard. * There are a couple of tilted and cracked gravestones that need to be restored but the relatives are uncontactable at this time. We need to get an estimate for the restoration.  1. **Agree a working group to remove ivy from the burial ground and plant a new tree (proposed by Cllr Brawn).**   **Agreed.** Arrangements to be made at a later date. | | | |
| **25.63** | **Sports Field and Village Hall**  **Note any sports field hire bookings.**  Payments in for August and September bookings. Booking for next September received. | | | |
| **25.64** | **Planning**  There is 1 planning applications to discuss:  [Planning Application: EPF/1100/25](https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000008BdHZ/epf110025) – Conversion of an existing outbuilding into a self-build two-bedroom bungalow and the construction of a single storey side extension. **No objections.** | | | |
| **25.65** | **Communication and Promotion**  **To consider any items for publicity and promotion**   * Facebook – 13th August – Harvest Festival meeting. * Facebook – promote the Men’s Shed. | | | |
| **25.66** | **Date of the next Parish Council meeting**  **To confirm the date of the next Parish Council Meeting.**  The next meeting will take place on Monday 1st September 2025 in the club room at 7.30pm. | | | |

**The meeting closed at 20:54pm.**

**Signed: ……………………………………. Date: ……………………**