**Fyfield Parish Council**

**Meeting Minutes**

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

**Present:** Councillors D Webster, S Mead, L Webster, M Brawn.

**In attendance:** 4 members of the public.

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| **25.34** | **Apologies for Absence**  Apologies were received from Cllr Wadey and Cllr Codd. | | | |
| **25.35** | **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.** A member of the public has shown interest and wanted to attend this meeting to get a better understanding. | | | |
| **25.36** | **Approval of Minutes from 12th May 2025**  The minutes of the Fyfield Parish Council meeting held on Monday 12th May 2025 were **approved** as an accurate record. | | | |
| **25.37** | **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.**   * Two members of the public advised that they have lodged a complaint against planning application **EPF/1200/25** at Gypsy Mead as it is taking a section of their land. * A member of the public asked if we have any information on the new unitary council arrangements. The Chair advised we have not been informed as yet. | | | |
| **25.38** | **Clerks Report**  The Clerk reported on 16 item(s):   1. **Fireproof document storage** – to be discussed under agenda point 12a. 2. **Search for conveyance regarding the section of land registered as owned by the church** – ongoing. 3. **Defibrillator and phone box power supply** – to be discussed under agenda point 12b. 4. **Willingale Wastewater Pollution – arrange a date for a site meeting with FPC members and Thames21** – ongoing. 5. **Quotes for play area upgrades** – I have received two quotes and I am awaiting a third. Once received I will add to next month’s agenda. 6. **Letter to Cllr J McIvor re: village gates** – Sent 20/06/25. 7. **AGAR and internal audit** – the AGAR paperwork has been submitted to the external auditor and the Exercise of Public Rights notice displayed. 8. **Play area maintenance** – I am awaiting some new bolts to replace missing ones on the roundabout and I will be purchasing paint for the swing set frame next week. 9. **Contact EFDC on how to claim the first tranche of S106** – I have emailed the planning officer to enquire. I received an email today advising that my query has been passed to the Section 106 Monitoring Team who will come back to me. 10. **Collection of peppercorn rent** – ongoing. 11. **Letter to OJFC reiterating terms of use for sports field** – emailed 15/05/25. 12. **Cheque from VHC to pay in** – banked 15/05/25. 13. **Essex Village of the Year 2025** – entered. Winners announced 9th July. 14. **Copy of burial ground maintenance contract to Cllr M Brawn** – sent 09/06/2025. 15. **Hedge removal between burial ground and Walkers Cottage** – Mr Burke emailed to say that the meeting with Cllrs D Webster and Brawn was very constructive and he will keep in touch with Cllr Brawn going forward with regards to replacing the hedge at a suitable time. Clerk to confirm by letter with Mr Burke. 16. **CiLCA training** – I have started my CiLCA training – wish me luck! | | | |
| **25.39** | **County Councillor, District Councillor & other representatives Reports**  Nothing received. | | | |
| **25.40** | **Finance**   1. **To consider and approve invoices for payment.**   **RECEIVED** List of invoices submitted in **May & June** **2025** that required payment by the Parish Council. | | | |
| **Ref No** | **BACS Ref** | **Payee** | **Detail** | **Amount** |
| 24.25 | 6923 (PAID) | TBS Hygiene | Bin collections - June | £153.60 |
| 25.25 | DD (PAID) | Xero | Accounting software - June | £25.20 |
| 26.25 | RCCE (PAID) | RCCE | Membership renewal - June | £84.00 |
| 27.25 | DD (PAID) | Castle Water | Burial ground/sports field charges - June | £10.31 |
| 28.25 | 25-9232  (PAID) | BB Groundscare | Grounds maintenance – sports field - June | £647.50 |
| 29.25 | Fyfield1 | Legra Internal Audit Service | Internal audit – 8th May inc. travel expenses | £225.00 |
| 30.25 | 15KH | K Hanley | SLCC CiLCA registration and ICO membership fee | £502.00 |
| 31.25 | 7065 | TBS Hygiene | Bin collections | £122.88 |
| 32.25 | 18749 | EALC | Law & Procedures training – K Hanley | £150 |
| 33.25 | 18726 | EALC | CiLCA training – K Hanley | £910.50 |
| 34.25 | 25-9290 | BB Groundscare | Grounds maintenance – sports field | £647.50 |
| 35.25 | DD | Xero | Accounting software | £25.20 |
| 36.25 | DD | Castle Water | Burial ground/sports field charges | £10.31 |
| 37.25 | May/June | Paul Norris | Burial ground – grounds maintenance | £610 |
| **NOTED** **Invoices are verified and certified in accordance with Financial Regulation 6.3.**  **NOTED** Due to no meeting held in June, payment references 24.25 – 28.25 were paid under Financial Regulation 6.9iii to comply with contractual terms.  **RESOLVED** List of invoices were **authorised (approved unanimously).**  **NOTED** Clerks wages paid for May & June -£549.46 & £346.96.  **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 May & June 2025**   |  |  |  | | --- | --- | --- | | Burial Ground | £1,260 | £1,010 | | Sports Field Hire | £36 | £0 | | Miscellaneous | £0 | £48 | | **TOTAL** | **£1,296** | **£1,058** | | | | | |
| **25.41** | 1. **Internal Audit** 2. **Note the Internal Auditors report and any actions.**   **Noted**. **Agreed** to arrange a finance meeting to discuss ear marked reserves.   1. **Discuss and agree for the Clerk to obtain a debit card for the bank account (following guidance from the internal audit report).**   **Agreed**. The Clerk will contact the bank to arrange this. | | | |
| **25.42** | 1. **Affordable housing on the Gypsy Mead site**   **Agree for the Clerk to write and confirm provision of affordable and social housing.**  Discussed and **agreed.** The Clerk will complete this task. | | | |
| **25.43** | **Annual Subscriptions and Costs**  **Discuss and agree to pay £150 SLCC membership for Clerk.**  Discussed and **agreed.** The Clerk will complete this task. | | | |
| **25.44** | **Governance**   1. **Discuss and agree updates to Standing Orders.**   Discussed and **agreed.** The Clerk will implement the updated document.   1. **Discuss and agree updates to Financial Regulations.**   Discussed and **agreed.** The Clerk will implement the updated document.   1. **Discuss and agree that FPC will work towards the NALC Local Council Award Scheme bronze award.**   Discussed and **agreed.** The Clerk will ensure we comply with the requirements.   1. **Discuss and agree to join the Civility & Respect Pledge.**   Discussed and **agreed.** The Clerk will ensure we comply with the requirements. | | | |
| **25.45** | **Assets**   1. **Discuss and agree purchase of fireproof storage cupboard**   Cllr L Webster advised that this will be discussed at the next village hall committee meeting so it can be decided where the storage cupboard will be situated.   1. **Discuss and agree what to do with the telephone box (cost to reinstate power supply £6,243.60p).**   It was **agreed** that the council will advertise on the Fyfield & Moreton Grapevine Facebook page and in the Fyfield Focus for an individual/a group to take over the maintenance of/purchase the telephone box. | | | |
| **25.46** | **.gov.uk domain**  **Discuss and agree changing over to a .gov.uk domain**  It was **agreed** that the Clerk will obtain full costings for the change over to .gov.uk to be presented at the next meeting. | | | |
| **25.47** | **Burial Ground**   1. **Report from Cllr L Webster** –  * M & D Bird ashes interred and memorial headstone installed. * J Barker was buried in section III. * Ongoing issues with a particular funeral directors were eventually resolved. * Grass seed has been purchased and will be scattered in the burial ground and on any levelled graves. All families effected have been notified. * Due to the extensive records held for the burial ground, some interesting ancestral enquiries were very happy with our results.   Cllr Brawn would like to arrange a working group to remove ivy from the burial ground and plant a new tree. This will be added to the August agenda for agreement.   1. **To review and agree best course of action regarding burial ground ownership**   It was **agreed** not to enlist the assistance of Ellisons solicitors at this time. Also the Clerk will be looking into previous solicitors used by the council to see if they hold any documentation. | | | |
| **25.48** | **Sports Field and Village Hall**   1. **Note any sports field hire bookings.**   1 booking for August. | | | |
| **25.49** | **Planning**  There are 4 planning applications to discuss:  [Planning Application: EPF/1200/25](https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000008d59i/epf120025) – **objection** (on behalf of two members of the public). The land on the plans is not owned by the developers. The Clerk will log this objection.  [Planning Application: EPF/1163/25](https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000008SEZh/epf116325) – **no objection.**  [Planning Application: EPF/1211/25](https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000008fGll/epf121125) – **no objection.**  [Planning Application: EPF/1246/25](https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000008mMsu/epf124625) – **no objection.** | | | |
| **25.50** | **Hedge maintenance**  To note that residents are responsible for maintaining hedges that may cause obstruction to public pathways. **Noted**. | | | |
| **25.51** | **Communication and Promotion**  **To consider any items for publicity and promotion**   * Fyfield Focus – Reminder to residents to maintain hedges beside public pathways. * Facebook – The future of the telephone box. | | | |
| **25.52** | **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 4th August 2025 in the club room at 7.30pm. | | | |

**The meeting closed at 20:51pm.**

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