**Fyfield Parish Council**

Clerk to the Parish Council: Email:

Kim Hanley fyfieldparishcouncil@gmail.com

**Members of the Council are hereby summoned to attend the meeting of Fyfield Parish Council to be held on Monday 4th August 2025 at 7.30pm in the Village Hall.**

**Kim Hanley**

**Clerk to Fyfield Parish Council 26th July 2025**

**Agenda**

1. **Apologies for Absence**

To receive and approve apologies for absence.

1. **Declarations of Interest and Council Members**
2. To receive Councillor’s declarations of interest and dispensations for items on the agenda.
3. Vacancy for Councillor – agreement to co-opt.
4. **Approval of Minutes of Meeting held 7th July 2025**
5. **Public Participation Session**

To receive questions and statements from members of public with respect to items on the agenda and other matters that are of mutual interest.

1. **Clerk’s Report**

Actions from previous minutes and general correspondence.

1. **County Councillor, District Councillor & other representatives Reports**

To receive a verbal or written report from the County Councillor, District Councillor and Police.

1. **Finance**
2. To consider and approve the invoices for payment (to be circulated on day of the meeting).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 | £209.62 |
| 44.25 | 25-9441 | BB Groundscare | Sports field maintenance | £647.50 |
| 45.25 | DD | Castle Water | Water rates | £10.31 |

Clerks wages for July - £578.25.

**Payments received July 2025**

|  |  |
| --- | --- |
| Burial Ground | £0 |
| Sports Field Hire | £36.00 |
| Miscellaneous | £0 |
| **TOTAL** | **£36.00** |

1. Note the quarterly budget comparison.
2. **Governance**
3. To discuss and agree the adoption of Publication Scheme.
4. To discuss and agree the adoption of Document Retention policy.
5. **Assets**

Discuss and agree switching to EFDC litter and dog waste bin collections for sports field.

1. **Burial Ground**
2. Report from Cllr L Webster.
3. Agree a working group to remove ivy from the burial ground and plant a new tree (proposed by Cllr Brawn).
4. **Sports Field and Village Hall**
5. Note any sports field hire bookings.
6. **Planning**

There is 1 planning application to discuss:

[Planning Application: EPF/1100/25](https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000008BdHZ/epf110025)

1. **Communication and Promotion**

To consider any items for publicity and promotion.

1. **Date of the next Parish Council meeting**

To confirm the date of the next Parish Council meeting.

\*Additional information and paperwork is supplied to the Councillors to support certain agenda items. If any members of the public wish to see this information, please email the Clerk.