**Fyfield Parish Council Meeting**

**Draft Minutes**

**Minutes of the Parish Meeting of Fyfield Parish Council held on Monday 1st September 2025 at Fyfield Village Hall, Houchin Drive, Fyfield.**

**Present:** Councillors D Webster, T Wadey, G Codd and M Brawn.

**In attendance:** 1 members of the public.

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| **25.67** | **Apologies for Absence**Apologies were received from Cllrs Goodson, L Webster and S Mead.  |
| **25.68** | **Declaration of Interests**1. **To receive Councillor’s declaration of interests and dispensations concerning items on the agenda.** None received.
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| **25.69** | **Approval of Minutes from 4th August 2025**The minutes of the Fyfield Parish Council meeting held on Monday 4th August 2025 were **approved** as an accurate record. |
| **25.70** | **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.*** None received.
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| **25.71** | **Clerks Report**The Clerk reported on 10 item(s):1. **Fireproof document storage** – Dimensions sent to Cllr L Webster to discuss further with the Village Hall Committee.
2. **Conveyance search for land ownership** – Ongoing.
3. **Viability of the telephone box** – Ongoing.
4. **Willingale Waste Water Pollution** – Ongoing.
5. **Play area maintenance** – The correct bolts have arrived for the roundabout
6. **Contact EFDC on claiming Section 106** – My email was forwarded to the S106 Monitoring Team last month. I received an email today with paperwork for me to complete.
7. **Collection of peppercorn rent** – Letters to be delivered this week.
8. **Clerk to obtain debit card for bank account** – Ongoing.
9. **Join to Civility & Respect Pledge** – ongoing.
10. **Switch supplier for dog and waste bin collections on sports field** – Emailed EFDC contact to agree and implement service takeover. Waiting to hear back.
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| **25.72** | **County Councillor, District Councillor & other representatives Reports** Apologies received from Cllr Balcombe. |
| **25.73** | **Finance**1. **To consider and approve invoices for payment.**

**RECEIVED** List of invoices submitted in **August** **2025** that required payment by the Parish Council.  |
| **Ref No** | **BACS Ref** | **Payee** | **Detail** | **Amount** |
| 46.25 | 2025/102 | Fyfield Village Hall | Meeting room booking – August 2025  | £14.03 |
| 47.25 | 2025/115 | Fyfield Village Hall | Meeting room booking – September 2025 | £14.03 |
| 48.25 | DD | Xero | Accounting system | £25.20 |
| 49.25 | 7330 | TBS Hygiene | Litter and dog waste bin collections | £153.60 |
| 50.25 | 18714 | EALC | Standing Orders training – K Hanley | £100.80 |
| 51.25 | DD | Castle Water | Sports field and burial ground | £10.31 |
| 52.25 | 25-9443 | BB Groundscare | Sports field maintenance | £647.50 |
| **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 - £462.60 (incorrectly noted as July on agenda).**TASK Clerk passed all paperwork to Cllr D Webster and Cllr Brawn for signature. All payments are set up ready for authorisation online.****NOTED Payments received Augus 2025**

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

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| **25.74** | **Council Insurance**To discuss and agree the annual council insurance renewal.A 3 year policy with Zurich was **agreed**. Clerk to implement. |
| **25.75** | **Governance**1. **To discuss and agree the adoption of the Lone Worker policy**

**Agreed**. Clerk to implement.1. **To discuss and agree the adoption of the IT policy**

**Agreed**. Clerk to implement. |
| **25.76** | **Assets**1. **To discuss and agree a course of action regarding unauthorised/unpaid use of the sports field and car park**

It was **agreed** that Cllr D Webster will speak to OJFC and formalise a flat fee monthly rate for the additional use of the field, to be added to the current contract.1. **To discuss and agree play area upgrade quotes**

The council **agreed** to accept the quote from Sovereign. Clerk to confirm this with Sovereign and complete the Section 106 paperwork received from EFDC.1. **To discuss and agree to adopt a .gov.uk domain for emails and website**

The council **agreed** to accept the quote from Parish Online. Clerk to implement. Cllr Wadey noted that the additional costs will have to be factored in to the budget for next year.  |
| **25.77** | **Burial Ground**1. **Report from Cllr L Webster**

No report received. |
| **25.78** | **Sports Field and Village Hall**Note any sports field hire bookings.* None to report.
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| **25.79** | **Planning**There is 2 planning applications to discuss:* [Planning Application: EPF/1615/25](https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv00000AIDkE/epf161525) – no objections.
* [Planning Application: EPF/1671/25](https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv00000AVlph/epf167125) - no objections.
* [Planning Application: EPF/1706/25](https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv00000AgbVF/epf170625?tabset-dc51c=2) – no objections.
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| **25.80** | **Fyfield Harvest Festival 2025**An update on the event plans provided by the Chairman* Cllr D Webster gave an overview of the plans and preparation timings for Friday and Saturday.
* Risk assessment for event to be completed by the Clerk this week.
* Police and fire brigade have been notified of event.
* Clerk to notify residents of Houchin Drive of potential congestion on the day and advise they may wish to move their cars.
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| **25.81** | **Communication and Promotion**To consider any items for publicity and promotion* Facebook – daily Harvest Festival promotion.
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| **25.82** | **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 6th October 2025 in the club room at 7.30pm.  |

**The meeting closed at 20:35pm.**

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