**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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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. | | | |
| **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. | | | |
| **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. | | | |
| **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**   |  |  | | --- | --- | | Burial Ground | £0 | | Sports Field Hire | £0 | | Miscellaneous | £0 | | **TOTAL** | **£0** | | | | | |
| **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. | | | |
| **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. | | | |
| **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. | | | |
| **25.81** | **Communication and Promotion**  To consider any items for publicity and promotion   * Facebook – daily Harvest Festival promotion. | | | |
| **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: ……………………**