**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 7th July 2025 at 7.30pm in the Village Hall.**

**Kim Hanley**

**Clerk to Fyfield Parish Council 1st 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 12th May 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**

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

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| --- | --- | --- | --- | --- |
| **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 |

Clerks wages for May & June respectively - £549.46 & £346.96. Additional payment of £259.20 made following the statutory increase of pay scale (backdated).

**Payments received May 2025 June 2025**

|  |  |  |
| --- | --- | --- |
| Burial Ground | £1,260 | £1,010 |
| Sports Field Hire | £36 | £0 |
| Miscellaneous | £0 | £48 |
| **TOTAL** | **£1,296** | **£1,058** |

1. **Internal Audit**
2. Note the Internal Auditors report and any actions
3. Discuss and agree for the Clerk to obtain a debit card for the bank account (following guidance from the internal audit report).
4. **Affordable housing on the Gypsy Mead site**

Agree for the Clerk to write and confirm provision of affordable and social housing.

1. **Annual Subscriptions and Costs**

Discuss and agree to pay £150 SLCC membership for Clerk.

1. **Governance**
2. Discuss and agree updates to Standing Orders
3. Discuss and agree updates to Financial Regulations
4. Discuss and agree that FPC will work towards the NALC Local Council Award Scheme bronze award
5. Discuss and agree to join the Civility & Respect Pledge
6. **Assets**
7. Discuss and agree purchase of fireproof storage cupboard.
8. Discuss and agree what to do with the telephone box (cost to reinstate power supply £6,243.60p).
9. **.gov.uk domain**

Discuss and agree changing over to a .gov.uk domain.

1. **Burial Ground**
2. Report from Cllr L Webster.
3. To review and agree best course of action regarding burial ground ownership.
4. **Sports Field and Village Hall**
5. Note any sports field hire bookings.
6. **Planning**

There are 4 planning applications to discuss:

[Planning Application: EPF/1200/25](https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000008d59i/epf120025)

[Planning Application: EPF/1163/25](https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000008SEZh/epf116325)

[Planning Application: EPF/1211/25](https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000008fGll/epf121125)

[Planning Application: EPF/1246/25](https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000008mMsu/epf124625)

1. **Hedge maintenance**

To note that residents are responsible for maintaining hedges that may cause obstruction to public pathways.

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.