**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 1st September 2025 at 7.30pm in the Village Hall.**

**Kim Hanley**

**Clerk to Fyfield Parish Council 26th August 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. **Approval of Minutes of Meeting held 4th August 2025**
4. **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).

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

Clerks wages for August - £462.60

**Payments received August 2025**

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

1. **Council Insurance**

To discuss and agree the annual council insurance renewal – report provided by the Clerk.

1. **Governance**
2. To discuss and agree the adoption of the Lone Worker policy
3. To discuss and agree the adoption of the IT policy
4. **Assets**
5. To discuss and agree a course of action regarding unauthorised/unpaid use of the sports field and car park
6. To discuss and agree play area upgrade quotes – report provided by the Clerk.
7. To discuss and agree to adopt a .gov.uk domain for emails and website – report provided by the Clerk.
8. **Burial Ground**
9. Report from Cllr L Webster.
10. **Sports Field and Village Hall**
11. Note any sports field hire bookings.
12. **Planning**

There is 2 planning applications to discuss:

* [Planning Application: EPF/1615/25](https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv00000AIDkE/epf161525)
* [Planning Application: EPF/1671/25](https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv00000AVlph/epf167125)
1. **Fyfield Harvest Festival 2025**

An update on the event plans provided by the Chairman

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.