**Fyfield Parish Council**

**Meeting Minutes**

**Minutes of the Annual Parish Meeting of Fyfield Parish Council held on Monday 12th May 2025 at Fyfield Village Hall, Houchin Drive, Fyfield.**

**Present:** Councillors D Webster, L Webster, S Mead, T Wadey and M Brawn.

**In attendance:** 8 members of the public.

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| **25.16** | **Election of Chairman for 2025/26**  Cllr D Webster was duly **elected** and signed the Declaration of Office. | | | |
| **25.17** | **Apologies for Absence**  Cllr Codd sent her apologies and arrived at 19:48. | | | |
| **25.18** | **Election of Vice Chairman for 2025/26**  Cllr S Mead was duly **elected**. | | | |
| **25.19** | **Declaration of Interests**   1. **To receive Councillor’s declaration of interests and dispensations concerning items on the agenda.**   None received.   1. **Vacancy for Councillor – agreement to co-opt.**   No interest received. | | | |
| **25.20** | **Council Representation on Outside Bodies**  Village Hall Committee – Cllr S Mead  Dr Walker Trust – Cllr L Webster  Epping Forest Local Council Association – Cllr T Wadey  Burial Ground Representative – Cllr M Brawn  Burial Ground Clerk – Cllr L Webster  Bank Signatories – Cllrs D Webster, L Webster, S Mead and Clerk K Hanley  HR Committee – Cllrs D Webster, S Mead and T Wadey  Finance Committee – Cllrs D Webster, S Mead and T Wadey | | | |
| **25.21** | **Approval of Minutes from 7th April 2025**  The minutes of the Fyfield Parish Council meeting held on Monday 7th April 2025 were **approved** as an accurate record. | | | |
| **25.22** | **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.**  A member of the public brought up the issue of the incorrect siting of the village gates. The Clerk will write to Cllr J McIvor about these concerns. | | | |
| **25.23** | **Clerks Report**  The Clerk reported on 7 item(s):   1. **Fireproof storage –** Ongoing. 2. **Search for conveyance regarding the section of land registered as owned by the church –** Ongoing. 3. **Defibrillator and phone box power supply –** Ongoing. 4. **Willingale Wastewater Pollution site meeting with FPC members and Thames21 –** Ongoing. 5. **Quotes for play area upgrades –** Updated playground plan received and circulated to the council for feedback. 6. **EFDC Play in the Park –** Very successful – 20+ children attended and it was enjoyed by all. 7. **Internal Audit – 8th May 2025 –** The internal audit went well and the report will be with us by the July meeting. | | | |
| **25.24** | **County Councillor, District Councillor & other representatives Reports**   * Cllr Hadley gave a report. * A crime report provided by PC Warren Shepherd was circulated.   **19:50 - THE PARISH COUNCIL MEETING WAS STOPPED AT THIS POINT FOR THE ANNUAL PARISH ASSEMBLY TO TAKE PLACE. THE MEETING RESUMED AT 20:20.** | | | |
| **25.25** | **Finance**   1. **To consider and approve invoices for payment.**   **RECEIVED** List of invoices submitted in **April** **2025** that required payment by the Parish Council. | | | |
| **Ref No** | **BACS Ref** | **Payee** | **Detail** | **Amount** |
| 10.25 | 6803 | TBS Hygiene | Bin collections – April 2025 | £107.04 |
| 11.25 | DD | Xero | Accounting software | £25.20 |
| 12.25 | 18671 | EALC | Minutes and Agenda training –  K Hanley | £100.80 |
| 13.25 | 18522 | EALC | EALC & NALC affiliation fees 2025/26 | £285.55 |
| 14.25 | 18370 | EALC | Internal and External Audit training – K Hanley | £120.00 |
| 15.25 | Fyfield Shed | Fyfield Shed Group | Noticeboard renovation | £300.00 |
| 16.25 | PAID | Marmax Ltd | Two recycled plastic picnic benches for play area | £1087.20 |
| 17.25 | 1242 | Mrs Bounce | Bouncy castle hire for Fyfield Harvest Festival | £1000.00 |
| 18.25 | 14KH | K Hanley | Printer ink, cable ties, warning signs and folder dividers | £25.20 |
| 19.25 | 25-9180 | BB Groundscare | Grounds maintenance – sports field | £647.50 |
| 20.25 | 2025/63 | Fyfield Village Hall | Parish council meeting | £14.03 |
| 21.25 | INV-521 | Fyfield Farms | Removal of contaminated soil from burial ground | £2,440 |
| 22.25 | DD | Castle Water | Direct Debit payment | £10.31 |
| 23.25 | Dec24 | Paul Norris | Burial ground maintenance – Dec 2024 to April 2025 | £550.00 |
| **RESOLVED** List of invoices were **authorised (approved unanimously).**  **NOTED Clerks wages paid for March - £396.82**  **NOTED** An error in the Clerks wages for January and February has been rectified and reflected in the March wage above.  **TASK Clerk passed all paperwork to Cllr D Webster and Cllr Mead for signature. All payments are set up ready for authorisation online.**  **NOTED Payments received April 2025**   |  |  | | --- | --- | | Burial Ground | £130 | | Sports Field Hire | £2,364 | | 2025/26 precept | £17,120 | | **TOTAL** | **£19,914** |  1. Note the Internal Auditors report and any actions   **NOTED** the Annual Internal Audit Report 2024/25 document. The full auditors report has not been received yet but will be presented at the July meeting.   1. Approve and sign the Annual Governance Statement 2024/25   **Approved** and signed by the Chair and Clerk.   1. Approve and sign the Accounting Statements 2024/25   **Approved** and signed by the Chair and Clerk.   1. Note the period for the Exercise of Public Rights   **Noted** the Exercise of Public Rights will be held between 4th June to 15th July. The Clerk will post the dates on the notice board and website prior to commencement.  **Annual Subscriptions and Costs**   1. Agree the increase in charges from TBS Hygiene**.** **Agreed**. 2. Agree to pay £70 RCCE membership renewal. **Agreed**. 3. Note that the Clerk has taken the role of Data Protection Officer. **Agreed**. 4. Agree to pay £52 ICO registration fee. **Agreed**. | | | | |
| **25.26** | **Assets**   1. **Note the new picnic benches in the play area (purchased under delegated authority Financial Regulations 6.9.ii)** 2. **Discuss and agree play area maintenance**   **Agreed** that the Clerk will speak to the Shed Group about the maintenance of the swings and the roundabout.   1. **Discuss and agree revised play area refurbishment plan**   The new plan was **agreed**. The Clerk will contact EFDC to find out the process of claiming the first tranche of Section 106 money.   1. **Agree collection of peppercorn rent**   **Agreed**. The Clerk will action this.   1. **Discuss and agree course of action regarding unauthorised use of sports field**   Cllr D Webster has put up new golf signs on either end of the field. It was **agreed** that the Clerk will write to Ongar Juniors reiterating terms of use.   1. **Discuss and agree purchase of new litter bin for the burial ground** **Agreed** that Cllr D Webster will put up a sign in the burial ground asking visitors to take their rubbish home with them. | | | |
| **25.27** | **Burial Ground**   1. **Report from Cllr L Webster**  * The late Margaret Searson will be buried with her husband in Section III. * A payment mix up with Bonners has been rectified and the newly agreed Rules & Regulations have been sent to all funeral directors and a procedural method statement will be created going forward.  1. **To discuss and agree removal of hedge and fence installation between burial ground and 1 Cannons Lane.**   A site meeting between the residents and councillors Brawn and Mead was **agreed** to assess the boundary lines. | | | |
| **25.28** | **Sports Field & Village Hall**   1. **Sports field hire bookings**   Cllr Mead advised there are 3 new bookings June through to September.  A booking from May paid the Village Hall Committee by mistake so VHC have given FPC a cheque. Clerk to bank. | | | |
| **25.29** | **Planning**   1. **To consider any new planning applications submitted to Epping Forest District Council** – No new applications. | | | |
| **25.30** | **Essex Village of the Year and Rural Community Awards 2025**  Discuss and agree to enter this year’s awards.  **Agreed** to enter as long as the Clerk has time to get the application done. | | | |
| **25.31** | **Any Other Business**  Cllr Brawn requested to see a copy of the burial ground maintenance contract. The Clerk will provide this. | | | |
| **25.32** | **Communication and Promotion**  **To consider any items for publicity and promotion**  Facebook and Fyfield Focus (deadline 20th May)  Sports field   * Clean up after dogs * Dogs on leads * No golf on sports field * Sports field to be hired for business use (i.e. sports training) | | | |
| **25.33** | **Date of the next Parish Council meeting**  **To confirm the date of the next Annual Parish Council Meeting and Assembly.**  The next meeting will take place on Monday 7th July 2025 in the club room at 7.30pm. | | | |

**The meeting closed at 21:16pm.**

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