

# Fyfield Parish Council

Locum Clerk to the Council;  
Derek Farr

email:caliban@gmx.co.uk

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## AGENDA

**You are summonsed to an extra ordinary meeting of Fyfield Parish Council to be held on Monday 8th August 2016 at Fyfield Village Hall at 8:30pm, to complete the business shown on the agenda below.**



Derek Farr  
Parish Clerk  
3 August 2016

### **1. Apologies for absence**

To receive any apologies.

### **2. Declaration of Interests**

To receive any declarations of interest. Members are invited to confirm whether interests are pecuniary or non pecuniary. Further advice is available before the meeting from the Locum Clerk.

### **3. Confirmation of the minutes of the meeting of 11 July 2016**

A copy of the draft minutes are attached to the agenda.

### **4 Questions and statements from members of the public**

The time allocated for public questions shall be limited to 15 minutes, unless varied by the Chairman of the meeting.

### **5 Contractual and working relationships between the Village Hall, Sports and Social Club and the Parish Council**

To consider the following items;

- a) Note developments informed by the other parties
- b) Determine our response
- c) Agree the appointment of a legal representative (if approved) and to outline their briefing/objectives
- d) Identify a budget or cost
- e) Determine who/how any delegated powers are to be used to progress the matter

### **6 Planning Applications;**

Application No: EPF/1878/16  
Aplicant Name: Mr & Mrs Whitnall  
Location: Magdalen Cottage  
4 Fyfield Grange  
Willingale Road  
Fyfield  
CM5 0FE

Proposal: Two storey rear extension

## 7. Financial Reports;

### *a) Approval of expenditure.*

To approve the list of expenditure as follows;

Norwood Landscapes	- £220.00	(Churchyard maintenance July)
D Farr	- £128.05	(Locum Clerk costs for July)

## 8. Date of the next meeting

To note that the next scheduled meeting of the Parish Council is to be on Monday 12<sup>th</sup> September 2016

# Fyfield Parish Council

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## Minutes of the Parish Council meeting held on Monday 11 July 2016 at 8:00pm at Fyfield Village Hall.

### Present;

Councillor I Hadley (Chairman)  
Councillor Ms B Seward

Councillor R Balcombe

### In attendance;

Mr D Farr - Locum Clerk

7 members of the public

### 16/037 Apologies for Absence

Apologies were received from Councillors K Webb, G Perry and Ms C Apperley

### 16/038 Declaration of Interests

There were none.

### 16/039 Confirmation of Minutes of the meeting of 13 June 2016

A typographical error for the date of the Annual Assembly was noted. With this correction addressed, the draft minutes were approved

### 16/040 Questions and Statements from the Public

The Chairman permitted comments and statements from the public to be made throughout the meeting;

#### **a) Annual Assembly 2016**

The purpose and status of the Annual Assembly was queried. The 2016 assembly is to be held on 18 July 2016. The role of the Parish Council to organise the annual meeting was clarified. The statutory requirement to hold the event was confirmed.

#### **b) Hedge cutting adjacent to Playing Fields**

Concerns were raised suggesting that the current levels of maintenance were inadequate.

#### **c) Parking issues at Walker Avenue**

Options for parking restriction to address concerns with traffic associated with the school were discussed. On balance it was thought that there was little to be gained with pursuing these options

### 16/041 Report from the Chairman

#### **a) Village Hall Open Day**

The event had been fairly successful with around 30 local residents visiting. The bowls club appeared to have attracted good levels of interest and the event was attractive. Higher levels of attendance would have been desirable

**b) Recognising local volunteers contributions**

The merits of the introduction of a local award to recognised improvements brought about by voluntary work was discussed.

**c) Public bench maintenance**

Confirmation was given that repairs to benches had commenced.

**d) Condition of local footpaths**

Inspection of paths by a local volunteer were underway.

**e) EFDC Liaison Meeting**

The meeting held recently included discussions on the work of Gigaclear who recently completed cabling works in Fyfield.

**f) Dog Waste Bins adjacent to play area**

The bins were often overflowing. There was uncertainty over who was responsible for maintaining and emptying these bins. The Chairman will write to the sports & Social Club to see if they maintain these bins.

**g) Management of Playing Field**

The report produced by the Chairman providing evidence that may define the relationship between the Parish Council, the Village Hall and the Sports and Social Club had been sent to the Village Hall Committee. A number of queries were raised on whether the report should have been provided to the Sports and Social Committee, whether the Trust Deed referred to in the Chairman's report was out of date and if anew lease for the Village Hall is required to recognise the extension provided to the Village Hall.

In order to help with a number of these issues and the relationship between the parties involved it was **AGREED** that the Chairman should invite Sue Sheppard of the RCCE to consider acting as a mediator in discussions

**16/042 Parish Assembly 2016**

The Assembly will be held on Monday 18 July 2016 commencing at 7:30pm at Fyfield Village Hall.

**16/043 Bus Service Consultation**

Details of the consultation exercise being organised by Essex County Council were noted.

**16/044 Local Plan Events**

Reports of forthcoming events on the development of the Local Plan were noted. Further information would be provided by the Clerk when available.

**16/045 Appointment of a Parish Clerk**

*The Locum Clerk left the meeting for this item.*

It was agreed that Mr D Farr be offered the role of Clerk to the Parish Council

Draft Minutes - Subject to approval at the Parish Council meeting of 8 August 2016

**16/046 Community Initiatives Fund**

Details of the funding from Essex County Council were noted. There was concern that proposed improvements for play area equipment may not qualify for this funding opportunity.

**16/047 Air Traffic Noise**

Members noted advice provided from the Stop Stansted Campaign that recent changes to the normal departure routes for air traffic at Stansted should reduce noise nuisance to the local area.

**16/048 Planning Applications**

Application CC/EPF/29/16 at Dr Walker CofE Primary School was considered. The application was to allow for an extension for the temporary consent for 2 classrooms. There was no objection to the application.

**16/049 Authorisation of Payments**

The following items were **APPROVED**;

Norwood Landscapes	£220.00	Churchyard maintenance in April
D Farr	£159.38	Locum clerk costs in June
Norwood Landscapes	£220.00	Churchyard maintenance in June

**16/050 Payments to HMRC**

The Chairman confirmed that payments to HMRC had been cashed. A fine for late payment may yet be levied.

**16/051 Next Meeting**

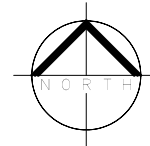
The next scheduled meeting of the Council will be on Monday 12 September 2016.

*The Chairman closed the meeting at 9.54pm*

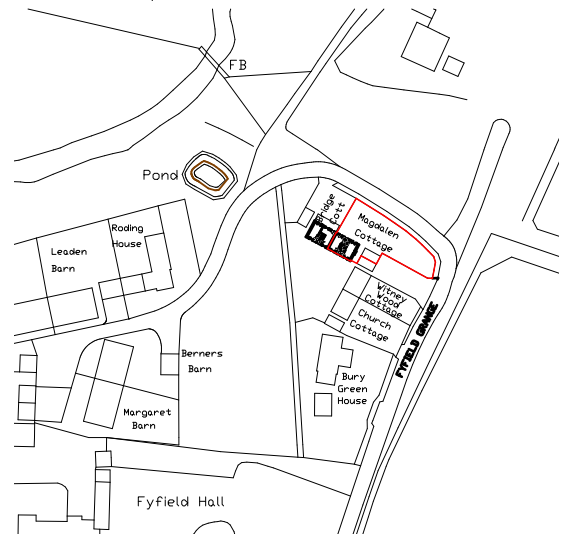
Signed: .....

Date: .....

**Planning Application EPF/1878/16 - Magdalen Cottage 4 Fyfield  
Grange Willingale Road**



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**LOCATION PLAN**

**MARTYN PATTIE**  
 Architects and Designers

Great Basons, Basons Lane,  
 Ongar, Essex, CM5 9AR  
 Tel: 01277-364979 Fax: 01277-364978  
 e-mail: architect@martynpattie.co.uk  
 website: www.martynpattie.co.uk

**4 FYFIELD GRANGE, FYFIELD,  
 ONGAR, CM5 0FE - AS EXISTING  
 BLOCK AND LOCATION PLAN**



Scales 1 : 200 & 1 : 1250  
 Date 15/04/16

**1713/01**

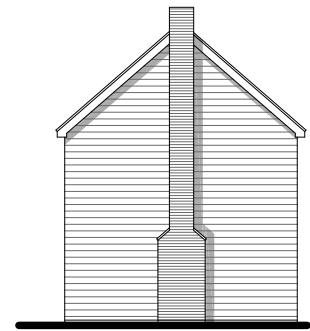
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FRONT ELEVATION



REAR ELEVATION



SIDE ELEVATION



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4 FYFIELD GRANGE, FYFIELD,  
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 ELEVATIONS



SCALE BAR @ 1:100

Scales 1:100  
 Date 15/04/16

1713/03

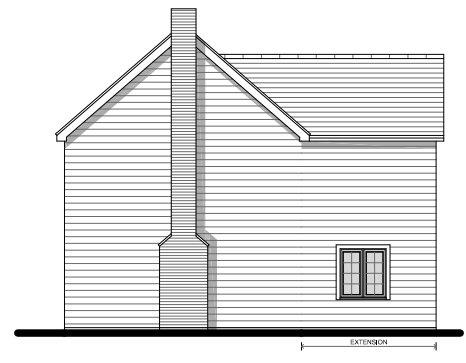
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REAR ELEVATION



SIDE ELEVATION

REV B: AMENDED TO CLIENTS COMMENTS - 08/07/16  
 REV A: AMENDED TO CLIENTS COMMENTS - 08/07/16



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4 FYFIELD GRANGE, FYFIELD,  
 ONGAR, CM5 0FE - AS PROPOSED  
 ELEVATIONS



SCALE BAR @ 1:100

Scales 1:100  
 Date 15/04/16

1713/05B