

Fyfield Parish Council

Clerk to the Council;
Derek Farr

email:caliban@gmx.co.uk

AGENDA

You are summoned to a meeting of Fyfield Parish Council to be held on Monday 9 January 2017 to be held at Fyfield Village Hall at 8.00pm, to complete the business shown on the agenda below.



Derek Farr
Parish Clerk
4 January 2017

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 Clerk.

3. Confirmation of the Minutes of the Council meeting held on 14 November 2016 and 12 December 2016.

A copy of the draft minutes is 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. Use of the Sports Field at the Village Hall

To determine future steps for the licence for the sports field

6. Improvements to play equipment

To receive a report on progress with the project.

7. Parish Council Vacancies

To receive a report on progress to fill t3 vacancies

8. Support for the Village Store

To consider progress with initiatives to support the local village store.

9. Council Budget and Precept 2017/18

To determine the budget and precept for the Parish Council for the year commencing 1 April 2017. A draft budget is attached to the agenda

10. Approval of Expenditure

Members approval is sought for the list of expenditure items as follows;

<i>Payee</i>	<i>Cheque No.</i>	<i>Amount</i>	<i>Details</i>
Epping Town Council	01164	£75.60	Dog bins service
D Farr	01165	£270.76	Salary - Dec 2016
HMRC	01166	£66.20	PAYE - Dec 2016
Affinity	01667	£25.85	Water supply- burial gnd

11. Planning Applications

To consider the following application;

Application No: EPF/3214/16

Applicant: Mr Ian Marsh

Location: 5 Forest Drive
Fyfield
Essex
CM5 0TP

Proposal: Demolish conservatory, Erect 2 storey rear extension. Widen crossover from street.

12. Date of the next meeting

To confirm details for the next meeting.

Fyfield Parish Council

Minutes of the meeting of Fyfield Parish Council held on Monday 14 November 2016 at 8:00pm at Fyfield Village Hall.

Present;

Councillor I Hadley (Chairman)
Councillor R Balcombe
Councillor Mrs B Saward

Councillor Ms C Apperley
Councillor G Perry
Councillor K Webb

In attendance;

Mr D Farr - Parish Clerk
10 members of the public

16/089 Apologies for Absence
Apologies were received from Councillor Ms N Bridge

16/090 Declaration of Interests
There were none.

16/091 Confirmation of Minutes of the meeting of 10 October 2016
With one typographical error noted, the draft minutes were agreed as an accurate record.

16/092 Questions and Statements from the Public;

a) Local Plan Proposals

A number of comments and observations were raised including a discussion about the proposed closure of the Ongar Leisure Centre in favour of a new facility further away in North Weald. Concerns were raised over the extent of social or affordable housing that would be provided in the proposed development in Fyfield and it was noted that the planning authority was due to meet with local landowners and developers before meetings were to be held with local town and parish councils.

Communication methods that were available to the Parish Council to both keep local residents informed of the Local Plan processes and to encourage as many people as possible to respond to the Plan consultation process were discussed.

16/093 Consideration of the Draft Local Plan
Members considered the key proposals for the parish and noted that a short meeting with planning officers was due to be held on 22 November. The Chairman and Clerk would be attending for the parish council. A number of local issues largely focused on the proposed housing development were discussed and it was anticipated that the Council's submission may represent a number of observations and queries rather than a simple statement of objection or support for the Plan's proposals. These may include the provision of local improvements

that would ensure that development proposals would contribute to community facilities.

It was noted that whilst there was significant local interest in the Plan, the parish council had not yet received any comments from local residents other than those who had attended recent council meetings.

16/094 Support for the Village Store

A report provided by the parish clerk was noted. Further discussions had taken place with the operator of the local shop and it was hoped that some further initiatives to support the shop should be pursued. It was **AGREED** that Councillor Balcombe should contact the District Council's Economic Development Officer to see if any local assistance may be available to support the shop. It was also reported that support may also be available from Essex County Council who may reimburse the cost of security shutters recently installed at the front of the shop. Members noted the limited powers available to the parish council to support local businesses, but supported further publicity to encourage the community to use the local shop. It was noted that the owner advised a recent increase in trade.

16/095 Relationship with Fyfield Village Hall and the Sports and Social Club

The Chairman provided a brief summary of the situation noting the advice received from the parish council's solicitors Leonard Gray LLP.

It was noted that the Land Registry Deed for the site included details of the parish clerk at the time the site was registered. It was **AGREED** that the parish council should seek to have the register entry updated to correctly show the parish council's details.

It was also noted that the existing lease between the parish council and the Village Hall Committee did not include reference to extensions to the building that were constructed after the lease agreement was drafted. It was further noted that details of the lease have not been recorded with the Land Registry. It was **AGREED** that these issues should be addressed with a new or revised lease document to be agreed with the Village Hall Committee.

Concerns were raised about the risks associated with the current use of the land which may not be in keeping with covenants or conditions which applied at the time the land was provided. The parish clerk advised that such risks may be mitigated by indemnity insurance and it was **AGREED** that this should be investigated further.

To formalise the relationship between the Fyfield Parish Council (the owners of the sports field) and the current/future operators of sporting events, the Chairman proposed that a new licence agreement be created to define the operating requirements that the organisation operating the sports fields sporting activities need to adhere to. It was proposed and **AGREED** that a tendering process be completed to establish the most suitable organisation to grant such a licence to. A draft paper to be discussed at the next meeting.

Concerns were raised about the Trust Deed for the Village Hall Committee which it was reported made reference to the old village hall and not the current facility. It was not clear if this was relevant to the current issues and agreed actions. Members noted the concerns raised.

16/096 Improvements to Play Equipment

Further quotes for the installation of additional equipment and play surfaces had been obtained by a local resident. Members considered the quotations provided and it was **AGREED** that Park Leisure be appointed to complete the agreed works with costs anticipated at £6,151 plus vat.

16/097 Report of the Finance Committee

Members noted that a meeting had been held just before the parish council meeting. A further meeting will be held ahead of the parish council meeting on 12 December. This will include work to recommend the parish council's budget and precept for 2017/18.

16/098 Highways Practice Note - Local Flooded Roads

The advice received from Essex County Council was noted. It was **AGREED** that Councillor Webb would consider the issue further.

16/099 Public Rights of Way - Inspection

A review provided by Mr L Lamb was circulated. The issues identified had already been reported to the County Council. Members noted their thanks for Mr Lamb's efforts.

16/100 Mobile Home on a Flood Meadow

The Chairman provided a verbal report indicating that that either a retrospective planning application would be provided or the structure would have to be removed.

16/101 Revisions to the Code of Conduct

Members received the proposed revised Code as provided by the District Council. It was **AGREED** that the parish Council should adopt the recommended revised code with immediate effect.

16/102 Approval of Expenditure.

The following items of expenditure were approved;

<i>Payee</i>	<i>Cheque No.</i>	<i>Amount</i>	<i>Details</i>
Norwood Landscapes	01155	£220.00	Burial Ground Maintenance - Oct
D Farr	01156	£270.76	Salary - Oct 2016
HMRC	01157	£70.20	PAYE - Oct 2016
I Hadley	01158	£17.00	Reimbursement for poppy wreath
Fyfield Focus	01159	£250.00	Sponsorship 2016/17
John Thorogood	01160	£5,772.00	Bus shelter works

16/103 Planning Applications

The following applications were considered;

- a) **Application No:** EPF/2463/16
Applicant Name: Mr Robert Smith
Location: The Coach House
 Willingale Road
 Fyfield

Proposal: Conversion of barn to residential dwelling

Parish Council Comments: No Objection

- b) **Application No:** EPF/2554/16
Applicant Name: Mr Simon Cooper
Location: Dunmow Road
 Fyfield

Proposal: TPO/EPF/25/02 T1 -T5 Black Poplar - Reduce back to previous pruning point

Parish Council Comments: No Objection

- c) **Application No:** EPF/2622/16
Applicant Name: Mr Garry Hobson
Location: The Bungalow
 Norwood End
 Fyfield

Proposal: Demolition of a detached bungalow and erection of a detached dwelling

Parish Council Comments: No Objection

16/104 Ground Maintenance Contract - Fyfield Burial Ground

Quotations received from the existing contractor for a continuation of the current service were considered. It was **AGREED** that Norwood Landscapes be appointed for 2 years from March 2017 for both grass cutting and tree works in the burial ground.

16/105 Calendar of Meetings 2017

The dates suggested by the Clerk were **AGREED**.

16/106 Resignation of Councillor Grant Perry

During the course of the meeting, Councillor Perry submitted his resignation from the parish council.

16/107 Next Meeting

The next scheduled meeting of the Council will be on Monday 12 December 2016 to commence at 8.00pm. It was **AGREED** that a meeting of the Finance Committee be held that evening commencing at 7.30pm

Signed: Date:

Fyfield Parish Council

Minutes of the meeting of Fyfield Parish Council held on Monday 12 December 2016 at 8:00pm at Fyfield Village Hall.

Present;

Councillor I Hadley (Chairman)
Councillor Mrs B Seward
Councillor K Webb

In attendance;

Mr D Farr - Parish Clerk
10 members of the public

16/108 Apologies for Absence
Apologies were received from Councillor Ms C Apperley

16/108 Declaration of Interests
There were none.

16/109 Resignations from the Parish Council
Resignations from Ray Balcombe and Nancy Bridge had been received leaving 3 current vacancies on the Parish Council

16/110 Confirmation of Minutes of the meeting of 14 November 2016
This item was deferred as it was reported that former Councillors R Balcombe and G Perry had some alterations they wished to propose to the draft minutes.

16/111 Questions and Statements from the Public;

a) Local Plan Proposals

A question was raised about the response from the Parish Council to the Local Plan. Confirmation was provided that a response was made. Concern was raised that the Parish Council had not publicised the Plan or the need to respond sufficiently. Efforts by the Council to organise and host a public meeting on the subject were recounted and the methods used to promote the issue were outlined. The status of Green Belt and Brown Field land in the parish was raised and confirmation was given on the current status of land, noting the extensive allocation of Green Belt land outside the residential areas.

b) Village Hall Trust

A letter had been sent to the Parish Council from the Village Hall Trust Deed. This had been raised as an issue by Councillor R Balcombe at the Parish Council meeting of 14 November 2016 (Minute ref 16/095). The letter was received with thanks by the Parish Council but further comment was difficult as it was noted that the Councillor who raised the matter had since resigned.

c) Sports Field

The use of the field by local youth groups was outlined and a plea was heard to ensure that such use was able to continue in the future.

16/112 Draft Local Plan

Members noted that the deadline for responses had been 5pm on 12 December necessitating a response to be submitted by the Parish Council just before the Council Meeting. Details of the submission drafted by the Chairman and the Clerk had been circulated.

16/113 Use of the Sports Field

Draft Terms for a new licence had been produced by the Chairman. It was noted that due to the separate lease with the Village Hall Committee, any licence to use the field could not include provision or access to facilities in the Village hall. The use of such facilities would need to be subject to a separate agreement between the licensee and the Village Hall Committee. It was hoped that a local organisation or group may be interested in becoming the licensee but contingencies were being considered should this not be the case. Members were invited to submit any further comments or observations to the Chairman before the next meeting of the Parish Council. It was noted that the process to regularise the use of community facilities would be open to local organisations as a preference and there was no intention to exclude any group or organisation from expressing an interest.

16/114 Improvements to Play Equipment

Efforts continued to seek a reduction in the proposed costs for the project. A further report will be provided at the next meeting.

16/115 Report of the Finance Committee

The scheduled meeting could not be held as the Committee was no longer quorate following the recent member resignations.

16/116 Councillor Vacancy

The first of the three recent vacancies was currently advertised to determine if there was interest to hold an election. The 2 new vacancies would be subject to the same process in due course and any vacancies remaining after this process will need to be filled by co-option.

16/117 Support for the Village Store

There was little to report. A view from the District Council on local schemes to support local businesses will be investigated and a report provided at the next meeting.

16/118 Approval of Expenditure

members approved the items as follows;

Members received the proposed revised Code as provided by the District Council. It was **AGREED** that the parish Council should adopt the recommended revised code with immediate effect.

16/119 Approval of Expenditure.

The following items of expenditure were approved;

<i>Payee</i>	<i>Cheque No.</i>	<i>Amount</i>	<i>Details</i>
Norwood Landscapes	01163	£220.00	Burial Ground Maintenance - Nov2016
D Farr	01161	£284.06	Salary - Nov 2016
HMRC	01162	£66.40	PAYE - Nov 2016

16/120 Planning Applications;

- a) Application No: EPF/2702/16
 Applicant Name: Mr Douglas Huddart
 Location: 53 Ongar Road
 Fyfield CM5 0RB
 Proposal: Proposed pitched roof dormer to front elevation to enlarge an existing bedroom on the first floor.
 Parish Council Comments: **No Objection**

- b) Application No: EPF/2783/16
 Applicant Name: Mr Robert Smith
 Location: The Coach House
 Willingale Road
 Fyfield CM5 0SD
 Proposal: Conversion of barn to residential dwelling.
 Parish Council Comments: **No Objection**

- c) Application No: EPF/2750/16
 Applicant Name: Mr Brent Bedford
 Location: Blakeney
 Ongar Road
 Fyfield CM5 0RD
 Proposal: (i) Single storey rear extension (ii) three storey side extension (iii) three storey front extension (iv) loft conversion with 2x rear dormers and rear gable end (v) enlarged patio to the rear.
 Parish Council Comments: **No Objection**

16/121 Next Meeting

The next meeting of the Council will be on Monday 9 January 2017.

Signed: Date:

ITEM 9

Income		Expenditure	
PWLB	3000.00	PWLB	2320.00
Precept	11280.00	FVH Refund of PWLB	680.00
Burial Ground	1530.00	Clerks Fees	3500.00
General	138.43	HMRC NI	734.40
Tot C/A	15948.43	Water Rates	19.90
		Garden Prize	100.00
		Dog Waste	269.10
		Phone Box	360.00
		AON Insurance	600.00
Interest	4.77	Burial Ground	2855.00
Tot D/A	4.77	Church Clock	142.58
		Fyfield Focus	250.00
		Expenses	0.00
		Legal Fees	2000.00
		Audit	276.00
		EALC Fees	220.78
Total	16203.20	Total	14327.76
Surplus (C/A)			1875.44
Total	16203.20		16203.20

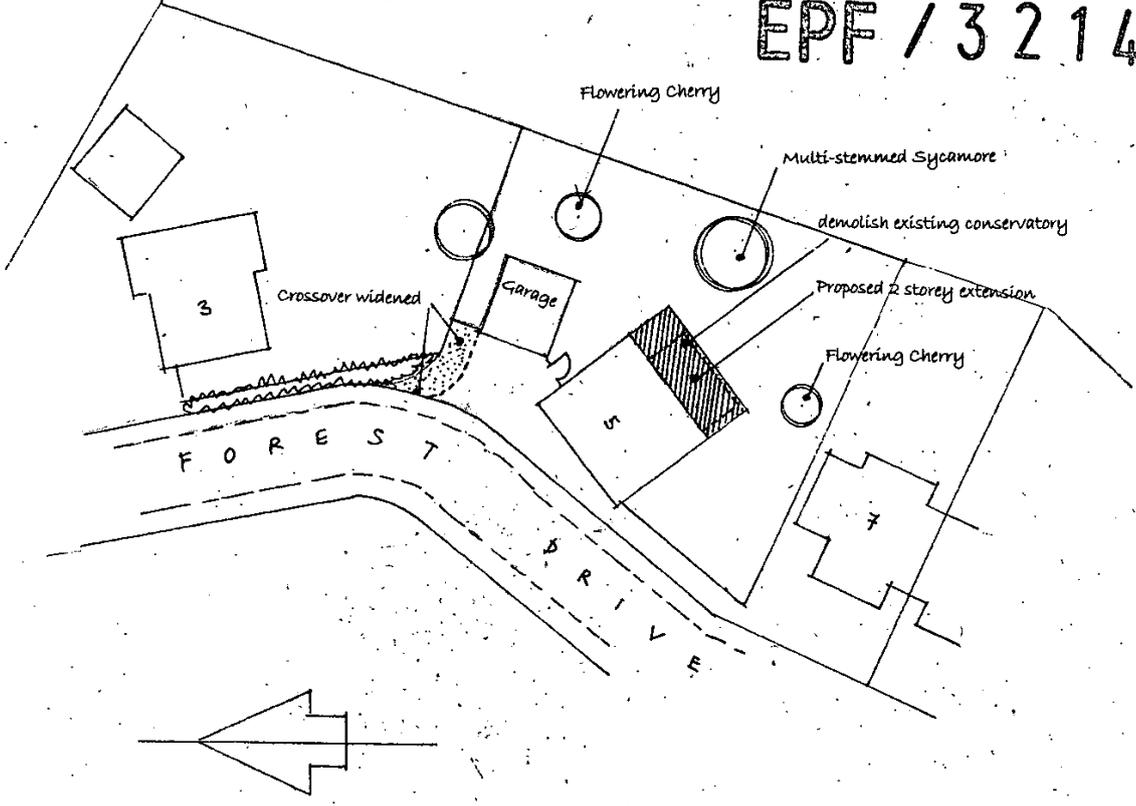
Others

Clearing Scrub Land 2000 Rough Estimate - Take from funds
Play Equipment Install 5000 Roughly - Take from funds
Sports Field - Maybe 5000 If we take over then our surplus plus any
increase in Precept should pay for this

Planning Application -

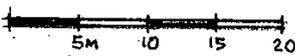
Application No: EPF/3214/16
Applicant: Mr Ian Marsh
Location: 5 Forest Drive
Fyfield
CM5 0TP

EPF / 3 2 1 4 / 1 6



EPPING FOREST DISTRICT COUNCIL
02 DEC 2016
RECEIVED

5 Forest Drive
Block Plan
Scale 1 : 500



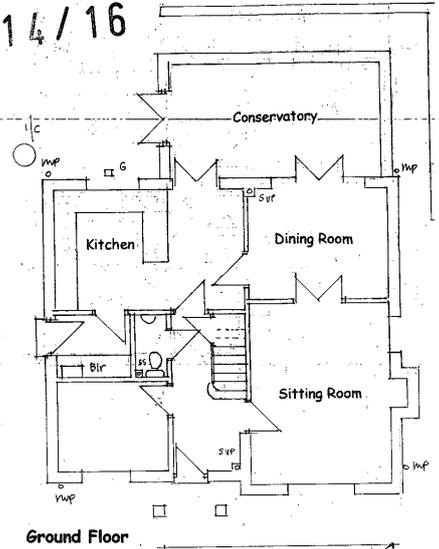
EPF / 3214 / 16



Front Elevation



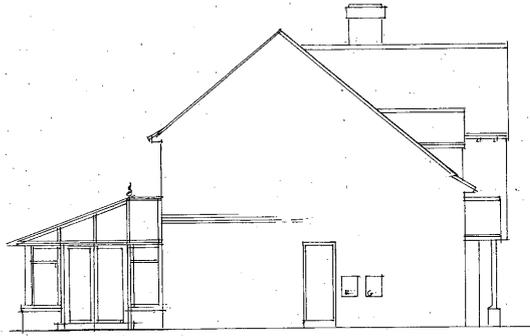
Side Elevation SW



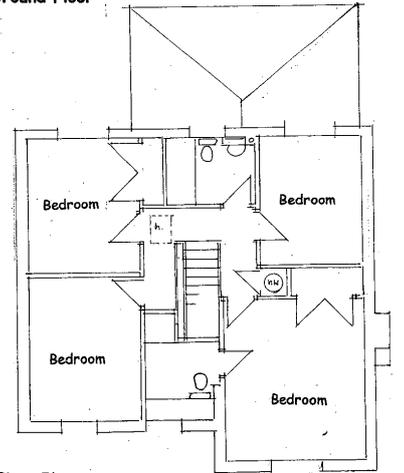
Ground Floor



Rear Elevation



Side Elevation NE



First Floor

5 Forest Drive
Ongar CM5 0TP

Existing Plans & Elevations

EPF / 3214 / 16

NOTES:
All alterations must be checked on site and not relied upon by starting.

Ground Floor Plan

First Floor Plan

Side Elevation NE

Rear Elevation

Side Elevation SW

Client	Mr & Mrs Marsh
Project	5 Forest Drive Spring Forest District Council
Date	07 DEC 2016
Scale	1:50
Date	Nov 16
Drawn by	
Drawn No.	1