

BIRDBROOK PARISH COUNCIL

MINUTES OF THE MEETING

HELD ON TUESDAY 5 JULY 2022 AT 7.00PM
AT THE COMMUNITY HOUSE, BIRDBROOK

PRESENT: Mr Steve Rhenius (Chair)
Mr Alan Cook
Mr Martin Gilbert
Ms Katie Gentry

ALSO PRESENT: Cllr Diana Garrod (BDC)
Mrs Debbie Hilliard (Clerk)
One member of the public

There was one member of the public present. They were invited to ask questions of the Parish Council. The member of the public asked when the Platinum Jubilee Beacon would be removed. They had concerns about its position impacting on their property values.

The member of the public confirmed they had received a letter from the Platinum Jubilee Committee before the beacon was installed asking if nearby properties had any issues about the installation of the beacon. They confirmed they did not respond to the letter. The parish council advised that the matter lay with the Platinum Jubilee Committee and a meeting of that Committee would be arranged. Date to be confirmed.

The member of the public left the meeting.

22/52 APOLOGIES FOR ABSENCE

Ms Katie Gentry (work commitments)
Cllr Peter Schwier

22/53 OTHER ABSENCES

None.

22/54 CONFIRMATION OF MINUTES

Alan Cook proposed and Martin Gilbert seconded with all in favour that the minutes of the meeting held on Tuesday 10 May 2022 be approved as a correct record.

Action List

Minute	Action	Responsibility	Outcome
Questions from public	Defibrillator Training – AC to contact Community Heartbeat Trust and Cllr Garrod to send information on First Responder to the Clerk	AC/DG	DG emailed info to clerk 13/5. Shared to PC.
22/37	Planning – Clerk to submit a query to BDC whether the dog training business on land to the rear of the Swan, Baythorne End needed planning permission	Clerk	Form submitted 16/5 Ref 109040

22/39	Action List – Grass Cutting – Clerk to contact K Shears to get grass cut before platinum jubilee Grass Cutting – tender information. Agenda July meeting	Clerk	Telephone 16/5 and left message. Message later received that said KS would arrange this. Agenda item 8(b)
22/45	Play Areas:- <ul style="list-style-type: none"> - Arrange for Fenland Leisure to inspect - Contact Mr Unwin for permission to refurbish play equipment at Baythorne End. - Complete costings for funds and take to next meeting. Platinum Jubilee <ul style="list-style-type: none"> - Gift and flowers for Mr and Mrs Walker - Cllr Garrod to be invited. - EALC certificate 	Clerk AC/KG Clerk	Emailed Fenland (now Online Playgrounds) 16/5. Letter to PU drafted and sent to PC 16/5. Letter send/DG accepted 13/5 Completed. Reimbursement needed.
22/47	Verge Cutting – agreed 2 cuts. Clerk will notify Mr Pyman	Clerk	Notified and 1 st cut completed.

22/55 DECLARATIONS OF INTEREST

None.

22/56 REPORT OF DISTRICT COUNCILLOR/COUNTY COUNCILLOR

Cllr Garrod's report was circulated prior to the meeting and considered. Main points to note were:-

- Levelling up White Paper
- Cost of living crisis
- Long Covid mobile clinic
- Highway Code changes

Mr Cook asked if there was any funding available for another bench for the playing field. It was agreed that the Clerk would complete the application form. **Action.**

22/57 COMMUNICATION AND REPORT OF THE CLERK

It was noted that a summary of the Platinum Jubilee income and expenditure would be covered under Finance below.

22/58 DOCUMENTS ON DEPOSIT

None.

22/59 MEMBERS' REPORTS

(a) Pond – It was noted that a response from Mr Rook was still awaited.

(b) Parks – The following points were noted.

Inspection report – The report was circulated prior to the meeting and considered. It was agreed to ask Fenland Leisure to quote for the work needed. Clerk to action. **Action.**

National Lottery Fund application – it was noted that the application had been declined again. It was proposed that if another application is made it be completed jointly with other members of the Parish Council. Steve has attended some training on how to complete an application and could help.

Grass Cutting Contract – It was noted the current contract expired at the end of 2022. It was agreed to advertise the tender in the Parish magazine. It was agreed that the tender information be amended to show that grass cuttings on the playing field in Birdbrook were to be taken away. **Action.**

- (c) Chair's Report – It was noted that the change of details for Zurich Insurance would not affect the parish council.
- (d) Highways – It was noted that the pot hole in Fell Road had been filled in. Training for Speedwatch was being arranged by Katie Gentry and anyone who wanted to be trained were asked to forward email addresses to Katie.
- (e) Media – It was noted that the new website was up and running. It was agreed to move to email addresses Clerk@Birdbrook... " and "Chair@Birdbrook". Val Rhenius will make the alterations as necessary. The next issue of the Birdbrook Parish News would include a Platinum Jubilee special feature.

22/60 PLANNING

- Application Number 22/01737/FUL - Tarkas Cafe, Baythorne Hall – No comment.
- West Suffolk Local Plan Consultation – Noted.

22/61 PLATINUM JUBILEE

It was noted the events were a great success, and well attended by local residents. Mr Walker lit the beacon on Thursday 2 June 2022 and presented with a long service certificate and a gift and flowers for Mrs Walker. It was noted that the craft fair raised £488 towards the refurbishment of play equipment.

22/62 FINANCE

The following points were noted:-

- It was agreed that the Clerk would find out when the long term agreement with Zurich ends. **Action.**
- The finance report was considered and agreed.
- Reserve Account and Ring Fenced amounts/Income and Expenditure for play equipment. The Clerk presented and explained the Reserve Account. It was noted that;-
 - The current account had paid the invoice for the new play equipment of £18,501.50. However, the majority of funds for this were held in the reserve account.
 - The ring fenced amounts were held as a surplus in the current account.
 - The two accounts would swap allocation without physically moving the monies between accounts but would just re-allocate ie., ring fenced amounts would be allocated under the balance held in the Reserve account, and play equipment refurbishment to 1 July 2022 would be paid from surpluses in the current account
 - It was noted that as of 1 July 2022 there was a surplus of £5,720 plus VAT reclaim from the new play equipment of approximately £3,000 which would be allocated to refurbishment of the Baythorne End play area. This would be checked by the Clerk in September to confirm as correct. **Action.**
 - The reserve account was "short" by approximately £607.95 still held in the current account which would be moved to the reserve account once figures were checked in September.
 - A copy of the Reserve Account allocated funds and Play Equipment Income and Expenditure sheets would be appended to these minutes for transparency.

22/63 EXCLUSION OF THE PUBLIC AND THE PRESS

None.

22/64 CONFIDENTIAL ITEMS

None.

22/65 DATES OF NEXT MEETINGS

Tuesday 6 September

Tuesday 15 November

There being no further business to discuss the meeting closed at approximately 8.25pm.

Signed: 

Dated: 6/2/22

Action List

Minute	Action	Responsibility	Outcome
22/56	Councillors Community Grant – Clerk to find form and complete.	Clerk	Emailed DG for a copy 18/7. Form received and completed on 31/7.
22/59	Fenland Leisure report – obtain quote for works.	Clerk	Emailed request 18/7. Quote received and circulated.
22/59	Grass Cutting Contract – Amend document to have grass cuttings on Birdbrook Playing field amended. Advert to go in village magazine.	Clerk	Doc amended 18/7. Advert drafted and circulated to PC 31/7
22/62	Finance – Clerk to confirm when Zurich long term agreement expires.	Clerk	Confirmed as 1 June 2025
	Allocated amounts/play equipment fund – Clerk to re-check figures in September.	Clerk	