

BIRDBROOK PARISH COUNCIL

MINUTES OF THE MEETING

**HELD ON TUESDAY 6 SEPTEMBER 2022 AT 7.00PM
AT THE COMMUNITY HOUSE, BIRDBROOK**

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

ALSO PRESENT: Mrs Debbie Hilliard (Clerk)
Cllr Peter Schwier (arrived late)

22/66 APOLOGIES FOR ABSENCE
Katie Gentry and Cllr Diana Garrod

22/67 OTHER ABSENCES
None.

22/68 CONFIRMATION OF MINUTES
Alan Cook proposed and Martin Gilbert seconded with all in favour that the minutes of the meeting held on Tuesday 6 July 2022 be approved as a correct record.

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. Amended and returned 1/9.
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	Rechecked and confirmed 1/9

22/69 DECLARATIONS OF INTEREST
Mr Cook declared an interest in planning application no: 22/01965/HH should it be discussed.

22/70 REPORT OF DISTRICT COUNCILLOR/COUNTY COUNCILLOR
District Councillor and County Councillor not present.

22/71 COMMUNICATION AND REPORT OF THE CLERK

The Clerk tabled advertisements for Volunteer Drivers needed received from BDC. It was agreed these would be put on the noticeboards.

22/72 DOCUMENTS ON DEPOSIT

None.

22/73 MEMBERS' REPORTS

- (a) Pond – Martin reported. Another working party to tidy the area was needed. The issue regarding the retaining wall was considered. Martin had located a copy of the 2009 letter from ECC Highways which he tabled.

Cllr Peter Schwier arrived at the meeting and apologised for his late arrival. It was agreed he be invited to report at this point of the meeting.

Cllr Schwier's report was received. Points noted were:

- The trial by Essex Highways of using a ^egraphite mixed into the tarmac was underway. *BR*
- The North-East Chelmsford by-pass was progressing.
- Autumn Covid/flu vaccine roll-out was under way.
- ECC has generated 1 ^{gw}million kilowatt of electricity from renewable sources on its own estates. *BR*
- Ride London will take place again in May 2023 but on one day only and the road closure system has been reviewed.
- Household support fund of £3.2m from central government underway.

Questions were invited:

Was there anything coming out in terms of supporting communities to support people with the cost of living increases, ie, to run "warm rooms", etc? This was being looked at now and hope to learn more in the coming weeks.

Cllr Schwier was made aware of the situation regarding the retaining wall by the pond. It was agreed that information would be emailed to him for consideration. **Action.**

There were no further questions. Cllr Schwier was thanked for his report.

Cllr Schwier left the meeting.

(b) Parks –

- Grass Cutting – It was agreed that the clerk would draft an advert for the grass cutting contract. **Action.**
- Bin Emptying on playing field – It was agreed it would be raised with the Community House Trustees. **Action.**
- Cleaning/Maintenance of Play Equipment – The quote to carry out the maintenance work on the play equipment was considered. After consideration, it was agreed that Martin would review the equipment at Baythorne End and report back by email. If it was agreed that the Baythorne End equipment was not worth maintaining the site could be closed down until new equipment was installed. If the equipment was worth retaining, the quote to carry out the work would be accepted. **Action.**

(c) Chair's Report – Steve Rhenius reported:

- Baythorne End defibrillator – the defibrillator had been used by the ambulance service in July. Steve has checked the site and the defibrillator has been returned. However, the torch was missing. Steve has ordered a new one.
 - An awareness session for the defibrillator was needed – date to be agreed and publicised.
 - Steve would be attending the AGM of the EALC and will report back. **Action.**
 - Change of Prime Minister noted and the parish council would await the impact on cost of living increases.
 - Platinum Jubilee – A wind-up meeting was needed by the Jubilee Committee, date to be agreed. Steve had been advised by BDC that retrospective planning permission would be needed for the beacon. It was agreed this should be submitted by the Jubilee Committee.
- (d) Highways – Alan Cook reported. It was noted the fingerpost sign was still missing from Whitley Bridge. The Clerk will follow this up. **Action.**
- (e) Media – The website domain was currently parked for free with Freeola but it would be necessary to buy a facility. Mrs Rhenius has found an appropriate site at a cost of £3.87 per month. It was also proposed that email addresses for the Clerk and Chair would be set up. Steve will notify Mrs Rhenius. It was noted that the Clerk, Katie Gentry and Val Rhenius should liaise to finalise these matters. **Action.**

Obituary for Mr Hunt – Alan Cook will action. **Action.**

22/73 PLANNING

Nothing to report.

22/74 FINANCE

- Electricity – The Clerk explained that the Parish Council's account had been moved to Npower by Eon. Eon have advised that a credit is due to the Parish Council of approximately £200.00. This will be paid by cheque.

Only one invoice has been received from Npower in January 2022. The Clerk has contacted Npower and been advised the new account was "under review". Npower were looking into the situation and will contact the Clerk.

The Parish Council noted the situation and the Clerk will report back. **Action.**

- Closure of Audit 2022 – The documents from PKF Littlejohn were circulated prior to the meeting. It was noted the year end and audit was now closed with one "except for" comment which was noted.
- Finance Report – The Finance Report was received, considered and noted with no questions.

22/75 EXCLUSION OF THE PUBLIC AND THE PRESS

None.

22/76 CONFIDENTIAL ITEMS

None.

22/77 DATES OF NEXT MEETINGS

Tuesday 15 November

There being no further business to discuss the meeting closed at approximately 8.30pm.

Signed: 

Dated: 16/11/22

Action List

Minute	Action	Responsibility	Outcome
22/73	Forward information re pond retaining wall to Cllr Schwier	Clerk	Emailed 8/9
22/73	Parks – Draft advert for grass cutting tender Playing Field Bin Emptying – raise with Community House Trustees at next meeting. Cleaning/Maintenance of Play Equipment – wait until Martin has looked at Baythorne End equipment and reported back before deciding to accept the quote from Fenland.	Clerk Clerk MG/Clerk	Completed and emailed to PC 12/9 Confirmed SS cleans pavilion. Emailed PC 12/9. Await answer. MG confirmed equipment worth cleaning. I notified Online Playgrounds 12/9 by email. They have confirmed. Lead time 8-12 weeks.
22/73	EALC AGM – Steve to report back	SR	
22/73	Highways – Whitley Bridge Fingerpost sign – follow up	Clerk	Checked ECC website. Information shows “repair will be undertaken on an unspecified timescale”.
22/73	Media – Val/Katie/Debbie to liaise re website/domaine/email addresses to be set up RH Obituary – AC to action	Clerk/VR/KG AC	Val and Katie have met.
22/74	Finance – Electricity – Npower/Eon credit.	Clerk	Completed.