

**BIRDBROOK PARISH COUNCIL**

**MINUTES OF THE MEETING**

**HELD ON TUESDAY 9 MAY 2023 AT 8.10PM (TO FOLLOW THE APA)  
AT THE COMMUNITY HOUSE, BIRDBROOK**

**PRESENT:** Mr Alan Cook  
Mr Steve Rhenius  
Ms Katie Gentry  
Mrs Anita Chadney  
Mr Tim Chadney

**ALSO PRESENT:** Cllr Diana Garrod (BDC)  
Mrs Debbie Hilliard (Clerk)  
3 members of the public

There were no questions from the members of the public.

**23/34 ELECTION OF CHAIR AND VICE-CHAIR FOR 2022/23**

The Clerk led this item. Nominations were invited for Chair and Vice-Chair of the Parish Council.

Alan Cook nominated Steve Rhenius as Chair of the Parish Council for the year 2023-24. This was seconded by Katie Gentry with all in favour. Steve Rhenius was duly elected.

Steve Rhenius nominated Alan Cook as Vice-Chair of the Parish Council for the year 2023-24. This was seconded by Katie Gentry with all in favour. Alan Cook was duly elected.

**22/35 APOLOGIES FOR ABSENCE**

None. All members were present, and the meeting was quorate.

**23/36 OTHER ABSENCES**

It was noted that Cllr Schwier had attended the Parish Assembly at 7.00pm to present his report but had to leave to attend another Parish Council meeting.

**23/37 CONFIRMATION OF MINUTES**

The minutes and confidential minutes of the meeting held on 14 March 2023 were approved as a correct record and signed.

**23/39 ACTION LIST**

Minute	Action	Responsibility	Outcome
23/18	Clerk to send Decs of Int to BDC and notify EALC of new members.	Clerk	New forms needed. Agenda May. Completed.
23/09	Jubilee Beacon – need to submit advert to paper. See email from Haverhill Echo and action	Clerk	Underway. Mr Filbey was thanked by the Parish Council for his work lighting the beacon for the Coronation.
23/20	Grass cutting Contract – Clerk to contact Mr Allen for proof of public	Clerk	Completed. Mr Allen appointed.

	liability insurance. If so then Mr Allen's quote accepted.	TC	
	Hedges overgrown onto footpath in Baythorne End. TC to contact owner re trimming back	Clerk	TC actioned.
	Play Equipment Inspection – Use Wicksteed Leisure. Clerk to contact.	Clerk to agenda	Inspection booked and taken place. Report has been circulated. Agenda item 10
	Speed Limit A1017 – Working Group to be established at the May meeting.	Clerk	
	New England Car Sales – Clerk to contact planning to ensure compliancy	Clerk	
	Streetlighting – Station Road – check if the cowling has been fitted.	AC	AC speaking to owner. A&I have been contacted.
	Lottery funding – play equipment – contact Ovington PC to see what they did.	Clerk	AC actioning.
	Blocked drain Moat Road/Fell Road – use What 3 Words and report to Cllr Schwier.	KG	Emailed Cll Schwier with What3Words 23/3
	Clothes donation service – agreed.		
23/23	Emergency Plan – Clerk to include new pcs and return to BDC	Clerk	Completed 23/3
23/24	Circulate Street lighting agreement	Clerk	Emailed 23/3

#### 23/40 DECLARATIONS OF INTEREST

There were no declarations made in respect of today's meeting. Parish Councillors were asked to complete their Declaration of interest forms.

#### 23/41 DOCUMENTS ON DEPOSIT

- Financial Regulations
- Standing Orders

The documents had been circulated to parish councillors prior to the meeting and were considered, noted and accepted.

#### 23/42 POLICIES

- Budget Virement Policy
- Code of Conduct Policy
- Co-option Policy
- Disciplinary Policy
- Equalities Policy
- Expenses Policy
- GDPR Policy
- Grievance Procedure

- Health and Safety Policy
- Record Management Policy
- Sickness Absence Policy
- Social Media Policy
- Reserves Policy

There were no changes to note since 2022. The policies had been circulated to parish councillors prior to the meeting and were noted and accepted.

#### **23/43 TO AGREE REPRESENTATIVES**

- Parks – Anita Chadney
- Pond – Tim Chadney
- Highways – Alan Cook
- Footpaths – Tim Chadney
- Streetlights – Alan Cook
- Media – Katie Gentry
- Highways Working Party – Tim Chadney/Katie Gentry/Alan Cook/1 member of the public.

*Cllr Garrod left the meeting.*

#### **23/44 MEMBERS' REPORTS**

- (a) Pond – Nothing to report.
- (b) Parks - it was noted there were some holes and dips on the playing field near the basketball ring. The Clerk will ask the grass cutting contractor if they were able to infill them with some topsoil and seed. **Action.**
- (c) Chair's Report – The outcomes of the recent local elections were noted. It was noted that one parish had had an election due to receiving 8 nominations.
- (d) Highways – The BDC Streetscene document was agreed and signed by the Chair.
- (e) Media – Mrs Gentry reported. It was noted that the magazine would be entered in the National Competition again this year, after its success last year.
- (f) Coronation – The village event to celebrate the Coronation was a success, well attended and positive feedback received. Requests have been received to organise a New Year's Eve party and summer fair. The Parish Council thanked Mr Filbey for lighting the beacon.
- (g) Birdbrook Community House Shed (Bags of salt) – The shed was in a poor state of repair and the Community House Trustees had asked the Parish Council to remove the salt bags so that the shed could be removed. It was agreed that Mr Chadney and Mr Cook would liaise to do this. **Action.**

#### **23/45 COMMEMORATIVE BENCH**

The email from the parishioner with the request for a commemorative bench was considered and agreed. It was agreed to recommend a bench of recycled plastic which the parish council had purchased previously and that the new bench could replace the bench by the bus stop. The Clerk will contact the family and liaise. **Action**

#### **23/46 VERGE CUTTING 2023**

It was noted that FCC had issued a purchase order for verge cutting for 2023. It was agreed that 2 cuts be made. The Clerk will notify Mr Pyman and check pricing and circulate the purchase order.  
**Action.**

**23/47 FINANCE**

The Clerk confirmed that the accounts for the year ended 31 March 2023 had been completed and inspected by the internal auditor with no issues raised. The internal auditor's report was noted. The completed accounts had also been circulated to parish councillors prior to the meeting for consideration.

- (a) Annual Governance Statement 2022-23 – The governance statement was read out, considered and signed by the Chair.
- (b) Accounting Statement 2023-23 – The accounting statement was considered, agreed, and signed by the Chair.
- (c) Insurance Renewal – It was agreed to renew the insurance with Zurich for the year 2023.

**23/48 EXCLUSION OF THE PUBLIC AND THE PRESS**

There were no items to consider which required the public and the press to withdraw from the meeting.

**23/49 CONFIDENTIAL ITEMS**

There were no confidential items to consider.

**22/50 DATES OF NEXT MEETINGS**

- Tuesday 4 July 2023
- Tuesday 5 September 2023
- Tuesday 14 November 2023

All at 7pm in the Community House, Birdbrook

There being no further business to discuss the meeting closed at approximately 9.20pm.

Signed: 

Dated: 4/7/23

**Action List**

Minute	Action	Responsibility	Outcome
23/39	Grass Cutting – write to Mr Allen thanking him for high standard work and very positive feedback. Also ask if he could infill the dips and holes around the basketball ring and seed.	Clerk	
	Cowling for Station Road streetlight. Noted the light was shining in from the back of the light so it needs a cowling around the back. Clerk to notify A&J Lighting	Clerk	
23/44	Salt Bags – Tim and Alan will liaise to arrange to relocate the bags of salt.	TC/AC	
23/45	Commemorative Bench – Contact the family and suggest that it replaces the one by the bus stop and use recycled plastic.	Clerk	
23/46	Verge cutting – Contact Mr Pyman and arrange verge cutting.	Clerk	Completed 18/5