

## BIRDBROOK PARISH COUNCIL

### MINUTES OF THE MEETING

HELD ON TUESDAY 14 NOVEMBER 2023 AT 7.00PM  
AT THE COMMUNITY HOUSE, BIRDBROOK

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

**ALSO PRESENT:** Cllr Diana Garrod (arrived late)  
Mr Steve Filbey (Community House)  
Mrs Debbie Hilliard (Clerk)

There was a short discussion regarding synchronising the websites for the Community House and Parish Council.

#### **23/74 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Schwier.

#### **23/75 OTHER ABSENCES**

None.

#### **23/76 CONFIRMATION OF MINUTES**

The minutes of the meeting held on Tuesday 5 September 2023 were approved as a correct record and signed.

Minute	Action	Responsibility	Outcome
23/57	Crash barrier application – Clerk to resend form	Clerk	Agenda item 6
23/68	Playing field – - AC/TC to remove the rope swing. - Uneven grass surface – Clerk to follow up with grass cutting contractor	AC/TC Clerk	Emailed 11/9
	Baythorne End noticeboard – Alan to contact Mr Downer for an estimate	AC	Noted that advice received was that the noticeboard did not need attention.
	VAS sign – Steve meeting Chair of Ridgewell and Clerk will keep advised of Stambourne’s proposed VAS sign.	SR/Clerk	Agenda item 6.
	Birdbrook Magazine advertising income – KG/Clerk to liaise on closer monitoring of invoices.	KG/Clerk	Reviewed & emailed KG 11/9
	Proposed Halloween party – AC/KG	AC/KG	Agenda item 6

#### **23/77 DECLARATIONS OF INTEREST**

There were no declarations of interest made relating to the meeting agenda items.

### **23/78 REPORT OF DISTRICT COUNCILLOR/COUNTY COUNCILLOR**

Councillors not present to report. It was noted the Cllr Garrod's report had been circulated by email before the meeting.

### **23/79 MEMBERS' REPORTS**

(a) Pond – Mr Chadney reported. Points noted were:-

- Mr Chadney had been making enquiries regarding pond management from an agricultural perspective. However, this might not be applicable for a village pond.
- An archive file regarding the pond had been found and was circulated to those present.
- It was noted that the retaining wall was being dealt with by ECC Highways.

(b) Parks – Mrs Chadney reported. Points noted were:-

- The rope swing still needed to be removed and it was hoped this could be completed by the next meeting.
- It was noted that Mrs Chadney had distributed a questionnaire regarding proposals for the Baythorne End playing field and proposed community orchard to residents of Baythorne End and had received 4 responses, all of which were supportive of the plans. It was proposed and agreed that Ms Gentry and Mrs Chadney would liaise to produce an online form to circulate.
- It was noted that Mrs Chadney needed up to date figures of what funding was ring-fenced for the project and the Clerk will update the figures and circulate. **Action.**
- Mrs Chadney proposed, and it was agreed that she will approach the landowners of the Baythorne End playingfield to discuss tenancy/lease arrangements as there was no agreement in writing. **Action.**
- Commemorative Bench – The Clerk has not received an update from BDC Planning and will chase. **Action.**

(c) Chair's Report – Points noted were:

- It was noted that Mr Rhenius had still to contact the Chair of Ridgewell Parish Council as per the previous meeting. He would endeavour to do this before the next meeting.
- Parish Plan – It was noted that the Parish Plan was completed in 2013. Mr Rhenius proposed and it was agreed that this should be on the agenda for the next meeting. The Clerk will circulate the Parish Plan for consideration. **Action.**

*Cllr Garrod arrived at the meeting.*

(d) Highways – Alan Cook reported. Points noted were:

- Steve Rhenius, Debbie Hilliard and Alan Cook met recently to discuss and put together the LHP application to include the proposed crash barrier at Station Road, speed restrictions through Baythorne End and the state of Clare Bridge. The application was completed by Debbie and sent to Cllr Schwier who has acknowledged receipt and forwarded to the LHP. Debbie further confirmed that letters had gone out to Suffolk District Councillors regarding the situation at Clare Bridge. Cllr Garrod suggested that Birdbrook contact Cllr Schwier and request a meeting with Mr Dan McClean, the LHP and ECC representative, the Essex Highways Officer and invite Suffolk councillors to join. It was further noted that the Community Speedwatch had been advised it was too dangerous for them to operate on the A1017. **Action.**
- VAS at Stambourne – It was confirmed that the VAS sign had been installed by Stambourne Parish Council.

(e) Footpaths – Nothing to report.

(f) Media – Katie Gentry reported.

- The Facebook page was popular with more people following.
- Birdbrook Parish New – It was noted that the next edition was going out shortly. There was interest from parishioners who wanted to submit articles but little uptake on paid advertising.
- Website – There were a couple of items which needed updating.
- Halloween Party – Katie thanked Anita and Alan for their support. The party was a great success, well supported and enjoyed by all who attended. A small profit was made which would go towards Baythorne End playingfield refurbishment. Mr Cook advised that the Bowls Club would make a donation to increase the profit made to £50.00. The Bowls Club were thanked for their generosity.
- Christmas Fair – It was noted it was due to take place on 10 December 2023 and had been advertised on social media and in the BPN. Ten tables were booked so far.

*Cllr Garrod was invited to report.*

Cllr Garrod reported. Points noted were:-

- Road closures noted.
- Wethersfield Asylum centre – it was noted the judicial review took place on 31 October and was now being considered. Cllr Garrod will notify parishes of the outcome when received. Parish Councillors considered if the change of Home Secretary would have an impact on the asylum centre.
- Flooding – It was noted that there had been a great deal of flooding in the Bumpstead Ward recently. Cllr Garrod referred councillors to the BDC Public Emergency Response plan. After discussion it was agreed that Birdbrook Parish Council's Emergency Plan should be reviewed at the next meeting. **Action.**
- Cllr Garrod had been to the opening of the ice rink at Braintree.

There were no further questions and Cllr Garrod was thanked for her report.

### **23/80 PLANNING**

Jubilee Beacon – It was noted that the issue regarding advertising the application had now been resolved and the application would be completed and submitted.

### **23/81 FINANCE**

- Budget 2023-24 – The budget form was circulated, considered and completed. It was proposed and agreed that the final version would be approved at the next meeting. **Action.**
- The finance report was considered and accepted with no questions.

### **23/71 EXCLUSION OF THE PUBLIC AND THE PRESS**

None.

### **23/72 CONFIDENTIAL ITEMS**

None.

### **23/73 DATES OF MEETINGS 2024**


Tuesday 9 January 2024

Tuesday 12 March 2024

Tuesday 7 May 2024  
 Tuesday 9 July 2024  
 Tuesday 10 September 2024  
 Tuesday 12 November 2024

A matter brought to the attention of the parish council but outside of meeting agenda items – 80<sup>th</sup> Anniversary of D-Day June 2024. It was agreed this would be an agenda item at the next meeting. **Action.**

There being no further business to discuss the meeting closed at approximately 9.00pm.

Signed:  .....

Dated: 9/1/24 .....

Action List

Minute	Action	Responsibility	Outcome
23/79	Baythorne End Playingfield – Clerk to update ring fenced amounts and circulate.	AC/Clerk	Emailed 1/12  No copy on laptop. emailed Councillors for contact details of Leigh Carter and Richard Walker who were on committee. 1/12  Emailed 15/12
	AC to discuss lease/rental arrangements with landowner and report back.	AC	
	Commemorative Bench – Clerk to follow up with planning.	Clerk	
	Parish Plan – agenda next meeting and circulate copy of previous plan.	Clerk	
	Debbie to contact Cllr Schwier and request a meeting with him, Dan McClean (LHP/ECC rep), and Essex Highways Officer and Suffolk counterparts.	Clerk	
	Birdbrook Emergency Plan – review and update. Plan to be circulated. Agenda next meeting.	Clerk	
	Eagle Farm footpath – clerk to contact Dave Allen and ask for quote to clear	Clerk	
23/81	Budget 2024-24 – confirm at next meeting.	Clerk	