

# 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  
Mrs Anita Chadney  
Mr Tim Chadney

**ALSO PRESENT:** Cllr Diana Garrod (BDC)  
Mrs Debbie Hilliard (Clerk)

### **24/38 ELECTION OF CHAIR AND VICE-CHAIR FOR 2024/25**

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 2024-25. This was seconded by Anita Chadney with all in favour. Steve Rhenius was duly elected.

Steve Rhenius nominated Alan Cook as Vice-Chair of the Parish Council for the year 2024-25. This was seconded by Tim Chadney with all in favour. Alan Cook was duly elected.

### **24/39 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Peter Schwier.

### **24/40 OTHER ABSENCES**

None.

### **24/41 CONFIRMATION OF MINUTES**

The minutes of the meeting held on 12 March 2024 were approved as a correct record and signed.

### **24/42 ACTION LIST**

Minute Action	Responsibility	Outcome
24/21 Parks – Debbie to source template lease	Clerk	Template emailed 22 March 2024.
Media – current Facebook account to be	Clerk	To be completed.

suspended and deleted.

Highways – Debbie to draft letter to Highways re Clerk  
A1017/A1092/Clare Bridge and 30mph  
Baythorne End.

Emailed draft 22  
March 2024

## **24/43      DECLARATIONS OF INTEREST**

None.

## **24/42      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.

## **24/43      POLICIES**

- Budget Virement Policy
- Code of Conduct Policy (updated version 2024)
- 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 2023. The policies had been circulated to parish councillors prior to the meeting and were noted and accepted.

*Cllr Garrod was welcomed to the meeting and invited to present her report.*

Cllr Garrod presented her report. The report had been circulated prior to the meeting and was taken as read. Points noted were:-

- Road closures noted
- Cllr Roger Hirst was now Chair of BDC
- Switch of telephones to digital.
- LGA new Model Code of Conduct
- Dedham Vale event

*Cllr Garrod was thanked for her report and continued support for Birdbrook Parish Council and left the meeting.*

## **24/44      TO AGREE REPRESENTATIVES**

- Parks – Anita Chadney
- Pond – Tim Chadney
- Highways – Alan Cook
- Footpaths – Tim Chadney
- Streetlights – Alan Cook
- Media – None

## 24/45 MEMBERS' REPORTS

(a) Pond – Tim Chadney reported. It was noted he continued to explore options to help improve the pond.

(b) Parks –

- Tenancy Agreement – The proposed tenancy agreement for Baythorne End Play area had been circulated prior to the meeting, was taken as read and approved. It was noted that Unwin Estates had been sent a copy which had been agreed. The tenancy agreement would be signed by a representative of Unwin Estates and the Chair of the Parish Council.
- Rope swing – Birdbrook Play area – It was confirmed this had now been removed.
- Play Equipment inspection – The Clerk will arrange for this to take place. **Action**
- Baythorne End Play area refurbishment – Anita confirmed she continued to work through funding schemes. Responses to the questionnaire regarding the proposed refurbishment had been received from residents.

(c) Chair's Report – Steve and Alan had worked as Presiding Officer and Poll Clerk at the recent Police and Crime Commissioner elections at a nearby parish and noted that discussions with residents had highlighted that this parish faced similar challenges and concerns as Birdbrook.

Parish Council vacancies – There was a discussion around how to encourage more residents to join the parish council, noting that with just 4 members the Parish Council had limited capacity to support Birdbrook and Baythorne End.

(d) Highways –

- BDC Streetscene 2024 - was agreed and signed by the Chair.
- There was a discussion regarding the lack of response or action from ECC despite continued lobbying from Birdbrook Parish Council regarding potholes and the proposals for the A1017/A1094/Clare Bridge. The recent draft letter issued by the Clerk was considered.

It was agreed that the Clerk would adapt the letter to include the following points and circulate before sending. Points to include:

- Grave concerns regarding signage on Clare Bridge
- Grave concerns regarding safety of pedestrians using Clare Bridge.
- Grave concerns regarding safety of properties on the Station Road junction of the A1017 despite the 40mph speed limit.
- Lack of response regarding the request for the 40mph speed limit in Baythorne End to be reduced to 30mph.
- No action or response from ECC despite raising these matters with Cllr Schwier

(e) Media – it was noted that the Clerk would delete the FB page for Birdbrook until such time as there was capacity within the Parish Council to operate a page.

#### **24/46 PLANNING**

Nothing to report.

#### **24/47 VERGE CUTTING 2024**

It was noted that ECC had issued a purchase order for verge cutting for 2024. It was agreed that 2 cuts be made. The Clerk will notify Mr Pyman and check pricing and circulate the purchase order. **Action.**

#### **24/48 FINANCE**

The Clerk confirmed that the accounts for the year ended 31 March 2024 had been completed and were now with the internal auditor. It was confirmed that copies had been circulated to parish councillors prior to the meeting for consideration. It was agreed to approve the accounts in principal and the Chair would sign the AGAR once the internal audit was completed.

- (a) Annual Governance Statement 2023-24 – The governance statement was read out, considered and would be signed by the Chair once the internal audit was completed.
- (b) Accounting Statement 2023-24 – The accounting statement was considered, agreed, and would be signed by the Chair once the internal audit was completed.
- (c) Insurance Renewal – The renewal documents from Zurich had been circulated prior to the meeting and were accepted. It was noted that the 5 year agreement with Zurich ended on 1 June 2025.

**24/49 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.

**24/50 CONFIDENTIAL ITEMS**


There were no confidential items to consider.

**24/51 DATES OF NEXT MEETINGS**

- 9 July 2024
- 10 September 2024
- 12 November 2024

All at 7pm in the Community House. Birdbrook

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

Signed:  .....

Dated: 9/7/24

**Action List**

Minute	Action	Responsibility	Outcome
24/45	Highways – Baythorne End A1017/A1054/Clare Bridge – Clerk to redraft letter and circulate. Send to ECC Highways  Parks – Play Equipment inspection to take place. Clerk to arrange	Clerk  Clerk	Draft emailed 16/5
24/47	Verge Cutting 2024 – Clerk to contact Mr Pyman and arrange cutting	Clerk	