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## PARISH COUNCIL

### Englewood • Dyers End • Stambourne • Essex, C09 4NE

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#### Clerk to the Council

##### Debbie Hilliard

29 April 2024

TO: THE MEMBERS OF BIRDBROOK PARISH COUNCIL

You are hereby summoned to attend the **ANNUAL GENERAL MEETING** of the **BIRDBROOK PARISH COUNCIL,** which will be held on **Tuesday 7 May 2024** at approximately 7.30pm (to follow the Parish Assembly) at the Community House, Birdbrook

Debbie Hilliard

Clerk to the Council

**AGENDA**

**QUESTIONS FROM MEMBERS OF THE PUBLIC**

To receive questions from members of the public.

*In accordance with the agreed procedure, the time allocated for public questions shall be limited to 15 minutes or such other period determined by the Chairman of the Meeting.*

**1.** **ELECTION OF CHAIR AND VICE-CHAIR FOR 2024/25**

**2**. **APOLOGIES FOR ABSENCE**

To receive any apologies for absence*.*

**3.** **OTHER ABSENCES**

To note any absences for which no apology has been received*.*

**4**. **CONFIRMATION OF MINUTES**

To agree as a correct record the minutes of the meeting held on Tuesday 12 March 2024.

(copy attached).

**5. ACTION LIS****T**

|  |  |  |  |
| --- | --- | --- | --- |
| Minute | Action | Responsibility | Outcome |
| 24/21 | Parks – Debbie to source template lease  Media – current Facebook account to be suspended and deleted.  Highways – Debbie to draft letter to Highways re A1017/A1092/Clare Bridge and 30mph Baythorne End. | Clerk  Clerk  Clerk | Template emailed 22 March 2024  Emailed draft 22 March 2024 |

**6**. **DECLARATIONS OF INTEREST**

* To receiveany Declarations of Interest by Members.
* *A Member with a personal interest in a matter must consider whether it is a “prejudicial interest” (i.e. prejudicial to the public interest).*
* *A Member must consider him/herself as having a prejudicial interest if it is a personal interest which a member of the public with knowledge of the relevant facts would regard as so significant and particular that it could prejudice the Member’s judgement of the public interest.*

Any Member who is unsure if a personal interest needs to be declared should consult the Clerk for clarification.

**8.** **DOCUMENTS ON DEPOSIT**

* Financial Regulations (copy attached)
* Standing Orders (copy attached)

**9. POLICIES**

To review and confirm policies (no changes to note)(previously circulated):

* 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

**10. TO AGREE REPRESENTATIVES**

* Parks
* Pond
* Highways
* Footpaths
* Streetlights
* Media
* Working party for highways – speed restrictions A1017/Baythorne End Bridge (email previously circulated
* Working party for Baythorne End Play Area

**11.** **MEMBERS’ REPORTS:-**

1. Pond
2. Parks

* Baythorne End Play area – tenancy agreement
* Play equipment inspection

1. Chairman’s Report
2. Highways Report

* BDC Streetscene Agreement 2024 (Chair to sign)
* Email from resident (previously circulated)

1. Media

**13.** **PLANNING**

**14. VERGE CUTTING 2024**

**15. FINANCE**

1. Annual Governance Statement 2023-24
2. Accounting Statement 2023-24
3. Insurance renewal

*All previously circulated*

**16. EXCLUSION OF THE PUBLIC AND THE PRESS**

In the event that the Agenda contains exempt pages, to consider the following motion to be proposed by the Vice Chairman:

*“That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed.”*

**17. CONFIDENTIAL ITEMS**

**18. TIME, DAY AND DATE OF NEXT MEETING**

7 May 2024 (APA and AGM)

9 July 2024

10 September 2024

12 November 2024