**BIRDBROOK PARISH COUNCIL**

**MINUTES OF THE MEETING**

**HELD ON TUESDAY 9 NOVEMBER 2021 AT 7.00PM**

**AT THE COMMUNITY HOUSE, BIRDBROOK**

**PRESENT:** Mr Peter Smart (Chair)

Mr Alan Cook

Mr Martin Gilbert

Mr Steve Rhenius

Ms Katie Gentry

**ALSO PRESENT:** Cllr Diana Garrod (BDC)

Mrs Debbie Hilliard (Clerk)

**21/84 APOLOGIES FOR ABSENCE**

Cllr Schwier.

**21/85 OTHER ABSENCES**

None.

**21/86 CONFIRMATION OF MINUTES**

Steve Rhenius proposed and Alan Cook seconded with all in favour that the minutes of the meeting held on Tuesday 7 September 2021 be approved and signed as a correct record.

**21/87 DECLARATIONS OF INTEREST**

None.

**21/88 ACTION LIST**

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| Minute | Action | Responsibility | Outcome |
| 27/78 | Pond – agreed that the PC would write to Mr Rook and advise of intention to relinquish responsibility for the pond. Clerk to draft.  Clerk to check progress on app no 21/00967/FUL. Comments on speed restrictions/roundabout for New England Junction.  Fingerpost sign missing at Whitley Bridge. Clerk to report in | Clerk | Before letter was drafted Mr Rook rang Clerk. Clerk emailed PC and Martin agreed to telephone Mr Rook. Letter held over until further action agreed. See emails 8/9  Clerk checked. Application is “decision pending”. ECC Highways comments “the proposal is acceptable”  Reported 16/9. Ref 2740083. |

**21/89 REPORT OF DISTRICT COUNCILLOR/COUNTY COUNCILLOR**

Cllr Garrod’s report was circulated prior to the meeting and considered. Main points to note were:-

* Closure of the bridge in Great Yeldham spring/summer 2022.
* Grants available for small to medium sized businesses for bicycle storage.

**21/90 COMMUNICATION AND REPORT OF THE CLERK**

All items were covered elsewhere on the agenda.

**21/91 DOCUMENTS ON DEPOSIT**

None.

**21/92 MEMBERS’ REPORTS**

1. Pond – Martin reported. Shortly after the last meeting an email was received from the Farming and Wildlife Group with grant information. Martin contacted them regarding the pond. However, the water run-off from the road would preclude it from any scheme. Martin was liaising with the Clerk and Mr Rook’s secretary regarding a site meeting to discuss the pond.

The matter of who owned the land was considered and it was proposed that enquiries be made of Essex County Council via Cllr Schwier. **Action.**

1. Parks - Martin reported. The CIF application was due to be considered at the panel later this month and the results would be published in December. Alan will ask Matt Goodie for a quote to remove the swings. **Action.**

A purchase order for the bench had been sent but nothing else heard. The Clerk will follow this up. **Action.**

*Table Top Sale -*Katie reported. It was a great success raising £625:-

£320 – tables

£50 – donation

£130 – raffle

£60 – refreshments

£51 – donations

Katie will provide an income and expenditure sheet for transparency. **Action.**

Katie also reported that the event had enabled a great deal of networking and raised the profile of the parish council in the community. Feedback on efforts to raise money for the play area was positive, comments being:-

* Pleased to see something happening.
* More equipment for older children.
* A full gate for access as the area was next to the road.

Requests had been made to organise another sale for Christmas. It was agreed to proceed.

The Parish Council thanked Katie for her work on this project and congratulated her on the success of the sale.

1. Chair’s Report – The following points were noted:-

* Peter had attended a meeting of the Community House Trustees and it was noted they wanted to be involved in plans to refurbish the play area.
* Peter would be attending the Remembrance Day service to lay the wreath. Agreed donation to the Royal British Legion was £100.

1. Highways – There were no items to report.
2. Communication – Debbie had received notice from the person who had been organising the village website that they intend to step down from this role. This tied in with the meeting of the Community House Trustees who had been exploring setting up their own website for the Community House that it would be more beneficial to have just one website which would cover the whole village. Steve advised that Val Rhenius might be interested in undertaking this. It was agreed that the Clerk will liaise with Val and Matt Unwin (from the Community House Trustees) and the outgoing provider. **Action.**

*Facebook Page –* Continues to be used and approximately 80 people following.

*Birdbrook Parish News* – It was agreed that 200 copies at a cost of £121.99 should be printed rather than 250 as previous. Katie will explore whether links could be established with Wixoe and Sturmer. **Action.**

**21/93 PLANNING**

21/02604/FUL - The Swan, Baythorne End, Birdbrook – concerns were raised regarding the access point given that the property is situated on a sharp bend. The Clerk will draft a response and circulate. **Action.**

21/03179/HH - Wren Cottage, The Street, Birdbrook – It was noted that not all councillors had had the opportunity to look at the application as it had only been received yesterday. It was agreed that councillors would look at the application and agree comments by email. **Action.**

*Cllr Garrod left the meeting.*

**21/94 FINANCE**

The following points were noted:-

* Finance Report – Alan Cook proposed and Steve Rhenius seconded that the report be accepted.
* Budget 2022-23 – The budget form was circulated prior to the meeting and considered. The figures were accepted. It was agreed to finalise and formally agree the budget and precept at the January meeting. **Action.**

The Clerk will circulate the budget again and also include a table showing the ring-fenced figures and allocated reserves. **Action.**

* Online Banking – It was noted that the move to online was proving onerous. It was agreed that Martin Gilbert and Steve Rhenius would become approvers on the online system. Clerk to organise. **Action.**

**21/95 EXCLUSION OF THE PUBLIC AND THE PRESS**

None.

**21/96 CONFIDENTIAL ITEMS**

There were no confidential items to consider.

**21/97 DATES OF MEETINGS FOR 2022**

11 January

8 March

10 May

5 July

6 September

15 November

All are Tuesdays at 7pm.

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

Signed: …………………………………….. Dated: …………………………….

Action List

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| Minute | Action | Responsibility | Outcome |
| 21/92 | Pond – Clerk to ask ECC if they have any record of who owns the pond. Approach Cllr Schwier | Clerk. | Email sent 17/11 |
| 21/92 | Parks – Alan to ask Matt Goodie for a quote to remove the swings.  Bench – purchase order issued but no further response from Glasdon. Clerk to follow up.  Table Top sale – Katie to provide brief Income & Expenditure account | AC  Clerk  KG | Contacted Glasdon. Order processed 19/11. Delivery in new year. Given Glasdon AC contact for delivery. |
| 21/92 | **Website** – Clerk to liaise with Val Rhenius, Matt Unwin and Chris Webb re website.  **Birdbrook Parish Magazine** – Katie to explore links with Wixoe and Sturmer | Clerk  KG | Email sent to Matt 19/11. Await reply. |
| 21/93 | **Planning**  21/02604/FUL - The Swan – concerns re access. Debbie to draft comment and circulate.  21/03179/HH - Wren Cottage – PC to look at application and agree comments by email. | Clerk/all | Debbie circulated proposed response 17/11. |
| 21/94 | **Finance**  Budget 2022-23 – Clerk to recirculate completed budget**. Agenda for January** meeting to agree. Clerk to provide separate table showing ring-fenced items and allocated reserves.  Online banking – MG and SR to become approvers. SR already a signatory. MG to become signatory and approver. | Clerk  Clerk |  |
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