**BIRDBROOK PARISH COUNCIL**

**MINUTES OF THE MEETING**

**HELD ON TUESDAY 7 SEPTEMBER 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)

 Cllr Peter Schwier (ECC)

 Mrs Debbie Hilliard (Clerk)

**21/71 APOLOGIES FOR ABSENCE**

 None.

**21/72 OTHER ABSENCES**

County Councillor Peter Schwier arrived late.

**21/73 CONFIRMATION OF MINUTES**

Alan Cook proposed and Steve Rhenius seconded with all in favour that the minutes of the meeting held on Tuesday 6 July 2021 be approved and signed as a correct record.

*Cllr Garrod arrived at the meeting.*

**Action List**

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| Minute | Action | Responsibility | Outcome |
| 6/7/21 21/63 | **Pond Ownership** – Clerk to draft a letter to Mr Rook**Baythorne End Park** – MG to re-open**Birdbrook Park** – AC to ask Matt Goodey for a quote to remove the swings.**Grant Funding** – SR to explore funding from Citizens Advice Bureau.**Verge Cutting** – 2 cuts to take place. Clerk to arrange with Mr Pyman. Verge cutting map to be circulated.**Salt Bin Moat Rd/Fell Rd/The Street** – Noted it has not been replaced and was taken off the LHP list. Check progress. Clerk**Birdbrook Community House website** – Peter to get website address from Matt Unwin | ClerkMGACSRClerkClerkPS | Letter drafted and circulated to PC 20/7Completed.CompletedContacted Neil Pyman and 1st cut completed 14/7. Map circulated 22/7Contacted Charlotte O’Connell 31/8. She has confirmed it was taken off the list. Clerk has asked for a new a LHP application form. 10/9Link established but not working. Matt Unwin is working with the provider to resolve. |
| 21/64 | **Birdbrook Parish News** – AC to confirm exact number of excess copies. | AC | A total of 164 excess copies since magazine relaunched. |
| 21/65 | **Planning** – Birdbrook Tavern, New England. Siting of static caravans. Clerk to explore any planning infringement. | Clerk | Search of BDC website inconclusive. Email sent to BDC planning 31/8 for advice. |
| 21/66 | **Baythorne End Defibrillator** – sign inside box to be fixed.  | SR | Completed. |

**21/74 DECLARATIONS OF INTEREST**

 None.

**21/75 REPORT OF DISTRICT COUNCILLOR/COUNTY COUNCILLOR**

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

* Steeple Bumpstead GP services. A consultation was taking place to consider its closure.
* Local crime – vehicle theft was a continuing problem.

**21/76 COMMUNICATION AND REPORT OF THE CLERK**

 All items were covered elsewhere on the agenda.

**21/77 DOCUMENTS ON DEPOSIT**

 None.

*Cllr Schwier arrived at the meeting.*

**21/78 MEMBERS’ REPORTS**

1. Pond – Martin reported. Pond ownership – Mr Rook had responded by email to the letter regarding pond ownership. After consideration of all options, it was agreed that a response be written that the parish council wish to relinquish their responsibility to the pond and surround. The Clerk will draft. **Action.**

*Cllr Schwier was invited to present his report. There were no questions tabled. Cllr Schwier was thanked for supporting the CIF application for new play equipment.*

1. Parks – Martin reported. An application to the CIF fund was being completed for new swings as part of the playground refurbishment. The application was for 2 flat seat swing, a nest swing and cradle, a play tower and removal of existing. The estimated cost was approximately £13,000. The application would be for £8,000 with the parish council contributing £5,000 from Reserves. The Parish Council unanimously agreed that £5,000 would be used from Reserves (from the ring-fenced £10,000) to fund the first stage of the play equipment replacement programme.

*Cllr Schwier left the meeting.*

Other fund raising options being followed up were:-

* Essex Lottery
* Table Top Sale – Katie Gentry has received enough interest to run this event. There were 2 options for hosting the event:-
	+ The Community House
	+ Colne Valley Arms.

After consideration it was agreed to use the Community House on Sunday 31 October 2021. Charges would be £10 per table for trade and £5 per table for private users. Teas and coffees to be provided and a raffle.

1. Chair’s Report – Peter Smart suggested the parish council might want to consider installing charging points for electric cars.
2. Highways – The following were noted:-
* The fingerpost sign at Whitley Bridge had disappeared. This will be reported in. **Action.**
* There had been no verge cutting by ECC/BDC at the New England junction. This had affected visibility of signs and vehicles using the junction. The parish council had commented on a recent planning application 21/00967/FUL that this junction was dangerous and needed speed restrictions and/or a roundabout. BDC/ECC rollout of the new verge cutting programme was noted. Clerk to check progress of application 21/00967/FUL. **Action.**
* The recent press release from ECC regarding the change to LED lighting was noted. The parish council considered whether there would be any redress from ECC for the parish council’s lights. However, Cllr Garrod advised this was very unlikely.
1. Communication – There had been some negative comments made on the village Facebook page. Steps had been taken to avoid this happening in the future.

**21/79 PLANNING**

 Nothing to report.

**21/80 FINANCE**

 The following points were noted:-

* Finance Report – noted and accepted.
* End of Year accounts – Accounts had been submitted and final approval was awaited from PKF Littlejohn.

**21/81 EXCLUSION OF THE PUBLIC AND THE PRESS**

None.

**21/82 CONFIDENTIAL ITEMS**

 There were no confidential items to consider.

**21/83 DATES OF NEXT MEETINGS**

 Tuesday 9 November 2021 7pm at the Community House.

There being no further business to discuss the meeting closed at approximately 8.15pm.

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

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 8/9Clerk checked. Application is “decision pending”. ECC Highways comments “the proposal is acceptable”Reported 16/9. Ref 2740083. |
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