**BIRDBROOK PARISH COUNCIL**

**MINUTES OF THE MEETING**

**HELD ON TUESDAY 8 MARCH 2022 AT 7.00PM**

**AT BIRDBROOK COMMUNITY HOUSE**

**PRESENT:** Mr Steve Rhenius (Vice-Chair)

 Mr Alan Cook

 Mr Martin Gilbert

 Ms Katie Gentry

**ALSO PRESENT:** Mrs Debbie Hilliard (Clerk)

**22/14 APOLOGIES FOR ABSENCE**

 County Councillor Peter Schwier.

**22/15 OTHER ABSENCES**

None.

**22/16 CONFIRMATION OF MINUTES**

Mr Cook proposed and Mr Gilbert seconded, with all in favour that the minutes and confidential minutes of the meeting held on Tuesday 11 January 2022 be approved as a correct record and signed.

**22/17 DECLARATIONS OF INTEREST**

 None.

**22/18 ACTION LIST**

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| Minute | Action | Responsibility | Outcome |
| 22/08  | *Pond –* Clerk to contact Mr Rook and arrange date for a meeting. MG/AC to attend.*Parks – Play Equipment refurbishment –* Action Play to be appointed to supply and fit new equipment. Matt Goody to remove old equipment as per quotes. Work to commence April/May. Notify contractors*Chair’s Report –* Failure to reinstate bridleway 18. Clerk to report in.Essex Honours – To start the process*Communication* – AC to provide date of Bowls Club Open Day for the magazine | ClerkAC/MGClerkClerkAC | Email sent 13/1 suggesting early Feb. No date arranged. Clerk will continue to try and get a meeting date.Agenda Item 8(b)Reported 12/1 Ref 2757317Nomination form downloaded and emailed to PC 14/1 |
| 22/09 | Planning - 21/03552/FUL – 3 & 4 Ridgewell Road, Baythorne End – comments to the Clerk by 14/1 | All  | Completed |
| 22/10 | Website – Clerk to explore EALC and Voice (which was used by Sturmer). Follow up with MU for progress. | Clerk | Email with link to Voice and Sturmer PC site sent 14/1 |

**22/19 REPORT OF DISTRICT COUNCILLOR**

Cllr Garrod’s report had been circulated prior to the meeting. Points noted were:-

* Boundary Commission – Cllr Garrod advised there had not been a great deal of response from this area and encouraged everyone to comment on the proposals.
* Recycling Sacks – Ms Gentry advised some rolls had been unusable as not sealed at one end. Replacement rolls were needed for households. This would be actioned.

**22/20 COMMUNICATION AND REPORT OF THE CLERK**

Nothing to report.

**22/21 MEMBERS’ REPORTS**

1. Pond – A date for a meeting with Mr Rook was still being worked on. Clerk will follow up. **Action.**
2. Parks – Mr Gilbert had contacted Action Play last week and it was noted that the new equipment was scheduled to be installed late April/early May. Further information will follow. The Parish Council had undertaken to seed the areas under the swings as the new safety surface needed to sit on grass. The area can be dug over before sanding and seeding. Mr Gilbert and a volunteer will do this and ensure the site was ready for the new equipment.

Grants – Mr Gilbert has been working on another application with National Lottery for funding. More funding will be required for Baythorne End playground. Mr Rhenius will provide some photos of the area. **Action.**

Play Tower – It was noted that Mr Goodey would provide an estimate for the removal of the play tower.

Grass Cutting – it was noted the current contract would come to and end at the end of 2022. Consideration was given to putting out for tenders for the new contract. The Clerk will circulate the grass cutting map and information from the previous contract. **Action.**

A quote had been sought to tidy up the play area in Birdbrook prior to the new equipment being installed. A quote had been received from Katie’s Gardening of Hundon to remove the fallen tree, branches and debris. It was agreed to accept the quote from Katie’s Gardening of £160.00 for this work. Katie Gentry will notify. **Action.**

1. Chair’s Report – Mr Rhenius was thanked for taking the Chair for this meeting. Mr Rhenius thanked Mr Smart for his service to the parish council over many years.

Essex Honours update – confidential item.

1. Highways Report – The sign “Birdbrook” on Daw Street had been replaced.
2. Communication – Website – It was noted that Mr Webb was stepping down from website support and provision at the end of March although he had agreed to continue to support the parish council past this date for a short period if needed. The Clerk had explored using E-voice, a free website builder that was specifically for community use and was used by many parish councils in the area. It was agreed to use E-voice. The Clerk will start the process. **Action.**

**22/22 PLANNING**

* 22/00365/TPOCON – No comment
* Proposed Prison at Wethersfield – It was noted that there was a consultation. The Clerk advised that BALC also had information and were organising information on the proposal. The Clerk will forward councillors BALC information. **Action.**
* 22/00590/COUPA – Whitehouse Farm – Noted this application had only come through this afternoon and not all councillors had seen the details. It was agreed that councillors will look at the application and any response agreed by email.

*Cllr Diana Garrod left the meeting.*

**22/23 FINANCE**

 The following points were noted:-

* Finance Report – noted and accepted.

**22/24 CONFIDENTIAL ITEM**

 Exclusion of the public and the press. Minuted separately.

**22/25 DATES OF NEXT MEETINGS**

 10 May 2022 7pm

 5 July 2022 7pm

 6 September 2022 7pm

 15 November 2022 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 |
| 22/21 | Pond – Continue to try and get appointment to meet with Mr Rook. | Clerk | Email sent 16/3 |
| 22/21 | Grass cutting – Clerk to circulate grass curring info. | Clerk | Circulated 16/3 |
| 22/21 | Play Equipment – SR to provide photos of Baythorne End play equipmentKatie’s Garden quote to tidy Birdbrook Play area accepted. KG to notify | SRKG |  |
| 22/21 | Agreed to use E-voice. Clerk to start process | Clerk | KG has registered. She and Clerk will liaise in April to set up new site. |
| 22/22 | Wethersfield Prison – Agreed to look into Balc membership. Clerk to explore | Clerk | Emailed BALC clerk 17/3 |
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