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## PARISH COUNCIL

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

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#### Clerk to the Council

##### Debbie Hilliard

5 May 2022

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 10 May 2022** 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 2022/23**

**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 and confidential minutes of the meeting held on Tuesday 8 March 2022.

(copy attached).

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

|  |  |  |  |
| --- | --- | --- | --- |
| 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. Details forwarded |

**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.

**7.** **COMMUNICATION AND REPORT OF THE CLERK**

**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

**11.** **MEMBERS’ REPORTS:-**

1. Pond
2. Parks
* Baythorne End Play area – to agree next steps
* Birdbrook Play area – update on new equipment
1. Chairman’s Report
2. Highways Report
3. Media
* Update on new website
1. Platinum Jubilee

**12.** **STREETLIGHTS**

**13.** **PLANNING**

* Possible dog training business on land to the rear of The Swan, Baythorne End (email previously circulated) – no formal planning application received.

**14. VERGE CUTTING 2022**

**15. FINANCE**

* Annual Governance Statement 2021-22
* Accounting Statement 2021-22
* 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**

Tuesday 5 July 2022

 Tuesday 6 September 2022

 Tuesday 15 November 2022

 All at 7pm