

BIRDBROOK PARISH COUNCIL

MINUTES OF THE MEETING

**HELD ON TUESDAY 10 MAY 2022 AT 7.00PM (TO FOLLOW THE APA)
HELD IN THE COMMUNITY HOUSE, BIRDBROOK**

PRESENT: Mr Alan Cook
Mr Martin Gilbert
Mr Steve Rhenius
Ms Katie Gentry

ALSO PRESENT: Cllr Diana Garrod (BDC)
Mrs Debbie Hilliard (Clerk)
3 members of the public

The meeting commenced at approximately 7.40pm.

There were 3 members of the public present. Questions were invited:-

- Baythorne End Defibrillator – training on its use? It was explained that training sessions, usually organised by the Community Heartbeat Trust, had been suspended due to Covid. It was agreed that Mr Cook would contact the Community Heartbeat Trust and see if they were now running sessions. Cllr Garrod advised she had a contact for a First Responder who might also be able to help and these details would be emailed to the Clerk. Mr Rhenius offered to meet with the two people at the defibrillator and talk them through how it worked. **Action.**
- Baythorne End – use of site for dog training business, was planning permission needed? It was noted this item was on the agenda as item no 13 for consideration.

22/34 ELECTION OF CHAIR AND VICE-CHAIR FOR 2022/23

The Clerk led this item.

Katie Gentry nominated Steve Rhenius as Chair of the Parish Council for the year 2022-23. This was seconded by Alan Cook with all in favour. Steve Rhenius was duly elected.

Alan Cook nominated Martin Gilbert as Vice-Chair of the Parish Council for the year 2022-23. This was seconded by Katie Gentry with all in favour. Martin Gilbert was duly elected.

22/35 APOLOGIES FOR ABSENCE

None. The meeting was quorate.

22/36 OTHER ABSENCES

It was noted that Cllr Schwier had attended the Parish Assembly at 7.00pm to present his report but had to leave to attend another Parish Council meeting.

It was agreed to consider Item 13 Planning at this part of the meeting. Katie Gentry left the meeting for consideration of this item due to a potential conflict of interest.

22/37 PLANNING

Dog Training Business on land to the rear of the Swan, Baythorne End – Two of the members of the public present expressed concern about the recent establishment of this business citing impact from noise and traffic. Questions were raised whether planning permission was needed for such a

business. It was noted the Parish Council had not been made aware of any planning application. After consideration it was agreed that the Clerk would notify Planning Enforcement. **Action**

Katie Gentry returned to the meeting

22/38 CONFIRMATION OF MINUTES

The minutes and confidential minutes of the meeting held on 8 March 2022 were approved as a correct record and signed.

22/39 ACTION LIST

Minute	Action	Responsibility	Outcome
22/21	Pond – Continue to try and get appointment to meet with Mr Rook.	Clerk	Email sent 16/3. AC/MG have met with Mr Rook. WR was going to look into having a gulley dug to link with the other pond on his land.
22/21	Grass cutting – Clerk to circulate grass cutting info.	Clerk	Circulated 16/3. Noted the contract expires end 2022. Clerk will contact Mr Shears to ask him re cutting grass before Platinum Jubilee. Action.
22/21	Play Equipment – SR to provide photos of Baythorne End play equipment	SR	Completed.
	Katie’s Garden quote to tidy Birdbrook Play area accepted. KG to notify	KG	Completed.
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

22/40 DECLARATIONS OF INTEREST

Mrs Gentry declared a potential conflict of interest in item 22/37 above and left the room whilst the item was considered.

22/41 COMMUNICATION AND REPORT OF THE CLERK

Nothing to report.

22/42 DOCUMENTS ON DEPOSIT

- Financial Regulations
- Standing Orders

The documents had been circulated to parish councillors prior to the meeting and were considered, noted and accepted.

22/43 POLICIES

- 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
- Reserves Policy

There were no changes to note since 2021. The policies had been circulated to parish councillors prior to the meeting and were noted and accepted.

22/44 TO AGREE REPRESENTATIVES

- Parks – Martin Gilbert
- Pond – Martin Gilbert
- Highways – Alan Cook
- Footpaths – Alan Cook
- Streetlights – Alan Cook
- Media – Katie Gentry

22/45 MEMBERS' REPORTS

- (a) Pond – Mr Gilbert reported. It was noted the Mr Gilbert and Mr Cook had met Mr William Rook to discuss the pond. Mr Rook was exploring options including the possible digging of a gully over his own land to link the village pond to a pond situated on his land. A response was awaited.
- (b) Parks – Mr Gilbert reported.
- Play Equipment refurbishment* – It was noted that the new play equipment had been installed in the Birdbrook Playground. The picnic bench still needed to be installed. Mr Gilbert was thanked for his work on the project.
- Baythorne End Play Area* – Consideration was given to refurbishment of this area. Parish Councillors asked if the area was used a great deal and whether it should continue as a play area. It was agreed that residents of Baythorne End would be contacted informally to gauge use of the area and support for a refurbishment. It was agreed that Mr Gilbert would proceed with an application to the National Lottery Fund for up to £10,000 of funding towards the project. It was noted that the land was owned by Mr Unwin and permission would be needed before proceeding with any refurbishment. It was further agreed that both play areas should be safety checked by Fenland Leisure. **Action.**
- Funding of proposed play equipment refurbishment for Baythorne End* – It was noted that a playtower similar to that installed in Birdbrook would be appropriate. Mr Gilbert will apply for a grant of up to £10,000 from the National Lottery. The Clerk will complete final costings for the Birdbrook project and report back with any surplus from ring-fenced funds and fundraising that could be used towards the Baythorne End project. **Action**
- (c) Chair's Report – It was noted that the Chair's report was presented in the Parish Assembly at 7pm.



- (d) Highways – There were no major items to report. The BDC Streetscene document was considered and signed by the Chair.
- (e) Media – Mrs Gentry reported. The new website was being put together and it was anticipated would be running by the end of May.
- (f) Platinum Jubilee – Mrs Gentry updated the parish council on the proposed events. The Parish Council were asked to consider making a donation to the event. It was noted that there was no provision in the budget for such a donation, however there could be some surplus funding available which could be used. It was agreed that a donation could be made to one item, ie the jubilee medals to be presented to the children at a total of approximately £200. However it was also agreed that any donation should not exceed £500.

It was noted that Mr Walker had agreed to attend the beacon event on 2 June. It was further agreed that Mr Walker be presented with a gift and some flowers be presented to Mrs Walker. Mrs Gentry and Mr Cook to arrange this. Cllr Diana Garrod will also be invited to attend.
Action.

Two members of the public present left the meeting.

22/46 STREETLIGHTS

It was noted that the flickering streetlight on Station Road had been inspected by the contractor who advised there was a connection issue which UK Power Network needed to address. UK Power have been informed of the fault. The Clerk has notified the resident of the situation.

22/47 VERGE CUTTING 2022

It was noted that ECC had issued a purchase order for verge cutting for 2022. It was agreed that 2 cuts be made. The Clerk will notify Mr Pyman. **Action.**

22/48 FINANCE

The Clerk confirmed that the accounts for the year ended 31 March 2022 had been completed and inspected by the internal auditor with no issues raised. The internal auditor's report was noted. The completed accounts had also been circulated to parish councillors prior to the meeting for consideration.

- Annual Governance Statement 2021-22 – The governance statement was read out, noted and signed by the Chair.
- Accounting Statement 2021-22 – The accounting statement was noted, agreed and signed by the Chair.
- Insurance Renewal – It was agreed to renew the insurance with Zurich for the year 2022.

The member of the public left the meeting.

22/49 EXCLUSION OF THE PUBLIC AND THE PRESS

There were no items to consider which required the public and the press to withdraw from the meeting.

22/50 CONFIDENTIAL ITEMS

There were no confidential items to consider.

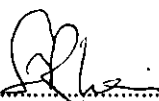
22/51 DATES OF NEXT MEETINGS

Tuesday 5 July
Tuesday 6 September
Tuesday 15 November



All at 7pm in the Community House, Birdbrook

There being no further business to discuss the meeting closed at approximately 9.00pm.

Signed: 

Dated: 5/7/22

Action List

Minute	Action	Responsibility	Outcome
Questions from public	Defibrillator Training – AC to contact Community Heartbeat Trust and Cllr Garrod to send information on First Responder to the Clerk	AC/DG	DG emailed info to clerk 13/5. Shared to PC.
22/37	Planning – Clerk to submit a query to BDC whether the dog training business on land to the rear of the Swan, Baythorne End needed planning permission	Clerk	Form submitted 16/5 Ref 109040
22/39	Action List – Grass Cutting – Clerk to contact K Shears to get grass cut before platinum jubilee Grass Cutting – tender information. Agenda July meeting	Clerk	Telephone 16/5 and left message. Message later received that said KS would arrange this.
22/45	Play Areas:- <ul style="list-style-type: none"> - Arrange for Fenland Leisure to inspect - Contact Mr Unwin for permission to refurbish play equipment at Baythorne End. - Complete costings for funds and take to next meeting. Platinum Jubilee <ul style="list-style-type: none"> - Gift and flowers for Mr and Mrs Walker - Cllr Garrod to be invited. - EALC certificate 	Clerk AC/KG Clerk	Emailed Fenland (now Online Playgrounds) 16/5. Letter to PU drafted and sent to PC 16/5. Letter send/DG accepted 13/5
22/47	Verge Cutting – agreed 2 cuts. Clerk will notify Mr Pyman	Clerk	