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## PARISH COUNCIL

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

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#### Clerk to the Council

##### Debbie Hilliard

4 January 2023

TO: THE MEMBERS OF BIRDBROOK PARISH COUNCIL

You are hereby summoned to attend the **MEETING** of the **BIRDBROOK PARISH COUNCIL,** which will be held on **Tuesday 10 January 2023** at 7.00pm in the Community House, Birdbrook, to transact the business shown in the Agenda below.

Debbie Hilliard

Clerk to the Council

**AGENDA**

**QUESTIONS FROM MEMBERS OF THE PUBLIC**

To receive questions from members of the public by prior arrangement with the Chair or Clerk

**1**. **APOLOGIES FOR ABSENCE**

To receive any apologies for absence*.*

**2.** **OTHER ABSENCES**

 To note any absences for which no apology has been received*.*

3. **CO-OPTION OF NEW MEMBERS**

* To consider and agree to co-opt new Members to the Parish Council.
* To receive confirmation that new Members have completed Declaration of Business Interests.
* To receive confirmation that new Members have read and agreed to the Code of Conduct.

**4**. **CONFIRMATION OF MINUTES**

To agree as a correct record the minutes of the meeting held on Tuesday 15 November 2022. (copy attached).

**5. ACTION LIST**

|  |  |  |  |
| --- | --- | --- | --- |
| Minute | Action | Responsibility | Outcome |
| 22/80 | Email addresses – to be Chair@ and Clerk@. Debbie to check other websites and confirm with Val. | Debbie | Checked and email PC 18/11. Await confirmation and proceed. |
| 22/85 | Grass Cutting – Debbie to contact local parishes for information on their contractorsBDC Cost Savings email – all councillors to read email and submit comments to Steve who will submit them. | DebbieSteve/all councillors | Emailed Stambourne/Toppesfield and Ridgewell 18/11 |
| 22/88 | Budget 2022-23 – Agree and finalise in January when BDC figures availableBALC – Debbie to investigate further on benefits of membership and report back | Agenda next meeting/DebbieDebbie/agenda next meeting | Agenda Item 11 |
|  | Potential new councillors – 3 have agreed interest in co-option. Debbie to contact BDC and process. | Debbie | Completed |

**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. REPORT OF DISTRICT COUNCILLOR/COUNTY COUNCILLOR**

**8.** **MEMBERS’ REPORTS:-**

1. Pond
2. Parks
* Update on Christmas Craft Fair (fundraiser for Baythorne End play equipment)
* Grass cutting
1. Chair’s Report
2. Highways Report
3. Media

**9. PLANNING**

* Jubilee Beacon – Retrospective application.

**10. FINANCE**

* Financial Report (attached)
* To agree and confirm the Budget and Precept for the year 2023-24 (previously circulated)
* To consider and agree ring-fenced figures and reserve fund allocations (previously circulated) – update for January 2023

**11. 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.”*

**12. CONFIDENTIAL ITEMS**

**13. TIME, DAY AND DATE OF MEETINGS FOR 2023**

10 January

 14 March

 9 May

 4 July

 5 September

 14 November

All are Tuesdays at 7pm