

# **B**irdbrook PARISH COUNCIL

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

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*Clerk to the Council*  
**Debbie Hilliard**

29 December 2019

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 7 January 2020 at the **Community House, The Street, Birdbrook, at 7.00pm**, 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.

*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. **APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

2. **OTHER ABSENCES**

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

3. **CONFIRMATION OF MINUTES**

To agree as a correct record the minutes of the meeting held on Tuesday 5 November 2019

4. **DECLARATIONS OF INTEREST**

To receive any 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.

5. **ACTION POINTS** (from last meeting)

Minute	Action	Responsibility	Outcome
19/91 5/11/19	<i>Street Lighting Contract</i> signed. Clerk will return to A&J Lighting.	Clerk	New contract now in place.
5/11/19	<i>Pond</i> – Martin will put in the 3 remaining	Martin	Agenda item 9(a)

19/91(a)	bags of aquaplankton. The situation will be monitored and a decision made as to whether to purchase more aquaplankton.		
19/91(b)	<i>Play Equipment</i> – potential refurbishment. Alan and Martin will contact some suppliers to visit and put forward proposals. Report back to next meeting. Cllr Garrod will forward grant funding information.	Alan and Martin Cllr Garrod	Funding information received from Cllr Garrod and forwarded to pc on 11/11/19
19/91(c)	<i>Schoolfield streetlight</i> – Clerk will get quote from A&J re replacing with LED and proceed if enough money in the budget.	Clerk	Streetlight replaced with LED.
19/91(d)	<i>Highways</i> – Obtain an appointment with Jasmine Wiles of ECC Highways to raise all outstanding issues.	Clerk.	Appointment made for 2pm 30/1/20.
19/94	<i>Planning</i> – Clerk to ensure all applications relevant to Birdbrook are tracked on the online system	Clerk	Completed.
19/95	<i>Baythorne End Defibrillator</i> - Alan will approach the Trust to see if they have a template application for lottery funding. If this is the case Alan will tell them to proceed. <b>Action.</b> Alan will contact Matt Goodey for a quote to install the concrete post. <b>Action.</b> Alan will ask Matt Goodey to liaise direct with Steve to visit and assess the site. <b>Action.</b>	Alan/Steve	Agenda item 16.
19/98	<i>Finance – Birdbrook News.</i> Agenda for January meeting.  <i>Finance – Budget 2020/21</i> to be confirmed at the January meeting. Agenda  <i>Grass Cutting</i> – contract ends end of 2019. 3 quotes and review of arrangements needed. Agenda January meeting	Clerk  Clerk  Clerk	Agenda item 12.  Agenda item 18.  Agenda item 14.

6. **REPORT OF DISTRICT COUNCILLOR**

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

8. **DOCUMENTS ON DEPOSIT**

- Unauthorised Encampments (EALC email dated 9/12 previously circulated).

9. **MEMBERS' REPORTS:-**

- a) Pond
  - Aquaplankton – to agree whether to buy further supply.
  - Land ownership (Peter)
- b) Parks
  - proposal to carry out full refurbishment
  - Play equipment inspection report (previously circulated)
- c) Chairman's Report

d) Highways Report

10. **PLANNING**

- District Plan (Richard)
- 2 Hunnex Green

11. **STREETLIGHTS**

Replacement with LEDs.

12. **BIRDBROOK NEWS**

(Action from November meeting)

13. **VERGE CUTTING**

To agree arrangements for 2020 given Mr Price no longer cutting.

14. **GRASS CUTTING**

To consider new contract for grass cutting 2020 onwards.  
Quote received from Mr Shears

15. **CIF APPLICATION**

Outcome of the application (EALC letter previously circulated).  
Chair to sign letter.

16. **BAYTHORNE END DEFIBRILLATOR**

Progress report by Steve Rhenius.

17. **SALT DISTRIBUTION EVENT**

Summary of event.

18. **FINANCE**

- Financial Report (attached).
- Budget 2019/20 (updated copy attached)
- To agree the Precept 2020/21
- To consider transfer of funds to reserve account

19. **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.”*

20. **CONFIDENTIAL ITEMS**

21. **TIME, DAY AND DATE OF NEXT MEETING**

Meetings for 2020 were agreed as:

Tuesday 7 January

Tuesday 3 March

Tuesday 12 May (APA and AGM)

Tuesday 7 July

Tuesday 8 September

Tuesday 3 November

Tuesday 12 January 2021

All meetings to start at 7pm in the Community House.