

Birdbrook PARISH COUNCIL

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Clerk to the Council
Debbie Hilliard

22 May 2020

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 2 June 2020** at 7.00pm - to transact the business shown in the Agenda below. The meeting will be virtual and invitations issued by the Clerk.

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. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN FOR 2020/21**
- 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 of the meeting held on Tuesday 3 March 2020. (copy attached).
- 5. ACTION LIST**
Suggest that these are just noted and carried forward unless councillors have anything specific to report.

Minute	Action	Responsibility	Outcome
3/3/20	Swings – order orange mesh to take swing out of commission until way forward on play equipment refurbishment agreed.	Clerk	Mesh ordered, received and swing now fenced off. 23/3/2020
3/3/20 20/27	Neighbourhood Watch – an article to go in Birdbrook News for volunteers. The local co-ordinator could be invited to an informal meeting.	TRW	
3/3/20 20/29(a)	Pond – C/f to May meeting. Consider outcome of Land Registry enquiry, pond ownership, dredging and Aquaplankton.	Clerk to agenda	
3/3/20 20/29(b)	Park refurbishment – continue to explore funding options and report	MG/Clerk to agenda	

	back to May meeting.		
3/3/20 20/34	Verge Cutting – Clerk to continue to explore both options and report back	Clerk	Quotes received and emailed to parish councillors – decision needed.
3/3/20 20/35	Finance -CIF Grant to consider best way of using the grant	Agenda next meeting.	

6. DECLARATIONS OF INTEREST

- Members to consider and advise whether there are any changes required to the Register of Interests.

7. RESIGNATION OF RICHARD WALKER

- To note the resignation from the Parish Council of Richard Walker.

8. REPORT OF DISTRICT COUNCILLOR/COUNTY COUNCILLOR

9. COMMUNICATION AND REPORT OF THE CLERK

To consider the items shown in the Clerk's report (copy attached):-

- Insurance renewal
- Council Documents
- Verge Cutting

10. TO AGREE REPRESENTATIVES

- Parks
- Pond
- Highways
- Footpaths
- Streetlights

11. MEMBERS' REPORTS:-

- a) Pond
- b) Parks
- c) Chairman's Report
- d) Highways Report

12. BIRDBROOK NEWS

13. FINANCE

- Financial Report (attached)
- Annual Accounts for the year ended 31 March 2020, to note:-
 - that the accounts are completed and going to internal audit. Income and Expenditure Account attached.
 - That the deadline for return of approved accounts to the external auditor is 31 July 2020
 - the 30-working day period for the exercise of public rights should start on or before the first working day of September, i.e. on or before 1 September 2020.

14. TIME, DAY AND DATE OF NEXT MEETING

Tuesday 8 September 2020 7pm.