

# **B**irdbrook PARISH COUNCIL

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

23 July 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 28 July 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. 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 2 June 2020. (copy attached).

**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 LIST**

Minute	Action	Responsibility	Outcome
3/6/20 20/46	<b>Verge Cutting quotes</b> – agreed to accept the quote from M&N Pyman. Clerk will notify	Clerk	Mr Pyman has carried out first cut and submitted invoice.
3/6/20 20/48	<b>Pond</b> – Order aquaplankton for the pond. <b>Footpaths</b> – nos 5,6, 9, 19,28 not shown on definitive map. Why? Clerk to explore and report back.	Clerk to order	Ordered and invoice paid 22/6.  Ongoing

3/6/20 20/49	<p><b>Birdbrook News</b> – to consider options to continue. Clerk to check whether AB will continue and report back.</p> <p><b>EALC Clerk’s Forum</b> – Clerk to attend and get ideas on magazine and social media communication.</p>	<p>Clerk. Agenda next meeting</p> <p>Clerk</p>	<p>AB has confirmed no longer continuing. See agenda item ..</p> <p>Waiting to hear when next forum will be.</p>
3/6/2020 20/50	<p><b>Clerk’s Actions – Finance Report</b> Contact A&amp;J Lighting to see if work was completed on the light by the Swan including whether traffic control was needed.</p> <p>Contact Eon to seek reduction of electricity bills for streetlighting now that LEDs are fitted.</p> <p>£10,000 is to be moved to the Reserve account as soon as lockdown restrictions ease and the Clerk can visit the bank.</p> <p>Richard Walker is a signatory for the bank accounts and will need to be removed.</p> <p><i>Baythorne End Defibrillator</i> – Alan Cook proposed that if there was no progress on the grant application for this item by September 2020, the Parish Council consider funding this item in order to ensure it was completed. Agenda for September meeting. <b>Action.</b></p>	<p>Clerk</p> <p>Clerk – agenda Sept meeting</p>	<p>Work completed and invoice paid June 2020.</p> <p>Letter sent 5/6. Account now in credit by £239.36.</p> <p>Completed.</p> <p>Ongoing.</p> <p>Agenda Sept meeting.</p>
3/3/20 20/35	Finance -CIF Grant to consider best way of using the grant	Agenda next meeting.	

**6. PARISH COUNCIL MEMBERSHIP**

To consider co-option of new councillor.

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

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

**9. MEMBERS’ REPORTS:-**

- a) Pond
- b) Parks
  - To consider how to move forward
  - To consider removal of swing
- c) Chairman’s Report
- d) Highways Report

**10. HANDYMAN/CIF GRANT**

To consider use of grant of £2,825.00. Including:-

- Mr Downer currently compiling an estimate for refurbishment of noticeboards, benches and cleaning bus stop. I hope it will be available for this meeting.

- Could he also be asked to remove the swing (9(b) above) if agreed.
- Quote for fencing repair passed to Community House Trustees for consideration.

**11. PLANNING**

- Landscape services communications with the Clerk relating to
  - to Chair's application for tree work
  - tree work carried out on the Monkey Puzzle Tree at "The Street" The Street Birdbrook
- Any other planning matters

**12. BIRDBROOK NEWS**

- To note Mr Baxter has confirmed he will no longer be involved in the Birdbrook News.
- Future plans

**13. FINANCE**

- Financial Report (attached)
- Annual Accounts for the year ended 31 March 2020 – to note that the accounts have now been signed by the Chair and Clerk and sent to the external auditor.

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

Tuesday 8 September 2020 7pm.