

# **B**irdbrook PARISH COUNCIL

Englewood • Dyers End • Stambourne • Essex, C09 4NE  
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*Clerk to the Council*  
**Debbie Hilliard**

27 October 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 3 November 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 extraordinary meeting held on Thursday 8 October 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
20/72 8/9/2020	<b>Missing Footpath nos from Birdbrook definitive map</b> – enquiry made to OS had simply referred us back to ECC. Contact ECC.	Clerk	Ongoing
20/73(a)	<b>Pond</b> – Clerk to continue with Land Charges Search	Clerk	Ongoing
20/73(c)	<b>Chair's Report – Food Kiosk at New England</b> – Contact BDC/ECC to see if licence is required.	Clerk	Ongoing
20/73(d)	<b>Highways – Fell Road junction</b> – apply to ECC for	Clerk	

	<p>installation of "Stop" and/or "T" Junction signage.</p> <p><b>ECC Highway Contractors – items left after work</b> – Katie will take photos. Report to Highways.</p> <p>Cllr Finch has asked ECC Highways to action. Check whether items have been completed on 1 November.</p>	KG/Clerk	
20/76	<b>Baythorne End Defib</b> – Agenda and update at November meeting	SR/Clerk to agenda	
8 October 2020 20/85	<p><b>Play Equipment and Parks</b> –</p> <ul style="list-style-type: none"> <li>- Katy Gentry will organise a Pumpkin Trail for Halloween and liaise with the 3 volunteers for fundraising.</li> <li>- The parks in Birdbrook and Baythorn End will remain closed</li> <li>- Alan Cook will contact BDC Councillor Diana Garrod for information on the Councillors' Community Grant.</li> <li>- Martin Gilbert will contact the EALC regarding a CIF application and the RCCE who may be able to provide support and advice.</li> <li>- Martin and Steve Rhenius will check the signage on the parks and change the signs if needed.</li> <li>- Peter Smart will look at the Parish Council accounts to identify any further surplus that might be used.</li> </ul>	PC to action	
20/85	<b>Community House Trees</b> – Trustees are arranging a tree surgeon. Check work completed	PC	
20/86	<b>New England</b> – Clerk to contact Planning Enforcement re activity at New England	Clerk	Enforcement Enquiry submitted by email 22/10/20. Telephone call received 27/10 – BDC are aware and following up with site operators. Env Health aware of burger van and checking.
	<b>Next meeting – Chair's Report</b> – include update on Community House General Committee mtg.	PS/Clerk to agenda	Agenda November meeting

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

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

**8. MEMBERS' REPORTS:-**

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

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**9. HANDYMAN/CIF GRANT**

To receive an update on use of CIF grant of £2,825.00. Including:-

- Refurbishment of noticeboards, benches and cleaning bus stop by Mr Downer.
- Quote for fencing repair which has been passed to Community House Trustees for consideration.

**10. PLANNING**

- 4 Moat Farm, Moat Road - 20/00351/TPOCON – deadline 9 November 2020
- 2 Moat Farm, Moat Road - 20/00360/TPOCON – deadline 12 November 2020
- The Old Rectory, The Street - 20/01684/FUL – deadline 24 November 2020
- Fauve, The Street - 20/00370/TPOCON – deadline 25 November 2020

*All previously circulated.*

**11. BIRDBROOK NEWS**

To receive an update.

**12. BAYTHORNE END DEFIBRILLATOR**

To receive an update.

**13. FINANCE**

- Financial Report (attached)
- Audit sign off for year 2019-20 (previously circulated.)

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

**Proposed dates for 2021:-**

Tuesday 5 January  
Tuesday 2 March  
Tuesday 11 May  
Tuesday 6 July  
Tuesday 7 September  
Tuesday 9 November

All at 7pm.