

BIRDBROOK PARISH COUNCIL

MINUTES OF THE MEETING

HELD ON TUESDAY 3 NOVEMBER 2020 AT 7.00PM

THE MEETING WAS VIRTUAL

PRESENT: Mr Peter Smart (Chair)
Mr Alan Cook
Mr Martin Gilbert
Mr Steve Rhenius

ALSO PRESENT: Cllr Diana Garrod (joined late)
Mrs Debbie Hilliard (Clerk)

20/88 APOLOGIES FOR ABSENCE

Katie Gentry.

20/89 OTHER ABSENCES

Cllr David Finch.

20/90 CONFIRMATION OF MINUTES

The minutes of the extraordinary meeting held on Thursday 8 October 2020 were approved.

20/91 DECLARATIONS OF INTEREST

Alan Cook declared an interest in agenda item 10 Planning.

20/92 ACTION LIST

| Minute | Action | Responsibility | Outcome |
|-------------------------------|--|-----------------------|--|
| 20/72 8/9/2020 | Missing Footpath nos from Birdbrook definitive map – enquiry made to OS had simply referred us back to ECC. Contact ECC. | Clerk | Ongoing |
| 20/73(a) | Pond – Clerk to continue with Land Charges Search | Clerk | Ongoing |
| 20/73(c) | Chair’s Report – Food Kiosk at New England – Contact BDC/ECC to see if licence is required. | Clerk | Ongoing |
| 20/73(d) | Highways – Fell Road junction – apply to ECC for installation of “Stop” and/or “T” Junction signage. ECC Highway Contractors – items left after work – Katie will take photos. Report to Highways. Cllr Finch has asked ECC Highways to action. Check whether items have been completed on 1 November. | Clerk KG/Clerk | Check if sign installed. If not contact Cllr Finch Items removed but debris remaining. AC removed debris – see his email 4/11 |
| 20/76 | Baythorne End Defib – Agenda and update at November meeting | SR/Clerk to agenda | Agenda item12 |
| 8 October 2020 20/85 | Play Equipment and Parks – - Katy Gentry will organise a Pumpkin Trial for Halloween and liaise with the 3 volunteers for fundraising. | PC to action | Completed. |

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|-------|--|--------------------|--|
| | <ul style="list-style-type: none"> - The parks in Birdbrook and Baythorne End will remain closed - Alan Cook will contact BDC Councillor Diana Garrod for information on the Councillors' Community Grant. - Martin Gilbert will contact the EALC regarding a CIF application and the RCCE who may be able to provide support and advice. - Martin and Steve Rhenius will check the signage on the parks and change the signs if needed. - Peter Smart will look at the Parish Council accounts to identify any further surplus that might be used. | | <p>Parks closed.</p> <p>AC thanked DG for her input. DG will raise funding issues with BDC and monitor.</p> <p>MG contacted EALC who confirmed CIF should restart April 2021. RCCE advise of Public Works Loan Scheme.</p> <p>Parks to remain closed.</p> <p>Completed and identified potential £2,000 surplus</p> |
| 20/85 | Community House Trees – Trustees are arranging a tree surgeon. Check work completed | PC | A tree surgeon has visited the site. See agenda item 8(c) |
| 20/86 | New England – 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. |
| | Next meeting – Chair's Report – include update on Community House General Committee mtg. | PS/Clerk to agenda | Agenda item 8(c) |

Cllr Garrod joined the meeting.

20/93 REPORT OF DISTRICT COUNCILLOR/COUNTY COUNCILLOR

Cllr Garrod gave a verbal report. A copy of the full report would be sent to the Clerk by email to circulate. Cllr Garrod's verbal report was noted and councillors thanked her for the report.

20/94 COMMUNICATION AND REPORT OF THE CLERK

The Clerk reported a letter received from Birdbrook Parochial Church Council thanking the Parish Council for the grass cutting grant of £350.00

20/95 MEMBERS' REPORTS

- Pond – Martin reported that despite recent heavy rainfall the pond remained green. Alan suggested that a solar fountain be installed which would circulate the water rather than it lying stagnant.

It was noted that no further progress had been made regarding ownership of the land on which the pond sits together with the small piece of land to the right when viewed from the road. The Land Registry searches had proved inconclusive, the land could belong to either the Chelmsford Diocese,

a local family or be unregistered. After consideration it was agreed that seeking some legal advice might be the way forward. The Parish Council was a member of the EALC and part of the membership was legal support. The Clerk will contact them for advice. **Action.**

- Parks – It was noted the parks would remain closed due to the poor state of the play equipment and trees which require work. Councillors were still trying to source funding to replace play equipment but barriers to this were:-
 - Parish Councils being regarded as statutory bodies and therefore not meeting the criteria for grant applications which should be made by community groups.
 - Applications only being considered which were related to Covid-19 issues.

Martin will visit and ensure the mesh barrier was still in place and put another closed sign up.
Action.

The Parish Council thanked Leigh Carter who kindly trimmed the hedge of the playing field.

- Chair's Report – The following items were reported:-
 - Community House site/playing field trees – A tree surgeon has inspected the trees with the following items identified:-
 - The leaning tree was a danger to the public and needed to be removed.
 - The scotts pine was nearly dead and needed to be removed.
 - The walnut tree on the playing field was a danger to the public and needed to be removed.

Peter has received a quote for the work which was agreed by the Community House Trustees. Work to remove the leaning tree will take place on 5 November and the scotts pine and walnut tree are booked for removal by the tree surgeon on 5 January 2021. The tree surgeon had no earlier slots available. The park will remain closed. BDC have been notified of these works.

- Community House General Committee – The committee has met 3 times. A questionnaire has been sent out to parishioners and responses are being collated, the outcome of the questionnaire will be fed back to the Trustees. Quotes were being sought for:-
 - Heating, lighting and hand driers.
 - Fence

The Treasurer for the Trustees was looking to move all banking online. The general committee were exploring low cost options for fundraising. It was noted that no invoices had been issued by the Community House Trustees for room hire since 2018. The Clerk will send copies over. **Action.**

- Communication – It was noted that, with no Birdbrook News being issued, the parish council was 'invisible' to their community. Discussion took place on the benefits of setting up a Facebook page. The Clerk offered to look into setting up but would not have time to admin everything. **Action.**
- Command Pest Control – the latest visit report was noted.

(d) Highways – The following items were noted:-

- The equipment left by ECC Highways at the Fell Road junction with the Steeple Bumpstead road had now been removed.
- The debris at the same junction left by a car accident had not been removed. Alan will clear it away.
- A new fingerpost sign on Birdbrook Road at the junction with Old Mill Lane had been completed. This sign had been refurbished by a Duke of Edinburgh student. The Parish Council commended the high standard of work and a thank you letter will be sent by the Clerk. **Action.**
- 2nd Verge Cut – Agreed it would not be required. **Action.**

The next Zoom session started. All rejoined apart from Alan Cook.

20/96 HANDYMAN/CIF GRANT

The noticeboards had been delivered and were being stored by Alan Cook. Mr Downer will install the new noticeboards when weather permits. He was also checking with the provider whether the ground posts needed wood preserving treatment before being installed.

The fencing repair quote was noted under minute 20/95 above.

20/97 PLANNING

Alan Cook declared an interest in application number 20/00360/TPOCON. He was not present for this item. The Parish Council considered the applications listed below and agreed responses as listed:-

- 4 Moat Farm, Moat Road - 20/00351/TPOCON – deadline 9 November 2020 – no objection.
- 2 Moat Farm, Moat Road - 20/00360/TPOCON – deadline 12 November 2020 – no objection.
- The Old Rectory, The Street - 20/01684/FUL – deadline 24 November 2020 – no objection.
- Fauve, The Street - 20/00370/TPOCON – deadline 25 November 2020 – no objection.
- It was also noted that the application relating to a property in Station Road (conversion of double garage to a dwelling) had been refused.

20/98 BIRDBROOK NEWS

Val Rhenius has offered to set up a new format for the Birdbrook News. It was noted she was waiting for information from Katie Gentry who could not attend this meeting.

20/99 BAYTHORNE END DEFIBRILLATOR

Steve had made another application to the National Lottery at the end of October. This was refused. The reason for the refusal was given that a Parish Council was a statutory body and not eligible. The Parish Council discussed the barriers which were preventing them from obtaining funding both for the defibrillator and play equipment. After discussion, it was agreed to challenge the National Lottery on this with a letter which would also be copied to the District Councillor, County Councillor and local MP. **Action.**

Alan Cook rejoined the meeting.

Peter Smart proposed that the Parish Council fund and proceed to buy a defibrillator noting the total cost of approximately £3,587.00. This was unanimously agreed. **Action.**

20/100 FINANCE

The following points were noted:-

- Finance Report – noted and accepted.
- Accounts for 31 March 2020 – The Clerk reported the accounts had been approved by PKF Littlejohn with one minor issue raised – this related to the date the Parish Council approved the accounts of 17 July 2020 being within the dates for exercise of public rights 29 June 2020 – 7 August 2020. The approval date should have been before 29 June.
- Change of signatories – It was noted that Richard Walker remained a signatory. The change of mandate having been delayed due to Covid. The Clerk will action this item. **Action.**

20/101 DATES OF NEXT MEETINGS

Tuesday 5 January (agreed as 12 January 2021)

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

The dates were agreed.

Items discussed informally were:-

- Date for distribution of salt noted as 5 December 2020 10-10.30am. Date to be circulated on Nextdoor site.
- Remembrance Service – A short service taking place at the war memorial outside only to comply with Covid restrictions. Peter will lay the wreath. A cheque is needed to pay for the wreath. It was agreed a donation of £100 be made to the Royal British Legion to cover the 2019 wreath. **Action**
- Discussion to try and ensure that vulnerable households were helped if needed during the November lockdown.

There being no further business to discuss the meeting closed at approximately 8.55pm.

Signed:

Dated:

Action List

| Minute | Action | Responsibility | Outcome |
|------------------|--|----------------|--------------|
| 3/11/20 20/95 | Pond – land ownership/registry. Clerk to contact EALC for legal advice. | Clerk | |
| | Parks – MG to visit and check barriers up and closed sign in place. | MG | |
| | Chair’s Report – Clerk to send copies of BCH invoices to Matt Unwin | Clerk | Emailed 5/11 |
| | Communication – Clerk to look into setting up FB page for the village | Clerk | |
| | Highways – Clerk to write thank you to the Duke of Edinburgh student for the refurbished fingerpost sign at Old Mill Lane. | Clerk | |
| | 2 nd verge cut – agreed not required. Advise contractor | Clerk | Emailed 9/11 |

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|-------------------|--|-------|---|
| 3/11/20 20/99 | Baythorne End Defibrillator – Steve to write to National Lottery to challenge their decision to refuse applications made by statutory bodies and seek an explanation. Agreed to proceed with purchase of defibrillator. | SR | |
| 3/11/20 20/100 | Finance – change bank mandate. Move to BACS payments/online banking | Clerk | 5/11 spoke to bank. Link being sent. |
| 20/72 8/9/2020 | Missing Footpath nos from Birdbrook definitive map – enquiry made to OS had simply referred us back to ECC. Contact ECC. | Clerk | ECC contacted. Footpaths team being notified and will call back. Footpaths rang 9/11 with info – they will email. Email received 9/11 |