

BIRDBROOK PARISH COUNCIL

MINUTES OF THE MEETING

HELD ON TUESDAY 11 MAY 2021 AT 7.00PM (TO FOLLOW THE APA)
THE MEETING WAS VIRTUAL HELD VIA ZOOM OVER 3 SESSIONS

PRESENT: Mr Peter Smart
Mr Alan Cook
Mr Martin Gilbert
Mr Steve Rhenius
Ms Katie Gentry

ALSO PRESENT: Cllr Diana Garrod (BDC)
Mrs Debbie Hilliard (Clerk)
One member of the public

21/38 ELECTION OF CHAIR AND VICE-CHAIR FOR 2021/22

The Clerk led this item.

Steve Rhenius nominated Peter Smart as Chair of the Parish Council for the year 2021-22. This was seconded by Alan Cook with all in favour. Peter Smart was duly elected.

Martin Gilbert nomination Steve Rhenius as Vice-Chair of the Parish Council for the year 2021-22. This was seconded by Katie Gentry with all in favour. Steve Rhenius was duly elected.

21/39 APOLOGIES FOR ABSENCE

None.

21/40 OTHER ABSENCES

It was noted that ECC Cllr Peter Schwier was not present. However it was noted that Cllr Schwier had only recently been elected and may not have been in a position to attend.

21/41 CONFIRMATION OF MINUTES

Steve Rhenius proposed and Alan Cook seconded, with all in favour, that the minutes of the meeting held on Tuesday 2 March 2021 be approved.

21/42 ACTION LIST

Minute	Action	Responsibility	Outcome
2/3/2021 21/24(a)	Pond Ownership – Await response from Diocese of Chelmsford. Update next meeting.	Clerk/Agenda next meeting	Diocese have confirmed not owners. Enquiries to continue.
2/3/2021 21/24(b)	Parks – Play Equipment refurbishment – <ul style="list-style-type: none">The Ladies' Group proceed with their application for a micro-grant. Martin will contact them.Sovereign be invited for a site meeting to explore their offer more fully as soon as lockdown restrictions ease.	Martin Martin Martin	Noted. See agenda item 11 below.

	<ul style="list-style-type: none"> The first stage of the refurbishment would be to replace the swings in Birdbrook Cllr Garrod advised she may have funding available from the Councillors' Community Grant towards the cost of picnic tables and benches. She will advise. 	Cllr Garrod	
2/3/2021 21/24(d)	Highways – light not working in Moat Road. Report to contractor	Clerk	Emailed to A&J 4 March. Light mended
2/3/2021 21/25	Benches – Alan to explore cost of recycled plastic benches/picnic tables and report back.	Alan	To be ordered when grant received.
2/3/2021 21/26	Planning – hedge removal Moat Road. Photos to be obtained and given to Clerk to pass to BDC.	Cllrs/Clerk	Completed
2/3/2021 21/27	Facebook page – Katie to be added as an admin. Update PC on number of followers.	Katie/Clerk	Completed

21/43 DECLARATIONS OF INTEREST

None.

21/44 COMMUNICATION AND REPORT OF THE CLERK

- Birdbrook Parish News – Noted it had not yet been published on the village website. The Clerk will follow up. **Action.**
- Birdbrook Facebook Page – Noted it now has 50 followers and more parishioners were using the page.

It was agreed that both items should become standing items on the agenda. **Action.**

21/45 DOCUMENTS ON DEPOSIT

- Financial Regulations
- Standing Orders

There were no changes to note since 2020. The documents were noted and accepted.

21/46 POLICIES

- Budget Virement Policy
- Code of Conduct Policy
- Co-option Policy
- Disciplinary Policy
- Equalities Policy
- Expenses Policy
- GDPR Policy
- Grievance Procedure
- Health and Safety Policy
- Record Management Policy
- Sickness Absence Policy
- Social Media Policy

There were no changes to note since 2020. The policies were noted and accepted.

21/47 TO AGREE REPRESENTATIVES

- Parks – Martin Gilbert

- Pond – Martin Gilbert
- Highways – Alan Cook
- Footpaths – Peter Smart
- Streetlights – Peter Smart
- Birdbrook Parish News – Katie Gentry

21/48 MEMBERS' REPORTS

(a) Pond – Martin reported. A working party to tidy the pond took place on 1 May in compliance with social distancing. Six people attended. Overgrown areas were cut back and tidied. Duckweed was a continuing problem on the pond with received advice that the only way to rid the pond of this would be to remove all trace of it. Martin will continue to use the Aquaplankton and monitor the pond.

(b) Parks – Martin reported.

Play Equipment refurbishment – Martin obtained references from other parishes which had used Sovereign Play which confirmed they had experienced no issues with using the company. Martin and Alan Cook met the representative on the playing field in Birdbrook and it was confirmed there would be no change to the original quote. Enquiries were made about fitting a swing which was more accessible for all users. It was also confirmed that the option to pay for equipment in 3 stages over two years would cost approximately 10% more. An application for CIF funding will be made as soon as it opens. Quotes received from other play equipment companies were broadly in line with Sovereign Play. It was suggested that a local contractor could be asked to install the play equipment which would be less expensive.

Ladies' Group Micro-grant – The Group have reported they were likely to apply for a grant which would be of benefit to the group, possibly a screen to use in the Community House. It was noted Ladies Group could also apply for a Braintree Councillor Community Grant.

Cllr Garrod advised she has lobbied Braintree District Council regarding their lack of focus for rural villages and will continue to lobby for support.

The meeting re-started with all attendees rejoining.

(c) Chair's Report – It was noted that the shed which was used to store the road salt and Aquaplankton was going to be removed by the Community House Trustees. Options considered were:-

- Refill the salt bins.
- Steve Rhenius offered to store some for use in Baythorne End.

It was agreed to finalise options at the next meeting. **Action**

(d) Highways – Alan Cook reported there had been no further action from ECC regarding the fingerpost sign issues. It was agreed that the Clerk will follow this up and Alan will provide photos. **Action.**

21/49 STREETLIGHTS

The broken light in Moat Road had been reported to A and J Lighting and was now repaired.

21/50 BAYTHORNE END DEFIBRILLATOR

Steve Rhenius reported. The defibrillator was now installed and working. A training session will be held by the Community Heartbeat Trust, date to be agreed. The Parish Council thanked Steve for his work on this item.

21/51 PLANNING

Nothing to report and no planning applications to consider.

21/52 FINANCE

- Annual Accounts – The annual accounts were circulated prior to the meeting. The accounts for the year ended 31 March 2021 had been finalised and seen and approved by the internal auditor.
- To sign the Annual Return – The annual return for the year ended 31 March 2021 was duly signed.

21/53 EXCLUSION OF THE PUBLIC AND THE PRESS

There were no items to consider which required the public and the press to withdraw from the meeting.

21/54 CONFIDENTIAL ITEMS

There were no confidential items to consider.

21/55 DATES OF NEXT MEETINGS

- Tuesday 6 July
- Tuesday 7 September
- Tuesday 9 November

There being no further business to discuss the meeting closed at approximately 8.40pm.

Signed:

Dated:

Action List

Minute	Action	Responsibility	Outcome
11/5/21	Pond Ownership – Diocese have confirmed they are not owners. Rook family claim ownership. Pursue with Land Registry again for final confirmation	Clerk	
11/5/24 21/44	Birdbrook Parish Magazine - not yet on village website. Clerk to follow up. Birdbrook Parish Magazine and Facebook page to become standing items on the agenda	Clerk Clerk	Followed up and now on website 21/5
21/48	Chair’s Report – storage of salt and Aquaplankton – consider options at next meeting Highways – Follow up on reported fingerpost signs.	Clerk to agenda Clerk	Clerk looked up and updated AC by email 14/5