

BIRDBROOK PARISH COUNCIL

MINUTES OF THE MEETING

HELD ON TUESDAY 6 JULY 2021 AT 7.00PM
THE MEETING WAS VIRTUAL HELD VIA ZOOM OVER 3 SESSIONS

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

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

21/56 APOLOGIES FOR ABSENCE

None.

21/57 OTHER ABSENCES

County Councillor Peter Schwier.

21/58 CONFIRMATION OF MINUTES

Alan Cook proposed and Katy Gentry seconded with all in favour that the minutes of the meeting held on Tuesday 11 May 2021 be approved as a correct record.

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 | Agenda item 8a |
| 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 | Agenda item 8c Clerk looked up and updated AC by email 14/5 |

21/59 DECLARATIONS OF INTEREST

None.

21/60 REPORT OF DISTRICT COUNCILLOR/COUNTY COUNCILLOR

Cllr Garrod's report was circulated prior to the meeting and considered. Main points to note were:-

- Issues with medical provision in the local area.
- Recent announcement regarding new Hedingham Medical Centre.
- Spate of car thefts, theft of catalytic convertors and number plates.

21/61 COMMUNICATION AND REPORT OF THE CLERK

All items were covered elsewhere on the agenda.

21/62 DOCUMENTS ON DEPOSIT

None.

21/63 MEMBERS' REPORTS

- (a) Pond – Martin reported. There were 10 sacks of Aquaplankton remaining. However, these could not be put in until the weed clears more. He will continue to monitor. Aquaplankton worked by sinking to the bottom of the pond and interacting with the bacteria. The area behind the pond had been strimmed and was tidier.

Pond ownership – it was noted that research by the Clerk with the Land Registry and Diocese had concluded that the land was unregistered. The letter from Mr W Rook to the Parish Council undated, but thought to have been sent January or February 2015, in which he claimed ownership was noted. It was agreed to write to Mr Rook regarding proof of ownership. The Clerk will draft a letter to go to Mr Rook. **Action.**

- (b) Parks – Martin reported. Birdbrook park has been re-opened although the swings were still out of use. It was noted that the swings seats had been removed but the frames remained in place. It was agreed that Alan Cook will ask Matt Goodey for a quote to remove the swings completely. **Action.**

Martin will re-open the park in Baythorne End. **Action.**

Play equipment grant funding – The CIF pre-application has been submitted and accepted by EALC. Martin was now looking at Lottery funding. He also contacted the Essex Community Fund, but this was again unsuccessful. He was also continuing to work through the list of funding opportunities provided by Cllr Garrod. Steve Rhenius will explore funding with the Citizens Advice Bureau. **Action**

Cllr Garrod left the meeting.

The next Zoom session started with all parish councillors rejoining.

- (c) Chair's Report – Peter Smart reported.

Neighbourhood Plans – Peter has looked at a plan for another local village. He concluded that it would be a mammoth task to undertake and the Parish Council were not in a position to do this at present.

Verge Cutting – It was agreed to carry out 2 verge cuts this season. The Clerk will arrange for the cuts to take place. A copy of the verge cutting map to be circulated to parish councillors. **Action.**

Salt bin – The bin at the junction of Fell Road/Moat Road/The Street had not been replaced and it had been removed as an item from the Local Highways Panel. Clerk to check progress. **Action.**

It was noted that the shed which stored the salt and aquaplankton was due to be removed. The Parish Council considered options for future storage of these items. It was agreed that Peter will ask the Community House Trustees if a new shed could be put on site. This could be funded by the Councillors' Community Grant.

Community House website – Peter Smart will contact Matt Unwin of the Community House Trustees for the website address. **Action.**

Litter picking – it was noted that high-visibility vests and gloves were now available together with the litter picking hoops and graspers.

(d) Highways – Alan Cook reported. It was noted that the fingerpost sign at the junction of Fell Road/Moat Road/The Street had been repaired.

**21/64 BIRDBROOK PARISH NEWS/SOCIAL MEDIA
(Agenda ITEMS 10 And 11)**

It was agreed that these items would become a standing agenda item “Communication” as item e of Members’ reports.

Birdbrook Parish News – The magazine continues to be well received and feedback was positive. Each issue has an average of 12 pages and another advertisement has just been received and confirmed. There were approximately 40 excess copies in the last print which could be distributed to local shops. Alan Cook will confirm the exact number. **Action.**

Facebook page – Currently has 67 followers and this continues to increase.

Community Speedwatch – Katie Gentry has had an email from ECC asking for confirmation of 2 appropriate sites suitable for monitoring. Suggestions were Baythorne Hall car park and Moynes Park entrance, Birdbrook.

21/65 PLANNING

It was noted that static caravans had been sited to the rear of the Birdbrook Tavern. The Clerk will explore whether there had been any contravention of planning regulation. **Action.**

21/66 BAYTHORNE END DEFIBRILLATOR

The defibrillator was now installed and working. There was a sign inside the box which needed to be secured. Steve Rhenius will do this. **Action.**

It was noted that new batteries had been ordered for the defibrillator in Birdbrook.

The final Zoom session commenced with all attendees rejoining.

21/67 FINANCE

The following points were noted:-

- Finance Report – noted and accepted.
- End of Year accounts – The Clerk explained that Mr Wright of Melford Accounting who was the parish’s internal auditor had passed away unexpectedly in June. Although Mr Wright had completed Birdbrook’s internal audit, he had signed the AGAR form in the wrong place. The Clerk had contacted the external auditor, PKF Littlejohn, to explain the situation and PKF Littlejohn had agreed to accept the AGAR form as presented. The AGAR had been submitted to them by the Clerk and the outcome was awaited.

21/68 EXCLUSION OF THE PUBLIC AND THE PRESS

None.

21/69 CONFIDENTIAL ITEMS

Operation Forth Bridge was noted.

21/70 DATES OF NEXT MEETINGS

Tuesday 7 September

Tuesday 9 November

The meetings will be in-person.

There being no further business to discuss the meeting closed at approximately 8.30pm.

Signed:

Dated:

Action List

| Minute | Action | Responsibility | Outcome |
|-----------------|---|----------------|--|
| 6/7/21 21/63 | Pond Ownership – Clerk to draft a letter to Mr Rook | Clerk | Letter drafted and circulated to PC 20/7 Contacted Neil Pyman and 1 st cut completed 14/7. Map circulated 22/7 |
| | Baythorne End Park – MG to re-open | MG | |
| | Birdbrook Park – AC to ask Matt Goodey for a quote to remove the swings. | AC | |
| | Grant Funding – SR to explore funding from Citizens Advice Bureau. | SR | |
| | Verge Cutting – 2 cuts to take place. Clerk to arrange with Mr Pyman. Verge cutting map to be circulated. | Clerk | |
| | Salt Bin Moat Rd/Fell Rd/The Street – Noted it has not been replaced and was taken off the LHP list. Check progress. Clerk | Clerk | |
| | Birdbrook Community House website – Peter to get website address from Matt Unwin | PS | |
| 21/64 | Birdbrook Parish News – AC to confirm exact number of excess copies. | AC | |
| 21/65 | Planning – Birdbrook Tavern, New England. Siting of static caravans. Clerk to explore any planning infringement. | Clerk | |
| 21/66 | Baythorne End Defibrillator – sign inside box to be fixed. | SR | |
| | | | |
| | | | |