

BIRDBROOK PARISH COUNCIL
ANNUAL GENERAL MEETING
MINUTES OF THE MEETING HELD ON
WEDNESDAY 11 MAY 2016

PRESENT: Mr T R Walker (Chairman)
Mr S Rhenius (Vice Chairman)
Mr P Smart
Mr A Cook
Mr D Simpson
Mr M Gilbert

ALSO PRESENT: Cllr R Bolton (BDC)
Mrs J Stobart (RCCE)

CLERK: Mrs D Hilliard

16/38 ELECTION OF CHAIRMAN AND VICE CHAIRMAN 2016/17

Chairman – Richard Walker was nominated, proposed by Steve Rhenius and seconded by Martyn Gilbert, all in favour.

Vice-Chairman – Steve Rhenius was nominated, proposed by Alan Cook and seconded by Peter Smart, all in favour.

16/39 APOLOGIES FOR ABSENCE

None.

16/40 OTHER ABSENCES

Cllr David Finch.

16/41 CONFIRMATION OF MINUTES

The minutes of the meeting held on Thursday 3 March 2016 were agreed as a correct record and signed. Proposed by Peter Smart and seconded by Martyn Gilbert.

16/42 NEIGHBOURHOOD PLANS

PRESENTED BY JAN STOBART OF THE RURAL COMMUNITY COUNCIL OF ESSEX

Richard Walker introduced Jan Stobart who had been invited to attend to discuss Neighbourhood Plans and whether there was a need for Birdbrook Parish Council to undertake one.

Jan commenced by explaining the difference between a Parish Plan and a Neighbourhood Plan.

- A parish plan is an action plan encompassing projects for the village funded by precept, grants or in conjunction with another body. They are usually refreshed every 5 years.

- A neighbourhood plan – came out of the Localism Act 2011 and is the right to produce policies which are used to assess planning applications. If passed it becomes the first legal document against which planning applications are assessed. The Neighbourhood Plan should align with the District Council's Local Plan which is being developed. It should also follow the National Planning Policy Framework.

Jan provided those present with a printout of details of the process to produce a Neighbourhood Plan.

Jan confirmed that parishes can combine to produce a joint Neighbourhood Plan.

It was agreed to agenda this item to the June meeting for further discussion.

Thanks were expressed to Jan Stobart and Cllr Bolton for attending and they left the meeting at this point.

16/43 DECLARATIONS OF INTEREST

None.

16/44 COMMUNICATIONS AND REPORT OF THE CLERK

The Clerk reported that her items were listed under other areas of the agenda. However, discussion was required on the Queen's 90th birthday and whether any celebrations were taking place in the village. It was suggested that if a group organises an event the Parish Council would lend its' support.

16/45 DOCUMENTS ON DEPOSIT

Clerks and Council's magazine – noted.

HAGS leaflet – noted.

EACH funding request – noted.

HMRC VAT letter – noted.

RCCE Village of the Year – noted.

16/46 MEMBERS' REPORTS

- Pond* – Richard has not seen Mr Rook. He will order the rakes so that the pond can be raked over.
- Parks* – Nothing to report.
- Chairman's Report* – Richard reported he has spoken to Mr Argent regarding the land in Daw Street. Mr Argent's potential plans for the site were noted and there was no further potential to pursue a possible solar farm on the site.

Richard then raised the proposal of changing the streetlights to led lighting and reported a company which may be able to provide this. Discussion took place on whether they should be invited to speak at the September meeting.

He also reported that on 5/6 April a tree fell in The Street and took down with it the power pole nearby, which also held one of Birdbrook's street lights. The pole has been taken away by Network UK but they have also taken with it the street light. They need to be contacted to arrange to reinstate the light on the new pole. The Clerk will undertake this.

The reglazing of the BT box will be undertaken by Alan soon, now that the weather has improved.

- (d) *Highways* - The clerk confirmed she had reported the severe hole in Daw Street but no action has been taken by ECC Highways. This will be followed up. A report had been received that the iron railings on the bridge on the A1017 need repainting. Is this Highways or Anglian Water responsibility? The Clerk will try and establish.

A1017 – It was agreed that Richard, Alan and Peter will work on a document to go to ECC Highways on this matter.

Parish Council vacancy – Mr W Brace had expressed some interest in becoming a Parish Councillor. Richard will see if he is still interested and invite him to the June meeting.

16/47 BDC STREETSCENE AGREEMENT 2016

The new agreement for 2016 was signed by the Chairman. L

Pest control – A quote had been received from Command Pest Control. The Clerk advised that Mr J Bolton had been informed that a review of these arrangements would take place in 2016 with a view to beginning in 2017. It was agreed that quotes would be invited to commence a new contract from 1 January 2017. The Clerk will contact both parties.

Litter pick/bin emptying – A discussion took place on whether volunteers from the Parish Council should take on the litter control, given how much money could be saved. This will be put on the agenda for June for further discussion.

16/48 INSURANCE RENEWAL

It was agreed to proceed with the quote from Zurich Insurance. Proposed by Alan and seconded by Steve. Richard will take the quotes to check before finalising.

16/49 CIF APPLICATION

Alan will contact the sign companies for plans and quotes. The Clerk reported the Expression of Interest form deadline was August.

16/50 PLANNING

Nothing to report.

16/51 FINANCE

Financial Report – Noted and agreed

Annual accounts for 2015/16 -The Clerk reported that a new internal auditor had had to be found at short notice due to the illness of Mr Siggery. The accounts had been audited. The Chairman read out the Governance Statement and this was agreed. The accounts were duly signed and will be sent to the External Auditors.

16/52 EXCLUSION OF THE PUBLIC AND THE PRESS

Not required.

16/53 CONFIDENTIAL ITEMS

None.

16/54 TIME, DAY AND DATE OF NEXT MEETING

The next meeting will take place on Thursday 30 June 2016 at 7.30pm in the Community House, Birdbrook

There being no further business to discuss the meeting closed at approximately 10.15pm.

Signed: Dated:

Draft