

Birdbrook PARISH COUNCIL

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Clerk to the Council
Debbie Hilliard

5 May 2021

TO: THE MEMBERS OF BIRDBROOK PARISH COUNCIL

You are hereby summoned to attend the **ANNUAL GENERAL MEETING** of the **BIRDBROOK PARISH COUNCIL**, which will be held on **Tuesday 11 May 2021** at 7pm. The meeting will be virtual.

Debbie Hilliard
Clerk to the Council

AGENDA

QUESTIONS FROM MEMBERS OF THE PUBLIC

To receive questions from members of the public.

In accordance with the agreed procedure, the time allocated for public questions shall be limited to 15 minutes or such other period determined by the Chairman of the Meeting.

1. ELECTION OF CHAIR AND VICE-CHAIR FOR 2021/22

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

3. OTHER ABSENCES

To note any absences for which no apology has been received.

4. CONFIRMATION OF MINUTES

To agree as a correct record the minutes of the meeting held on Tuesday 2 March 2021. (copy attached).

5. 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.
2/3/2021 21/24(b)	Parks – Play Equipment refurbishment – <ul style="list-style-type: none">The Ladies' Group proceed with their application	Martin	

	<p>for a micro-grant. Martin will contact them.</p> <ul style="list-style-type: none"> • Sovereign be invited for a site meeting to explore their offer more fully as soon as lockdown restrictions ease. • 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. 	<p>Martin</p> <p>Martin</p> <p>Cllr Garrod</p>	
2/3/2021 21/24(d)	Highways – light not working in Moat Road. Report to contractor	Clerk	Emailed to A&J 4 March
2/3/2021 21/25	Benches – Alan to explore cost of recycled plastic benches/picnic tables and report back.	Alan	
2/3/2021 21/26	Planning – hedge removal Moat Road. Photos to be obtained and given to Clerk to pass to BDC.	Cllrs/Clerk	
2/3/2021 21/27	Facebook page – Katie to be added as an admin. Update PC on number of followers.	Katie/Clerk	Completed

6. 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.

7. COMMUNICATION AND REPORT OF THE CLERK

8. DOCUMENTS ON DEPOSIT

- Financial Regulations (copy attached)
- Standing Orders (copy attached)

9. POLICIES

To agree policies (no changes to note):

- 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

10. TO AGREE REPRESENTATIVES

- Parks
- Pond
- Highways
- Footpaths
- Streetlights
- Any other (to be agreed)

11. MEMBERS' REPORTS:-

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

12. STREETLIGHTS

13. BAYTHORNE END DEFIBRILLATOR

To receive an update from Steve/Alan

14. PLANNING

15. FINANCE

- Annual accounts
- To sign the Annual Return
All previously circulated

16. EXCLUSION OF THE PUBLIC AND THE PRESS

In the event that the Agenda contains exempt pages, to consider the following motion to be proposed by the Vice Chairman:

"That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed."

17. CONFIDENTIAL ITEMS

18. TIME, DAY AND DATE OF NEXT MEETING

Tuesday 6 July 2021

Tuesday 7 September 2021

Tuesday 9 November 2021

All at 7pm