

26 April 2012

To: **Members of Birdbrook Parish Council**

You are hereby summoned to attend the **Annual General Meeting** of **Birdbrook Parish Council** which will be held on **Thursday 3 May 2012 at 7.30pm** at the **Community House, The Street, Birdbrook**, to transact the business shown in the agenda below.

*Debbie Hilliard*

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 CHAIRMAN AND VICE-CHAIRMAN FOR 2012/13**
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. **MINUTES OF THE MEETING HELD ON 1 MARCH 2012**  
To approve as a correct record the minutes of the meeting held on 1 March 2012 (copy attached)
5. **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" (ie., 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 also 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.
6. **COMMUNICATION AND REPORT OF THE CLERK**

**7. DOCUMENTS ON DEPOSIT**

To be tabled

**8. MEMBERS' REPORTS**

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

**9. PLANNING**

- (a) Site at New England (email from Carter Jonas, attached)
- (b) App no 12/00530/FUL – 2 Whitley Farm Cottages, Baythorne End.
- (c) App no 12/00569/FUL – 1 School Field, The Street, Birdbrook
- (d) App no 12/00601/PLD- Lanthorn, Mill Road, Birdbrook
- (e) Any other items

NB. All applications are available to view on-line

**10. FINANCE**

- (a) Statement of accounts for the year 2011/12 (Income & Expenditure account attached)
- (b) Audit Statement of assurance for the accounts for the year 2011/12 to be agreed and signed.
- (c) Nominate person responsible for finance for 2012/13.
- (d) Nominate internal auditor for 2012/13.
- (e) Grant application from Birdbrook PCC.
- (f) Financial Report of the Clerk (attached)

**11. BRAINTREE DISTRICT COUNCIL STREETSCENE AGREEMENT 2012/13**

To be agreed and signed.

**12. SUMMER ACTIVITY DAYS 2012**

**13. QUALITY PARISH STATUS**

**14. 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.”*

**14. TIME, DAY AND DATE OF NEXT MEETING**

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