

22 April 2013

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 **Wednesday 1 May 2013** at the **Community House, The Street, Birdbrook, at 7.30pm**, 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 2013-14**

**2. 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 Thursday 7 March 2013.  
Copies 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" (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.

**6. COMMUNICATIONS AND REPORT OF THE CLERK**

**7. DOCUMENTS ON DEPOSIT**

*To be tabled*

*Meeting:* COUNCIL

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8. **MEMBERS' REPORTS:-**

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

9. **PLANNING**

- App no 13/00426/FUL
- Site allocations development (please see email from BDC previously circulated)

10. **PARISH PLAN**

11. **STREETSCENE AGREEMENT 2013/14** (documents attached)

12. **STREET LIGHTING AGREEMENT**

Details will be brought to meeting

13. **COMMUNITY ISSUES GROUP**

14. **FINANCE**

- (a) Statement of Accounts 2012-13
- (b) Statement of Assurance 2012-13
- (c) Nominate person responsible for Finance for 2013-14
- (d) Nominate Internal Auditor for 2013-14

15. **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."*

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

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