

**Minutes of Birchanger Parish Council meeting  
held on Tuesday 4<sup>th</sup> October 2022 at 7.30 pm.  
In Birchanger Village Hall**

**Present:** Angie Driscoll (AD) – Chair  
Linda Pocklington (LP)  
Peter Sampson (PS)  
George Taylor (GT)  
Sally Taylor (ST)  
Geof Driscoll (GD)

District Councillor Melvin Caton (MC)  
District Councillor Ayub Khan (AK)

Keith Williams (KW) – Parish Clerk

**991. Chairman's Welcome**

The Chairman welcomed all those present.

**992. Apologies for Absence**

John Revell (JR)  
County Councillor Ray Gooding (RG)

**993. Declarations of Interest**

None

**994. Public participation session with respect to items on the agenda and other matters that are of mutual interest.**

None

**995. Minutes of the last meeting**

The minutes of the last meeting held on Tuesday 6<sup>th</sup> September 2022 (previously circulated) were agreed as a true and accurate record and were duly signed by the Chair.

**996. Traveller's encampment update**

When AD requested an update from Enforcement they advised that they were still awaiting legal advice. They have since advised that the advice has now been received but no decision has been taken as to how to proceed.

**997. Finance**

**a) Accounts balances (already circulated)**

Noted

**b) Invoices and payments for approval**

Approved

**BIRCHANGER PARISH COUNCIL**  
**FINANCE AND PAYMENTS SCHEDULE FOR SEPTEMBER 2022**

<b>1.</b>	<b>Account Balances b/f 31<sup>st</sup> August 2022</b>	
	Unity Trust Bank	23062.81
<b>2.</b>	<b>Payments due for September 2022</b>	
	Npower	DD 109.52 (electricity August 2022)
	Payroo	On line 6.00 (payroll expenses)
	Ace of Spades	On line 249.60 (grass cutting August 2022)
	Birchanger Church Hall	On line 140.00 (hire of hall Jan-July 2022)
	TBS Hygiene	On line 162.00 (Dog bin emptying)
	Keith Williams	On line 449.27 (salary for September 2022)
	HMRC (Keith Williams)	On line 112.40 (PAYE for September 2022)
	Keith Williams	On line 20.00 (office rent September 2022)
	Diocesan Glebe Management	SO 325.00 (Glebe rent Oct-Mar 2022)
	Unity Trust Bank	DD 18.00 (service charge)
	A&J Lighting	SO 45.90 (monthly maintenance)
	<b>Total payments for September 2022</b>	<u>1637.69</u>
<b>3.</b>	<b>Account Balance c/f 30/09/2022</b>	<b>21425.12</b>
	<b>Precept</b>	<b><u>7500.00</u></b>
	<b>Balance at 30/09/2022</b>	<b>28925.12</b>

Note 1: The payment to HMRC was made by the parish clerk and is being reimbursed.

**998. Planning**

There were no planning applications for consideration.

**999. Agree advertising costs for new Community Special Constable**

PS had circulated a proposed advertising plan with costings. The anticipated cost would be £506 plus VAT. It was decided not to proceed with this advertising plan but instead to publicise the position on Facebook pages.

**1000. Discuss dedicated email addresses for councillors and change of domain.**

Ken Wheatley had provided a very thorough report on proposals for updating of the Parish Council's email and website facilities. The report was well received by councillors who would like to express their thanks to Ken for his efforts. Councillors agreed to proceed with most of the recommendations.

Named individual email accounts in the form **initial.surname@birchangerpc.org.uk**

The domain name to be changed to **Birchangerpc.org.uk**.

An ADMIN account for authorised personnel to make changes.

It was further agreed that the Parish Council should pay the full costs of the domain and the web and email hosting.

#### **1001. Allotments/Recreation Ground**

**Discuss HAGS quotation for zip wire maintenance.**

The quotation of £455 was agreed for a maintenance contract. GT will check whether this for an annual or six-monthly inspection.

#### **1002. Risk Management Plan**

A computer back-up regime to cloud storage should be implemented. The parish clerk will contact Ken Wheatley to ask if he would give some instruction on the use of One Drive. It was also agreed the Chair should have the same computer resources, in the form of lap-top computer, as the parish clerk.

ST will make final amendments to the Risk Management Plan and circulate to councillors. The parish clerk will post the finalised copy to the website.

#### **1003. Donation to Essex & Herts Air Ambulance**

It was agreed to make a donation the same as last year, which was £100.

#### **1004. Reports from County and District Councillors**

##### **District Councillors Melvin Caton & Ayub Khan**

- At the first full council meeting there will be a paper regarding the Stansted Airport costings. UDC have made an increased offer to MAG, with the final cost likely to be in the region of £3 million.
- Regarding the Local Plan, regulation 18 is likely to be delayed until next year.
- UDC has set up a Biodiversity and Climate Initiative Fund. AD asked if Birchanger will qualify for a grant following the investment in LED lighting. MC will look into whether grants can be made retrospectively.

##### **County Councillor Ray Gooding**

Councillor Gooding submitted the following report in his absence.

Firstly, I don't have a date for the repair of the island on the B1383 at the end of the lane but I have raised the matter as a matter of urgency so I will have to come back to the PC when I have a date for the works.

The kerbstones outside 16 Birchwood appear to have been removed now although the damage to the edge of the pavement remains and the matter sits with enforcement as requested by Lee Scott. This does give me some concern because I understand that enforcement have visited the site but it will take some time for the repairs to be carried out. I am chasing this because the condition is unsightly, however, it is always difficult to bring things to the top of the agenda when they are considered aesthetic. That is also the case with the moss and other minor defects, they have been inspected and did not trigger any immediate cause for concern in terms of the work program. However, last week the pavements throughout the village were treated by the weeding quadbike. This is designed to spray the pavements with a chemical that will kill and clear the moss. We need to see how that works but it has been successful elsewhere.

**[2022/232]**

The last item that I would report is that the drainage between Churton and the Three Willows has been inspected and it was found that whilst the gulleys were generally clear there is some damage to the underground pipework that will require more intrusive repair and yet another closure of the lane. Given the planned works and closures because of the Roundabout works, it has been decided that this should be scheduled for next year. That will not be popular though after the number of closures we have had recently.

Hope the meeting goes well and again, apologies that I will not be able to attend.

**1005. Closure of meeting**

There being no further matters to discuss the Chairman declared the meeting closed at 21.52.

**[2022/233]**