

**Draft Minutes of Birchanger Parish Council meeting**  
**held on Tuesday 2<sup>nd</sup> July 2024 at 7.30 pm.**  
**In Birchanger Village Hall**

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

0 members of the public  
Keith Williams (KW) – Parish Clerk  
Cllr Ray Gooding (RG) – [arrived late]

**1240. Chairman’s Welcome**

The Chairman welcomed all those present.

**1241. Apologies for Absence**

Keith Edgeworth (KE)  
Ray Gooding (RG)

**1242. Declarations of Interest**

GD as District Councillor for another ward.

**1243. Public participation session with respect to items on the agenda and other matters that are of mutual interest.**

None

**1244. Minutes of the last meeting**

The minutes of the last meeting held on Tuesday 4<sup>th</sup> June 2024 had been previously circulated. The minutes were agreed as a true and accurate record and were duly signed by the Chair.

**1245. Planning**

- 1. UTT/24/1483/HHF – The Hall, 204 Birchanger Lane, Birchanger**  
Proposed erection of front porch and reconfiguration and replacement

No objection.

**1246. Parish Council Policy Documents**

- a. Adopt new Financial Regulations**  
Adopted with the removal of item 9.4.
- b. Adopt Data Retention Policy**  
Adopted.
- c. Review Risk Management Policy**  
The July review to be adopted.

**[2024/291]**

**1247. A120/M11 roadworks**

The traffic lights became operational on 27<sup>th</sup> June.although there is to be a review of the phasing.

**1248. Finance**

- a. **Account Balances (already circulated).**  
**Noted**
- b. **Invoices and payments for approval.**  
**Approved**

**1. Account Balances b/f 31<sup>st</sup> May 2024**

Unity Trust Bank	<b>25947.84</b>
------------------	-----------------

**2. Payments due for June 2024**

A&J Lighting	SO	45.90 (lighting maintenance)
Ace of Spades	Online	249.60 (grass cutting for May 2024)
Npower	DD	178.16 (electricity for May 2024)
Keith Williams	Online	518.23 (salary for June 2024)
HMRC (Keith Williams)	Online	129.60 (PAYE for June 2024)
Keith Williams	Online	20.00 (office rent for June 2024)
TBS Hygiene	Online	142.56 (dog bin emptying)
Payroo	Online	6.00 (payroll expenses May 2024)

<u>Total payments for June 2024</u>	<u>1290.05</u>
-------------------------------------	----------------

<b>Account Balance 30/06/2024</b>	<b>24657.79</b>
-----------------------------------	-----------------

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

**1249. Allotments/Recreation Ground**

**a. Recreation ground equipment**

GT advised that the only company offering to supply, install and maintain the equipment is HAGS. He provided some examples of the equipment on offer and will obtain a quotation from HAGS for the designated equipment.

**b. Allotments update**

- SISK is waiting to finish all the road works before sending out contractors to carry out the agreed work in the village.
- The tree surgeon will return on 8<sup>th</sup> July to complete trimming of the trees.
- Ace of Spades has not yet carried out the clearance of the plots although they have confirmed that the work is in their schedule.
- The main gate padlock is sticking. LP will apply some WD40.

**1250. Reports from County and District Councillors**

**[Councillor Ray Gooding arrived as the meeting was ending]**

- There is still some snagging necessary at the A120 roadworks.
- No grants have as yet been obtained for village projects.
- He will consider allocating part of his District Councillor grant to the village.
- ECC is considering the creation of a community radio station.

**1251. Closure of meeting**

There being no further matters to discuss the Chairman declared the meeting closed at 20.58 .

**[2024/293]**