

**Draft Minutes of Birchanger Parish Council meeting
held on Tuesday 2nd December 2025 at 7.30 pm.
In Birchanger Village Hall**

Present:

Angie Driscoll (AD) - Chair
Sally Taylor (ST)
Geof Driscoll (GD)
Peter Sampson (PS)
Linda Pocklington (LP)

0 members of the public
Keith Williams (KW) – Parish Clerk

1436. Chairman's Welcome

The Chairman welcomed all those present.

1437. Apologies for Absence

Keith Edgeworth (KE)
Cllr Ray Gooding (RG)

1438. Declarations of Interest

GD as District Councillor for another ward.

1439. Public participation session with respect to items on the agenda and other matters that are of mutual interest.

None

1440. Minutes of the last meeting

The minutes of the last meeting held on Tuesday 4th November 2025 had been previously circulated. An amendment was made and signed by the Chair in respect of minutes item 1426. Bishops Stortford Planning was amended to Bishops Stortford Town Council. The minutes were then agreed as a true and accurate record and were duly signed by the Chair.

1441. Planning

1. UTT/25/2930/HHF – 5 Hillside End, Birchanger Lane

Single storey rear extension.

No objection.

2. UTT/25/2699/FUL – 216 Birchanger Lane, Birchanger

Demolition of garage, removal of chimney for two storey side extension.

Objection submitted.

3. UTT/25/3011-12/OP – City and Country

A Zoom meeting was held with the barrister, who will be submitting a report. It was resolved that the Parish Council would be objecting to both applications. It is planned to have an extraordinary meeting towards the end of December to formalise the Council's response following the barrister's report.

1442. Agree precept

A precept of £31145 was agreed. The Clark will advise UDC.

1443. Change of internet address to "gov.uk"

The Parish Council has been registered with Cloud Next who will be registering the new internet address. Ken Wheatley has been advised and will supervise the changeover.

1444. New noticeboard

The new noticeboard has been ordered. Delivery is due in January 2026. Jay Leavers has agreed to install this.

1445. Finance

a. Account Balances (already circulated)

Noted.

b. Invoices and payments for approval.

Approved

BIRCHANGER PARISH COUNCIL FINANCE AND PAYMENTS SCHEDULE FOR OCTOBER 2025

1. Account Balances b/f 30th September 2025

Unity Trust Bank		<u>25418.32</u>
2. Payments due for October 2025		
A&J Lighting	SO	45.90 (lighting maintenance)
PKF Littlejohn	Already paid	252.00 (External Auditor fee)
Npower	DD	192.98 (Electricity for September 2025)
Payroo	Online	6.00 (payroll expenses for September 2025)
TBS Hygiene	Online	228.00 (dog bin emptying)
Laura Chapman	Already paid	50.00 (refund of allotment deposit)
Essex County Council	Online	444.24 (legal services in respect of lease)
Keith Williams	Online	557.40 (salary for October 2025)
HMRC (Keith Williams)	Online	139.40 (PAYE for October 2025)
Keith Williams	Online	20.00 (office rent for October 2025)
Unity Trust Bank	DD	6.00 (service charge)
[2025/334]		

Total payments for October 2025 1941.92

Account Balance @ 31/10/2025 23476.40
[2025/337]

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

A budget of £2000 was agreed for potential barrister's fees relating to planning issues.

1446. Allotments/Recreation Ground

Allotments

It was agreed to increase the annual rent per allotment to £30 and the deposit to £100, effective 1st January 2026.

Recreation Ground

Oak Tree

ST advised that two professional companies advised that we should commence with a survey before taking further steps. They both agreed that action was not urgent.

One survey quote of £1850 plus VAT had been received. Another company, Mercer Tree Services, is about to submit a quote. It is anticipated that the quote will be considerably lower than the first quote. On that basis Mercer will be asked to proceed.

1447. Reports from County and District Councillors

None.

1448. Closure of meeting.

There being no further matters to discuss the Chairman declared the meeting closed at 20.45.

[2025/338]