

**Draft Minutes of Birchanger Parish Council meeting**  
**held on Tuesday 4<sup>th</sup> February 2025 at 7.30 pm.**  
**In Birchanger Village Hall**

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

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

**1309. Chairman’s Welcome**

The Chairman welcomed all those present.

**1310. Apologies for Absence**

Cllr Ray Gooding (RG)

**1311. Declarations of Interest**

GD as District Councillor for another ward.

GD regarding planning application **UTT/25/0104/HHF – 1 Birchwood, Birchanger** as member of the UDC Housing Board.

PS regarding donation application from Village Magazine as editor of said magazine.

**1312. Public participation session with respect to items on the agenda and other matters that are of mutual interest.**

None

**1313. Minutes of the last meeting**

The minutes of the last meeting held on Tuesday 3<sup>rd</sup> December 2024 had been previously circulated. They were agreed as a true and accurate record and were duly signed by the Chair.

**1314. Planning**

**1. UTT/24/3011/PAQ3 – The Barn**

It is noted that this application has been approved. There is some concern regarding access for construction traffic. AD has spoken to RG to ask him to speak to Essex Highways regarding construction traffic accessing the site

**2. UTT/25/0104/HHF – 1 Birchwood, Birchanger**  
Proposed alterations and two-storey extension

No objections.

**[2025/309]**

**1315. Draft Local Plan**

The Plan was submitted in December. Two inspectors and an administrator have been appointed. It is likely to be Spring 2026 before a decision is made.

**1316. War memorial**

GD advised that the memorial is in poor condition and needs renovating and cleaning. He is awaiting an estimate for the work to be carried out. It was as agreed that the memorial be registered as a Listed Monument.

**1317. Birchwood**

The condition of the pavement in certain places, which was referred to Highways some time ago, has still not been addressed. Some orange markings have appeared but no action. GD suggests that the lack of action should be publicised. It was agreed that GD should approach the local newspaper.

**1318. Village Green**

ST had produced a detailed report. It seems that the existing borders cannot be altered.

AD suggested that the Village Green be registered with the Land Registry and that the PC should employ a solicitor to make the application. It was agreed that AD should obtain an estimate of the solicitor's costs.

There is a provisional Tree Preservation Order (TPO) in place for the Millenium Oak.

A quotation of £730 has been received for pruning and balancing the Millenium Oak. KE pointed out that as the tree now has a TPO the PC will need to obtain permission before commencing any work. This was agreed. It was further agreed that the work should proceed subject to the permission being granted. ST will make the application.

**1319. Finance**

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

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

Unity Trust Bank **26372.55**

**2. Payments due for January 2025**

|                               |              |  |
|-------------------------------|--------------|--|
| Castle Water (Keith Williams) | Online       | 23.52 (Water rates Oct24-Mar25)        |
| A&J Lighting                  | SO           | 45.90 (lighting maintenance)           |
| Npower                        | DD           | 237.20 (electricity for December 2024) |
| Birchanger Church Hall        | Online       | 30.00 (Hire of hall Oct-Dec 2024)      |
| Payroo                        | Online       | 6.00 (payroll expenses December)       |
| TBS Hygiene                   | Online       | 178.20 (dog bin emptying)              |
| Taylor Property Services      | Already paid | 314.40 (Installing dog bin and post)   |
| Keith Williams                | Online       | 540.13 (salary for January 2025)       |
| HMRC (Keith Williams)         | Online       | 135.00 (PAYE for January 2025)         |
| Keith Williams                | Online       | 20.00 (office rent for January 2025)   |

**[2025/310]**

|  |    |                        |
|--|----|------------------------|
| Unity Trust Bank                       | dd | 6.00 (bank charges)    |
| <u>Total payments for January 2025</u> |    | <u>1536.35</u>         |
|  |    | <b>24836.20</b>        |
| <b>Allotment rent</b>                  |    | <b>80.00</b>           |
| <b>VAT refund</b>                      |    | <b><u>1158.52</u></b>  |
| <b>Account Balance @ 31/01/2025</b>    |    | <b><u>26074.72</u></b> |

Notes: The payments to HMRC and Castle Water were made by the parish clerk and are being reimbursed.

**1320. Donation request from the Village Magazine**

A donation of £500 was agreed.

**1321. Allotments/Recreation Ground**

**Recreation Ground**

- HAGS have advised that they would like to carry out a site visit before providing a quotation.
- LP has been monitoring the damage to the football nets.

**Allotments**

GWB have visited the site to assess the work required. at time of meeting, a quote had not been received. LP is waiting to receive a quote This is to cut back and clear the over shadowing vegetation and to cut back the oak trees. A second quotation is being obtained.

**1322. Weekend garden skip schedule**

The schedule has been agreed. The charge is £87 per hour. The dates are published in the Village Magazine.

**1323. Reports from County and District Councillors**

None.

**1324. Closure of meeting**

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

**[2025/311]**