

**Minutes of Birchanger Parish Council meeting
held on Tuesday 4th 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 3rd 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 31st 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)

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

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]