

**Draft Minutes of Birchanger Parish Council meeting  
held on Tuesday 5<sup>th</sup> May 2026 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)  
George Taylor (GT)

1 member of the public  
Keith Williams (KW) – Parish Clerk

**1488. Chairman's Welcome**

The Chairman welcomed all those present.

**1489. Apologies for Absence**

Keith Edgeworth (KE)

**1490. Declarations of Interest**

GD as District Councillor for another ward.  
GD in respect of planning applications as a member of UDC Planning Committee.

**1491. Public participation session with respect to items on the agenda and other matters that are of mutual interest.**

None

**1492. Minutes of the last meeting**

The minutes of the last meeting held on Tuesday 7<sup>th</sup> April 2025 had been previously circulated. The minutes were agreed as a true and accurate record and were duly signed by the Chair. Signing of the minutes from the Annual Parish Meeting was also completed.

**1493. Council documents reviews**

- a. Risk Management Plan – reviewed satisfactorily
- b. Data Retention document – reviewed satisfactorily
- c. Financial Regulations – reviewed satisfactorily
- d. Asset Register – reviewed satisfactorily

**1494. Website Accessibility statement**

This is a government requirement. ST has completed the statement which was distributed to councillors and agreed.

**1495. Planning**

There were no planning applications to consider.

**[2026/347]**

**1496. City and Country**

A meeting with the highways consultant, Mr Bamber, is scheduled for 7<sup>th</sup> May. Stansted Parish Council has agreed to split the legal costs with Birchanger Parish Council.

**1497. Finance**

**a) Account balances**  
**Noted.**

**b) Invoices and payments for approval**

**BIRCHANGER PARISH COUNCIL**  
**FINANCE AND PAYMENTS SCHEDULE FOR APRIL 2026**

**1. Account Balances b/f 31<sup>st</sup> March 2026**

Unity Trust Bank **11930.30**

**2. Payments due for April 2026**

SLCC	Online	200.00 (membership renewal)
Ace of Spades	Online	249.60 (grass cutting March 2026)
A&J Lighting	SO	45.90 (lighting maintenance)
Payroo	Online	6.00 (payroll expenses for March 2026)
Npower	DD	211.74 (electricity for March 2026)
A & J Lighting	Online	96.00 (Churton light inspection)
George Taylor	Online	11.18 (sign for noticeboard)
EALC	Online	321.60 (affiliation fee)
TBS Hygiene	Online	182.40 (dog bin emptying)
Keith Williams	Online	557.60 (salary for April 2026)
HMRC (Keith Williams)	Online	181.17 (PAYE for April 2026)
Keith Williams	Online	20.00 (office rent for April 2026)
Unity Trust Bank	DD	7.00 (service charge)

Total payments for April 2026 **2090.19**

**Precept** **15572.50**

**Allotment income** **130.00**

**Account Balance @ 30/04/2026** **25549.61**

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

**C) Approve Section 1-Annual Governance Statement 2025/2026**

This was approved and signed by the Chair and RFO.

**D) Approve Section 2-Accounting Statements 2025/2026**

This was approved and signed by the Chair and RFO.

**1498. Allotments/Recreation Ground**

**Allotments**

A plot has been vacated but left in a poor condition. LP has given the plot holder 30 days notice to clear the site. This notice expires in the middle of May. If the plot is not cleared the deposit will not be refunded.

**Recreation Ground**

The various organisations contacted by GT with regard to grants have acknowledged his requests but no offers have yet been made.

The football nets need replacing as they have been vandalised. A budget of £100 was agreed for purchase of replacement.

**1499. Re-design of website**

ST and PS will be meeting Ken Wheatley on 26<sup>th</sup> May to discuss the re-design. They will report back to councillors.

**1500. Reports from County and District Councillors**

**None.**

**1501. Closure of meeting.**

There being no further matters to discuss the Chairman declared the meeting closed at 19.57.

**[2026/349]**