

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

Present:

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

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

1392. Chairman's Welcome

The Chairman welcomed all those present.

1393. Apologies for Absence

None

1394. Declarations of Interest

GD as District Councillor for another ward.

1395. Public participation session with respect to items on the agenda and other matters that are of mutual interest.

None

1396. Minutes of the last meeting

The minutes of the last meeting held on Tuesday 1st July 2025 had been previously circulated. They were agreed as a true and accurate record and were duly signed by the Chair.

1397. Planning

a. UTT/24/0642/FUL – Land South of Birchanger Lane.

Appeal update.
Awaiting decision. Nothing further to report.

b. UTT/25/1742/FUL – Land at Parsonage Farm, Forest Hall Road.

Construction and operation of a solar farm.
A response has been prepared by ST and will be forwarded to UDC Planning.

c. UTT/25/2149/FUL – Road Maintenance Depot, Bishops Stortford Bypass.

Proposed enclosed vehicle wash bay and associated storage tanks.
No objections

1398. City and Country
UTT/25/2203/SO – Land North of Birchanger and South of Stansted

No comments are required at this time. Representatives from Birchanger Parish Council and Stansted Parish Council will be attending a meeting with City and Country on Tuesday 9th September.

1399. Review Policy Documents

- i. **BPC Complaints Procedure**
- ii. **BPC Personal Data Breach policy**
- iii. **BPC Personal Subject Access Request**
- iv. **BPC Grant Policy**
- v. **BPC Disciplinary Procedure**
- vi. **BPC Sickness and Absence Policy**
- vii. **IT policy**

ST has reviewed the policies and had circulated updated versions to councillors, prior to the meeting. All text changes are detailed separately on the individual policy history record. This can be found on the front page of each document. All changes were agreed. ST to pass reviewed policies to clerk for posting to the website. Creation of a new IT policy was approved.

1400. Asset register

This will be updated.

1401. Village Sign

Renovation of the sign has been completed and the sign collected by GD by AD It awaits installation. KE will contact Nick Church, who is currently away, to ask if he would be prepared to use his farm equipment to help re-install the sign. KE has also spoken to Jay Leavers to see if he can assist.

1402. Government Domain Name and Website Accessibility Statement

It was agreed that the Parish Council should proceed with this amendment. PS will liaise with Ken Wheatley to set up a meeting to discuss procedures.

1403. Finance

BIRCHANGER PARISH COUNCIL
FINANCE AND PAYMENTS SCHEDULE FOR AUGUST 2025

1. Account Balances b/f 31st July 2025

Unity Trust Bank	<u>20967.19</u>
------------------	------------------------

2. Payments due for August 2025

A&J Lighting	SO	45.90 (lighting maintenance)
Hundred Parishes Society	Online	10.00 (membership renewal)
Payroo	Online	6.00 (payroll expenses July)
TBS Hygiene	Online	228.00 (dog bin emptying)
Geof Driscoll	Online	9.99 (VJ Day flag)
King of Trees Ltd	Online	1560.00 (removal of tree limbs)
Keith Williams	Online	540.13 (salary for August 2025)
HMRC (Keith Williams)	Online	135.00 (PAYE for August 2025)
Keith Williams	Online	20.00 (office rent for August 2025)

[2025/328]

Unity Trust Bank	DD	6.00 (service charge)
Geof Driscoll	Online	96.41 (travel costs to collect sign)
The Village Sign People	Online	1767.60 (repaint village sign)
Ace of Spades	Online	249.60 (grasscutting for August)
George Taylor	Online	469.61 (repairs to roundabout)
<u>Total payments for August 2025</u>		<u>5144.24</u>
Allotment receipts		0.00
Account Balance @ 31/08/2025		<u>15822.95</u>

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

1404. Allotments/Recreation Ground

Recreation Ground

With the “Magic Roundabout” fully restored the PC wished to thank GT for all his efforts. GT is currently awaiting a response to his grant application.

Contractors have cut up and removed two fallen limbs from a large oak tree. All sawn wood and debris was removed from site. P will ask the contractors to provide a quotation for a full safety inspection of the tree.

[It has been established that the PC is responsible for trees on the Recreation Ground/Allotment site although permission must be obtained from the Church Commissioners for any pruning to be made].

1405. Reports from County and District Councillors

Cllr Ray Gooding (RG).

- A list of snags has been presented to Highways with regard to the repair work carried out in Birchwood.
- With regard to future planning applications, there will now be differentiation between towns and villages with regard to coalescence. This will mean that there will be less security regarding development in Green Belt relating to villages as opposed to towns.
- Will send to GD a link to a map showing accidents which have occurred on the B1383 near the junction with Birchanger Lane.
- There has been no progress on Tot Lane.

1406. Parish Clerk’s annual pay increase

GT had provided councillors with a report with details of the recommended pay increase for the parish clerk. This increase was agreed, with the new rate to be effective with the September 2025 payment, backdated to April 2025.

1407. Closure of meeting

There being no further matters to discuss the Chairman declared the meeting closed at 20.35.
[2025/329]