



BIRCH PARISH COUNCIL


Clerk – Angela Balcombe

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Councillors are hereby summoned to attend the Annual Meeting of Birch Parish Council which will be held on Tuesday 12 May 2026 at Birch Memorial Hall, Birch Street at 7.30pm for the purpose of transacting the business set out on the attached agenda.

SIGNED (CLERK):  DATE: 5 May 2026

THE PRESS & PUBLIC ARE WELCOME TO ATTEND

AGENDA

Prior to the start of the meeting, all Councillors to sign the Declaration of Acceptance of Office.

26/58. ELECTION OF CHAIRMAN.

- **The Chairman to sign the Declaration of Acceptance of Office.**

26/59. ELECTION OF VICE-CHAIRMAN.

26/60. CHAIRMAN'S WELCOME.

26/61. APOLOGIES FOR ABSENCE.

To receive and accept apologies for absence.

26/62. MINUTES OF THE LAST MEETING.

To approve the minutes of 7 April 2026 as a correct record of events.

26/63. DECLARATION OF INTERESTS.

To declare any Disclosable Pecuniary, Other Pecuniary or Non-Pecuniary Interests on any matters covered by this agenda.

26/64. REPORTS.

- **Essex County Council (ECC).**
- **Colchester City Council (CCC).**

26/65. PUBLIC PARTICIPATION.

The public may ask questions relating to the work and services of the Council. Questions cannot always be answered at the meeting but will be dealt with appropriately. If any question is to be discussed by Councillors it will be added to the agenda for the next Council Meeting.

26/66. PROGRESS CHECK.

A brief update on any actions from the last meeting.

26/67. FINANCE.

Payments made / money received:

- 102026 £84.30 Clacton Business Services (Payroll)
- 102027 £572.10 A Balcombe (Salary/PAYE/Expenses)
- 102028 £284.25 EALC (Annual Subscription)
- 102029 £2,047.50 Colchester City Council (Litter Collection)
- 102030 £846.26 Clear Insurance Management Ltd (Annual Premium)
- 102031 £370.00 BAA Groundcare Ltd (Grass Cutting Churchyard)
- 102032 £160.00 VCS Websites (6 Months Hosting)

26/68. ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2026.

As the gross income/expenditure for 2025/26 is above £25,000, the Council must complete the Annual Governance and Accountability Return 2025/26 Form 3 which must be externally audited.

To approve the accounts for the year-ending 31 March 2026.

The Chairman and Responsible Financial Officer to sign:

- (i) Annual Governance Statement.
- (ii) Accounting Statements.

26/69. PLANNING.

Application No: 260759. Single storey side and rear extensions.

Location: Meadowside, 4 Birch Cottages, Birch Street, Birch CO2 0NN.

26/70. CORRESPONDENCE TO NOTE.

Highways – temporary road closures are scheduled to commence on 17 May 2026 for 1 day between the hours of 08:00 to 11:00 or where appropriate signs are showing, and weather permitting and is required to facilitate the Colchester Zoo 10k Running Race.

Birch InSpire – reply to the letter sent on 13 April.

26/71. PARISH COUNCILLOR REPORTS / NEXT AGENDA ITEMS ONLY.

26/72. MEETING DATES 2026.

2 June, 7 July, 1 September, 6 October, 3 November (Budget Meeting),
1 December.

CLOSE OF MEETING