



BIRCH PARISH COUNCIL

Clerk – Angela Balcombe

6 Shires Close, Great Notley, Braintree, Essex CM77 7FT

Tel: 01376 550927 E-mail: clerk@birchparishcouncil.gov.uk

www.birchparishcouncil.gov.uk

Minutes of the Annual Meeting of Birch Parish Council, held on Tuesday 12 May 2026, 7.30pm at Birch Memorial Hall.

Present: *Cllrs: Bowtle, Boyce, Cottrell, Ninnim & Westby.*
In the Chair: *Cllr Bowtle.*
Clerk: *Angela Balcombe.*
Also present: *1 member of the public*

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

26/58. ELECTION OF CHAIRMAN.

Cllr Cottrell proposed Cllr Bowtle as Chairman, this was seconded by Cllr Boyce and unanimously agreed.

- **The Chairman, Cllr Bowtle signed the Declaration of Acceptance of Office of Chairman.**

26/59. ELECTION OF VICE-CHAIRMAN.

Cllr Bowtle proposed Cllr Boyce as Vice-Chairman, this was seconded by Cllr Cottrell and unanimously agreed.

26/60. CHAIRMAN'S WELCOME.

The Chairman welcomed those present to the meeting and congratulated Councillors on being elected for another term of office.

26/61. APOLOGIES FOR ABSENCE.

Apologies were received from Cllr Harris.

26/62. MINUTES OF THE LAST MEETING.

The minutes of 7 April 2026 were approved as a correct record of events.

Proposed: Cllr Westby. Seconded: Cllr Ninnim. All agreed.

26/63. DECLARATION OF INTERESTS.

To declare any Disclosable Pecuniary, Other Pecuniary or Non-Pecuniary Interests on any matters covered by this agenda. No interests were declared.

26/64. REPORTS.

Essex County Council (ECC).

Colchester City Council (CCC).

No reports received.

26/65. PUBLIC PARTICIPATION.

No matters were raised.

26/66. PROGRESS CHECK.

A quote of £1,400.00 to refurbish the Parish Councils bus shelters, picnic tables and benches was received and accepted.

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 £444.00 BAA Groundcare Ltd (Grass Cutting Churchyard)
- 102032 £160.00 VCS Websites (6 Months Hosting)
- 102033 £94.32 R Bowtle (Expenses for Litter Picking)

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.

The accounts for the year-ending 31 March 2026 were approved.

Proposed: Cllr Boyce. Seconded: Cllr Cottrell. All agreed.

The Chairman and Responsible Financial Officer signed:

- (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. No objections.

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.

- 23 bags rubbish collected
- Pothole just pass Hardys Green on the road to Copford.
- Cllr Bowtle thanked everyone for all their help over the last four years.

26/72. MEETING DATES 2026.

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

CLOSE OF MEETING: *The meeting closed at 19:47*

SIGNED (CHAIRMAN):

DATE: