

11 – 2025

Little Birch Parish Council

Minutes

**Extra-ordinary meeting held at Little Birch Village Hall on the 4th
February 2026 at 7:00pm**

Present: Councillors (CA) Chris Atkinson (Chair), (KD) Kate Dillon, (SC) Steven Coles, (ND) Nick Deacon, (TP) Tom Palfrey

Also: (PS) Polly Smith (Parish Clerk)

- 1. Apologies:** None
- 2. To receive declarations of interest and written requests for dispensations:**
None
- 3. To approve the minutes of the Parish Council Meeting held on the 04.01.26**
All in agreement, it was **RESOLVED** to accept the minutes as a true record of the meeting.
- 4. Open session for members of the public.**
 - 4.1 Matters raised by local residents:** No members of the public present
- 5. To discuss implementing a Working Group for AGAR changes due to Assertion 10:**

After much discussion about the quote received and ongoing annual charges, it was agreed to trial a “DIY” version of Council owned Domain Name & Website. It was agreed that TP would take on this task and the Parish Council are very appreciative of this.

The Village Hall Committee will be contacted about the use of the Council Website.

The clerk will be primary operator of the Website, with TP as back up.

Order of work:

 - a. Apply for Domain Name
 - b. Set up Domain
 - c. Word Press
 - d. Website set up
 - e. Set up emails

All to be live by 31st March 2026

PROPOSER: SC SECONDER: ND

12 – 2025

- 6. To pass a resolution to exclude the public due to the confidential nature of the following item:** It was **RESOLVED** to exclude any public.

- 7 Employment of a new Clerk/RFO (Responsible Financial Officer)**
The new clerk has been appointed and contract starts from 5th February. Current clerk will do a hand over.

- 8 To raise future agenda items:** None

- 9 To note the dates & time of the next meeting 4th March 2026 at 7:00pm**

Meeting closed at 7:35 pm