

Minutes of the Annual Meeting of Doddinghurst Parish Council held on Thursday 10th May 2018, Parish Room, (Adjacent Village Hall), Church Lane, Doddinghurst, Essex, CM15 0NJ.

Present: Cllrs. Mrs D. Dicker, Mrs D Rogers Harrison, Mrs. J Le Page, Mr G Smith, Mr A Farrow, Mr. D Powell, Mr. P Arnell, Mr M Capon, and Mr A. Oliver; Brentwood Borough Councillors Mr R. McCheyne, Mr K. Parker, Mr C. Poppy and County Councillor Lesley Wagland

1. 🗳️ **Election of Chairman and completion of declaration of acceptance.** Cllr D Dicker was proposed, seconded and elected as Chairman. Cllr Dicker read and signed the acceptance of office declaration.
2. **Apologies for Absence.** Apologies received from Cllrs. Mr A. Smith, Mr D. Potter
3. **Declaration of interests in items arising on the agenda.** None declared.
4. 🗳️ **Proposals and Resolution for the appointment of a Vice Chairman.** No-one proposed.
5. 🗳️ **Resolved: Approved Constitution of Committees**

The committee membership was established as follows: (two absent)

 - GP Committee: Cllrs A Farrow, G Smith, Mrs J Le Page, Mrs. D Rogers Harrison, P. Arnell, D Powell.
 - Planning Committee: Cllrs Mrs. Dicker, A Oliver, D Potter, M Capon.
 - Finance & Resource Committee: Cllrs Mrs. D Dicker, G Smith, A Farrow, J Le Page, M Capon, D Powell, A Smith.
 - Allotment Committee: Cllrs Mrs. D Dicker, Mrs. J Le Page (plus three allotments holders).
6. 🗳️ **Resolved: Approved - Appointment of Key Council Representatives.**

▪ BBPCA – Cllr Mrs D. Dicker	▪ Bus & Transport – Cllr M Capon
▪ Village Hall Committee – Cllr Alan Smith.	▪ Youth – Cllr G Smith
▪ BBC Planning / LDP Committee – Cllr Mrs. D Dicker, Cllr M Capon.	▪ Health Matters - Cllr G. Smith
▪ BBC Parish Liaison Committee - Cllr Mrs. D Dicker	▪ Police Matters - Cllr A Oliver
▪ Village Correspondent – Cllr Diane Rogers-Harrison	▪ Dagwood Trust - Cllr D Potter
▪ Village Bus Club - Mr C Enderby	▪ Tree Warden - Cllr Alan Farrow, Mrs Gail Farrow
7. 🗳️ **Resolved: Approved the appointment of Internal Auditor** – confirmed as Michael Raistrick.
8. **Information:** Dates and times of future council meetings - see Calendar of meetings for 2018.
9. 🗳️ **Minutes of Parish Council Meeting on the 1st March 2018.** Approved after amendment to Point 13 at request of Cllr D Powell and signed.
10. **Clerks report and Correspondence received for March and April 2018.**

(a) Clerks report:

1. *Burial Ground: No new ashes or burial internments in the period with one postponement. There are now six internment/ashes in the process of being organised.*
2. *Allotments: The allotment renewals were completed and there are now a total of five and a half allotment plots vacant. These vacant plots are to be covered to prevent weed growth. The gate and shed combination lock codes have been changed.*
3. *Applicants for the post of the Clerk were interviewed with a new Clerk appointed. Mrs Ann-Marie Smith commenced work on 4th April 2018 and an induction process has been initiated. Ann-Marie will work in tandem with the current Clerk until a final handover is agreed.*
4. *The Scout Group have repaired the Scout Path Lighting and have not requested funding.*
5. *A new fluorescent tube in the lighting units in the Parish Room corridor has been fitted as the old one has become intermittent. All the five ft fluorescent lighting units in the Parish Office corridor are equipped with now obsolete tubes. The newer and thinner tubes*
6. *have a different wattage and are not compatible with the older fittings.*
7. *A convector heater in the Parish Room failed and has been replaced. A new safety grill had to be provided as the design and size of the heaters has changed.*
8. *The Teen Shelters Contractor has completed his remedial works to the ground and the shelters. The central posts of the shelters were replaced, coarse areas of galvanising buffed smooth and all the cap nut fixings replaced. The 20% retention due on completion of this work can now be paid.*
9. *Over the Easter School holiday a spate of anti-social behaviour occurred with rubbish being strewn across the Village and a small Parish Notice Board pulled over. A tree was also cut down at the rear of the Village Hall Field (but it was in poor condition).*
10. *The undercroft external access door/door frame was kicked in. There is nothing of value stored in the undercroft spaces. The wooden frame and metal door has now been replaced.*
11. *The contract for the kicking goal has been let and*

work is scheduled to start on 11th June 2018. On completion of these works the £20,000 CIF grant, awarded last autumn, may be claimed.

11. The Bus Shelter by the old Post Office has been repaired where weather boarding had come loose and the exterior given a coat of wood treatment/ re-stain.

12. Quotes for repairs required in the Play Area have been obtained – see GP Minutes.

13. Issues with the integrity of the Pear tree Field hedging have been discussed at the GP meeting.

14. The Internal Audit has been set for the 2nd and 9th May 2018.

(b) Correspondence received: for March and April 2018. Noted correspondence received.

11. Financial Reports, Reports from PC Committees and other Committees attended by Councillors.

(a) **Information:** Noted Financial Reports for March and April 2018.

(b) **Resolved:** Approved Schedule of Payments for March and April 2018.

(c) **Information. Noted:** the draft annual external audit return for 2017/18.

(d) **Annual Parish Meeting.** Noted the meeting of the 19th April 2018. MC to make contact with the Junior School on progress.

(e) **Information.** Noted F&R meeting 14th March 2018 minutes and 10th May 2018 update.

(f) **Information.** GP Committee Meeting 25th April 2018

(g) **Resolved:** Approval of Clerks authority to respond to planning applications on behalf of the Council

(h) **Information:** Noted the latest schedules of Planning Applications received and decisions taken up to 3rd May 2018.

(i) **Other Meetings attended by Councillors, report back to the full council.** BBPCA meeting attended by Cllr Dicker where no change to BBPCA constitution was agreed and R Blake to continue as Treasurer to the BBPCA. The BBPCA committee secretary had resigned and Heidi Angove (Clerk to Stondon Massey) had agreed to be the secretary in the interim. Cllr M Capon reported on the 61 bus timetable and noted that the shift from an hourly service recently proposed by ECC suggested that there was an opportunity to improve the service to the railway station if more flexibility could be introduced to the timetable. Cllr G Smith reported on Youth Strategy and that the NHS mental health treatment/ support (NELFT) system not working. Responding to Cllr Le Page's concern at the performance of the Doddinghurst surgery (as a member of the Deal Tree Surgery Patients Participation Group), Cllr G Smith, with his "Health Matters" Parish Council representation hat on, suggested working on a letter to the surgery on the issues.

12. **Resolved: Approved,** the EALC/NALC annual subscription for 2018/19 is to be renewed at a cost of £572.69.

13. **Resolved:** Approved a Chairman's Allowance of £500 and the Clerk's emergency fund of £1000.

14. **Resolved:** Approved the implementation of the SLCC/ NALC 2018/19 national pay award wef 1st April 2018.

15. **Information: May Fair 2018 - outcomes report.** The May Fair was very successful with good weather and new stall holders resulting in all the available stalls sold out.

16. **Resolved: Approved the** Parish Council Insurance renewal with BHIB Aviva at a cost of £1076

17. **Resolved: Approved the GDPR:** Council Privacy Notice, Cookie Notice and GDPR implementation Plan. RB was thanked for all the work he had done.

18. **Any Other Urgent Business** not requiring a resolution/ action. The Clerk updated the committee on the GDPR Policy and Data Protection Bill and that the House of Lords had approved a motion to remove a requirement for Parish Councils to appoint a Data Protection Officer.

The meeting closed at 22.00

Minutes signed:

Date: 7th June 2018

The following items were discussed in the public session:

- BBC Cllr. R McCheyne, Cllr. K Parker and County Cllr. L Wagland gave an update on Local Planning issues in particular progress and practicality of succeeding with a County enforcement order to remove dumped spoil and restore land in Dagwood Lane. Cllr Wagland to find out more about the County notice that has been served.
- County Cllr L. Wagland updated the committee on highway issues and explained the need to rethink the way that things are done. In particular to request action rather than complain. She updated all on her new position and that she is committed to resolving the priority issues.