

Minutes of the Annual Meeting of Doddinghurst Parish Council held on Thursday 9th May 2019, at 20.00 in 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. P Arnell, Mr M Capon, Mr A. Smith, Mr D. Potter and Mr A. Oliver 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 Brentwood Borough Councillors Mr R. McCheyne, Mr K. Parker, Mr C. Poppy
3. **Declaration of interests in items arising on the agenda.** Cllr G. Smith's property is listed on the Planning Applications that have been completed and there are other applications in his road.
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:
 - GP Committee: Cllrs A Farrow, G Smith, Mrs J Le Page, Mrs. D Rogers Harrison, P. Arnell, D. Potter
 - Planning Committee: Cllrs Mrs. Dicker, A. Oliver, M Capon, A. Smith
 - Finance & Resource Committee: Cllrs Mrs. D Dicker, G Smith, A Farrow, J Le Page, M Capon, A Smith.
 - Allotment Committee: Cllrs Mrs. D Dicker, P. Arnell, Mrs. J Le Page (plus three allotments holders).
6. 🗳️ **Resolved: Approved - Appointment of Key Council Representatives.**

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| <ul style="list-style-type: none"> ▪ BBPCA – Cllr Mrs D. Dicker ▪ Village Hall Committee – Cllr P. Arnell ▪ BBC Planning / LDP Committee – Cllr Mrs. D Dicker, Cllr M Capon. ▪ BBC Parish Liaison Committee - Cllr Mrs. D Dicker ▪ Village Correspondent – Cllr Diane Rogers-Harrison ▪ Village Bus Club - Mr C Enderby ▪ Bus & Transport – Cllr M. Capon | <ul style="list-style-type: none"> ▪ Youth – Cllr G Smith ▪ Health Matters - Cllr J. Le Page ▪ Police Matters - Cllr A Oliver ▪ Dagwood Trust - Cllr D Potter ▪ Tree Warden - Cllr Alan Farrow, Mrs Gail Farrow ▪ Highways – Mr G. Smith |
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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 2019.
9. 🗳️ **Resolved:** Minutes of Parish Council Meeting on the 7th March 2019.
10. **Information:**
 - (a) Clerks report for March and April 2019:
 - a) *Burials. Two new completed in March and two pending.*
 - b) *Allotment renewal period has been completed and the lock code changed. There are now five half plots and three full plots vacant.*
 - c) *Play Area Inspection received at the end of April 2019. There are now only two outstanding jobs – Basketball wall and replacing the burnt caps on the teen shelter which Alan Farrow has kindly offered to do. See GP meeting minutes.*
 - d) *Prince Tree Surgery completed work on 25th March 2019.*
 - e) *Football Pitches. No further correspondence from BTFC since second letter sent early March. Contacted Gary Waplinton and he is going to advise dates for the removal of the container and emptying the referee's room.*
 - f) *Independent Asbestos survey carried out on Parish Hall roof on 10th April 2019 and no asbestos found.*
 - g) *Parish Roof refurbishment quotes were discussed at GP meeting – on the Agenda.*
 - h) *No interest in the Councillor Vacancy so far since it was re-advertised in the March Link.*
 - i) *Chairman's Annual Letter was in the March Link together with a thank you to the village volunteer litter pickers.*
 - j) *Local Development Plan Pre-submission Consultation was completed by the Clerk and Cllr. Capon and sent in by the deadline of 19th March 2019.*
 - k) *Invites were sent out for Annual Parish Meeting which was held on 11th April 2019*
 - l) *Police meeting took place on 25th April 2019*
 - m) *Bus meeting took place on 4th March 2019, new drivers have been trained and a new schedule has been published through to the end of the year*
 - n) *NATS team are back in wc 13th May 2019*
 - o) *Insurance quotes received and compared on spreadsheet – on the Agenda*

(b) Correspondence received: for March and April 2019. Noted.

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

(a) **Information:** Noted Financial Reports for March and April 2019:

RFO's Report:

- a) At the end of the 2018/19 financial year the closing balance was £83,733.65.
- b) The agreed 2019/20 precept demand has been implemented by Brentwood Borough Council and the half year precept of £35,957 received on the 4th April 2019.
- c) Cash in the Bank on 30/04/19 stood at £118,328.42.
- d) The external Audit documentation for the 2018/19 year has been issued by PKF Littlejohn and the Bank Reconciliation, Annual Governance and Accountability Return (AGAR), Variance Analysis, 2019 Asset Register and all other audit documents have been completed ready for the Internal Audit in May 2019
- e) The period for the exercise of public rights to examine the accounts has been set at 17th June 2019 to 26th July 2019.
- f) The NALC 2019/2020 pay rates and new pay spine points have been implemented from 1st April 2019 for all members of staff, as agreed at the 7th March 2019 meeting item 9.
- g) An updated set of Standing Orders has been prepared for discussion at the May 2019 F&R meeting.
- h) An updated set of Financial Regulations is being prepared for discussion at the May F&R meeting.
- i) The 2018/19 Annual Report has been completed from the financial update point of view. The document could form part of the smaller authority Transparency Regulations reporting for future years so some additional reports (e.g. all expenditure of £100 or more) may need to be added.
- j) The internal audit has been booked for the period 15th to 22nd May 2019.

(b) **Resolved:** Approved Schedule of Payments for March and April 2019.

(c) **Annual Parish Meeting.** Noted the meeting of the 11th April 2019.

(d) **Information.** GP Committee Meeting 18th April 2019

(e) **Resolved:** Roofing Contractor quote approved for max. £4550 plus VAT as recommended by the GP committee

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

(g) **Information:** Noted the latest schedules of Planning Applications received and decisions taken up to 2nd May 2019

(h) **Other Meetings attended by Councillors, report back to the full council.** Cllr. A. Oliver has attended the Police Advisory Group meeting in Ongar and updated the meeting on local trends in Epping, Ongar and Brentwood. Cllr. M Capon updated on 61 bus as contract is up in 2020 and he is chasing Cllr. Wagland for a meeting to discuss.

12. **Resolved:** Approved, the EALC/NALC annual subscription for 2019/20 is to be renewed at a cost of £584.95

13. **Resolved:** Approved a Chairman's Allowance of £500 and the Clerk's emergency fund of £1000 for 2019/20

14. **Resolved:** Approved the Parish Council Insurance renewal with BHIB Aviva at a cost of £1060.36

15. **Public Participation. The meeting was suspended to allow Borough Councillors, County Councillors, and members of the public to speak.**

The following items were discussed in the public session:

- County Cllr L. Wagland updated the committee on highway issues in particular progress on the pothole initiative and devolution to Parish Councils which is going well. She reminded us that Cllr. David Jobbins is our Parish representative and he should be contacting us for the needs of our Parish regarding railings, bus shelters, VAS signs, speed limit changes, etc There is a new initiative on footways and she would like DPC input on priorities. She also chairs the SERP committee which exists to reduce death and serious injury on the roads and gave feedback on the latest trends.

16. **Information: May Fair 2018 - outcomes report.** Cllr Dicker thanked the Councillors for help with the May Fair which was successful. Councillors discussed using the newly agreed Doddinghurst Parish Council Facebook page to advertise next year and maybe setting up a helpers committee.

17. **Any Other Urgent Business** not requiring a resolution/ action.

The meeting closed at 22.00

Minutes signed:

Date: 6th June 2019