

Draft Minutes of the Meeting of Doddinghurst Parish Council General Purpose Committee held at 7pm on the 15th October 2020 via zoom video conferencing

Present: Cllrs. Alan Farrow, Gerry Smith, Julia Le Page, Phil Arnell, David Potter

- 1 Apologies for absence:** Cllr. Diane Rogers-Harrison
- 2. Declaration of Interests relating to items on the agenda.** None
- 3. 🖐️ Resolved:** Approved, the minutes of the GP meeting of 16th July 2020.
- 4. Information: Update on activities undertaken since last meeting:**
 - a) Burial Board: since the Full Council meeting on 3rd Sept; 1 ashes re open, 1 new full burial, 1 full burial re- open
 - b) Allotment: 1 person gave up their half plot but was immediately taken on by a new person
 - c) The Clerk and Deputy Clerk returned to working in the office at the beginning of September but since 23rd September following the latest Government update are now working from home again. The creche have been using the Parish Room since 8th September 2020 after the room was given a thorough clean and Risk Assessment completed. NHS test and Trace poster was put up in the Office on 24th September following Government guidance.
 - d) Children's Play Area. The play area was reopened on 23rd July in line with Government guidelines. BBC and the annual ROSPA inspection were carried out prior to re-opening and the play area cleaned and is now being cleaned on a weekly basis. Risk Assessment was completed and signs posted around the play area and field with rules asking people to socially distance, respect others and the environment and remove all litter. See Agenda Item.
 - e) Last week Broadmead completed all work in the Play Area that was agreed in the last GP meeting. This includes the zip wire which has been re -installed to British Standards
 - f) Rubbish – The blue bin rubbish collection resumed at the beginning of September in line with the Village Hall reopening the car park. Collection volumes are being monitored.
 - g) Refurbishment of Parish Office Toilets. Two quotes received and both suppliers have now provided reference sites. The Asbestos survey carried out on 5th October 2020 revealed that there was no asbestos present – see Agenda item.
 - h) The Burial ground fence was supported by 8 more spurs to the Trellis on 25th September and Ken has now painted them brown.
 - i) Quote has been obtained for flailing the brambles and removing dead wood in the burial ground – see Agenda item
 - j) Following residents request BBC confirmed that there are no TPO's on the trees in the burial ground.
 - k) The fallen tree blocking the footpath in the burial ground and lying across the fence of a garden in All Saints Close was removed on 4th September 2020.
 - l) Bakers of Danbury reinstated the village sign and returned to ensure that any splits in the wooden post were filled. RB fitted strim guards to the base.
 - m) Work has continued on making sure that our website meets accessibility legislation – agenda item

- n) PAT testing of the office will take place on 10th November and the Fire Extinguisher inspection is booked.
- o) NATS team are with us again wc 19th October and there is a long list of requests.

5. Information and 🖐️ Resolved: The committee discussed recently received communication from a couple of residents regarding cutting down branches from council owned trees that are overhanging their gardens. Recent arboriculturist advice received was 'a neighbour is allowed to remove branches overhanging their boundary and that it is not the council's responsibility to prevent branches overhanging the boundary' The responsibility of the council is to ensure the tree is safe which is done in the annual inspection. Normal practice is that any cuttings must be offered back to the tree owner but if not wanted it is the person who cut them down who is responsible for disposal. The quote to flail the brambles and hedgerow in the burial ground was agreed.

6. Information and 🖐️ Resolved: The loose memorial stones were discussed with a stone mason earlier in the year before covid so there is a need to revisit the options. It was agreed that the Clerk would look out all the paperwork and contact the stonemason before the next meeting.

7. Information and 🖐️ Resolved: The 19/20 season Heads of Agreement with Blackmore Youth Football Club was discussed along with this year's costs of mowing and quotes obtained for carrying out other remedial work should it be required. Councillor Smith was thanked for all his work on this. It was agreed that a new Heads of Agreement would be drawn up for the season 20/21 subject to Councillor Smith agreeing frequency of matches and pricing. Finalised details will be submitted to Full Council.

8. Information and 🖐️ Resolved: The Nature Trail was discussed and it was agreed that a sum of money should be set aside in next year's budget to re-establish and maintain it.

9. Information and 🖐️ Resolved: Quotes and further information obtained from the builders who have quoted for the Parish Office Toilet Refurbishment were reviewed. It was agreed unanimously to recommend to Full Council on 5th November 2020 that R.M. Wilks of Chelmsford be chosen as the preferred contractor.

10. Information: Councillor G. Smith and Councillor A. Farrow updated on the outcome of a recent meeting with Brentwood Borough Council ref the 6 weekly Playground Inspection Reports. Cllr. Smith had chaired the meeting and outlined Doddinghurst Parish Council's concerns over the accuracy and consistency of the current 6 weekly inspection reports and how they differ to the Annual ROSPA report. It was agreed that Cllr. Smith would accompany the Inspector Colin Lane at a future 6 weekly inspection and that Tracey Lynch, responsible for open spaces and play areas, will compare the recent Brentwood Inspection Reports organised through PI, the Play Inspection Company, with the Annual ROSPA report received in June 2020. DPC agreed to maintain a spreadsheet to be reviewed at GP meetings of repairs identified and action taken and advise BBC by email when repairs have taken place. At the next GP meeting this will be reviewed with a view to deciding on whether to continue with the current reports from BBC or to find an alternative contractor.

11. Information: The Clerk updated the committee on progress with compliance with the Website Accessibility Guidelines (The Public Sector Bodies (Websites & Mobile Applications No.2) Accessibility Regulations 2018.

12. Information: The Clerk updated the committee on the Parish room re – opening at beginning of September and compliance with putting up posters for the NHS Covid 19 Test & Trace legislation which has been completed.

13. Any Other Urgent Business. None

Meeting closed at 9pm

Signed:

Dated: 11th February 2021