


**Draft Minutes of the Meeting of Doddinghurst Parish Council General Purpose Committee held at 7pm on the 16<sup>th</sup> July 2020 via zoom video conferencing**


**Present:** Cllrs. Gerry Smith (Deputy Chair), Julia Le Page, Phil Arnell, Diane Rogers-Harrison


- 1. Apologies for absence:** Cllrs: Alan Farrow, David Potter
- 2. Information:** Councillor Gerry Smith (Deputy Chair) chaired the meeting in the absence of the Chair of the GP Committee Councillor Alan Farrow.
- 3. Declaration of Interests relating to items on the agenda.** None
- 4. 🗳️ Resolved:** Approved, the minutes of the GP meeting of 4<sup>th</sup> June 2020.
- 5. Information:** Update on activities undertaken since last meeting:
  - a) Burial Board: After months of little activity we now have 5 requests in the pipeline
  - b) Allotments: Only 7 shady half plots available after all renewals now completed.
  - c) The Clerk, Deputy Clerk and RFO have continued working from home.
  - d) The Clerk has also been involved in video conference meetings with other Parish Clerks in Essex organised by the EALC.
  - e) Children's Play Area – remains closed off since 25<sup>th</sup> March 2020 in line with Government guidelines because of Covid 19. However, the Government is now allowing playgrounds to be re-opened **from** 4<sup>th</sup> July. BBC inspections restarted in May and both BBC and the annual ROSPA inspection were carried out on 22<sup>nd</sup> and 23<sup>rd</sup> June 2020. Broadmead Leisure completed the wet pour around the roundabout on 1<sup>st</sup> July and the clerk has carried out a risk assessment with Broadmead in readiness to re-open – see agenda item.
  - f) The Zip wire will have to remain closed for the time being as on closer inspection the metal support is more cracked than first thought – see agenda item
  - g) Brentwood BC have provided us with A3 signs with DPC logo to go up around the Play area and fields to ask people respect other people, the environment, social distancing and remove litter. These will be put up when the playground reopens.
  - h) The kicking goal support arms have recently been broken again and Ken had to paint over obscene graffiti on the basketball wall.
  - i) Rubbish – A new contract for a 949 litre biffa bin was signed at the beginning of June with BBC as a result of having to clear loads of rubbish after ongoing gatherings on the Budgens Football field since lockdown restrictions were eased. The gatherings have continued to cause concern in the village and we have been in regular contact with the Police.
  - j) The Parish Office window has been repaired and the office was thoroughly sanitised in readiness for the auditor using it in mid June. Risk assessment signs have been posted and the floor marked for distancing in line with Government guidelines.
  - k) Refurbishment of Parish Office Toilets. Two builders responded before lockdown and the Clerk is chasing the remaining builders now that they have re-opened.

- l) Bakers of Danbury removed the Village Sign wc 22<sup>nd</sup> June for refurbishment and awaiting update.
- m) The Clerk is arranging for the Burial ground fence to be supported beyond the existing spurs and has now received an estimate of £475 plus VAT for 8 spurs to be fitted.
- n) Prince carried out a survey of the trees in the burial ground at the rear of a property in The Gardens and there is one Hazel tree that will require attention in the winter. The other tree was not the responsibility of DPC.
- o) Concerns about residents extending gardens across Footpath 4 have been logged with ECC and BBC and BBC have confirmed that it is the responsibility of ECC PROW inspector.

**6. Information and  Resolved:** The committee noted that the DPC play area was closed off as per Government guidelines on March 25<sup>th</sup> 2020 because of the Covid 19 Pandemic and remains closed. On 23<sup>rd</sup> June the Government advised that outdoor playgrounds can re-open from July 4<sup>th</sup> 2020 at Council discretion and published new guidelines for re-opening on 26<sup>th</sup> June which includes carrying out a Covid 19 Risk assessment. This information along with subsequent guidance from the Association of Play Industries (API), the Register of Play Instructors International, the recent DPC Play area inspection reports carried out on 22/23<sup>rd</sup> June 2020, advice on signage from the EALC and the recently produced DPC Play Area Risk Assessment for Covid 19 were discussed.

It was decided to re-open DPC Play Area on Thursday 23<sup>rd</sup> July 2020 with clear signage both within and outside the Play Area adjacent to all equipment in order to mitigate any risk and following a weekly cleaning routine of touch points starting on 23<sup>rd</sup> July 2020. The risk assessment and signage will also be posted on the DPC website. Councillor Smith proposed the engagement of a resource to clean the touch points prior to opening and for DPC to continue to pay for a weekly clean of the touch points. This was seconded by Cllr Le Plage and agreed by all.

**7. Information and  Resolved:** It was noted that the annual ROSPA Playground inspection, postponed in May, was carried out on 22<sup>nd</sup> June 2020 and the Brentwood Borough Council 6 weekly playground inspection was carried out on 23<sup>rd</sup> June 2020. The Clerk walked around the Play area at the end of June with the contractor from Broadmead Leisure who has now quoted for necessary repairs. The committee accepted the quote subject to asking for a detailed breakdown of the work involved in repairing the black wet pour around the roundabout and checking that the stainless steel chains meet safety requirements for small children i.e. that there is no danger of finger entrapment.

**8. Information and  Resolved:** The revised quote from Broadmead Leisure following their inspection visit at the end of June; for welding the cracks and two steel support bars to the top beam of the Zip Wire and repairing the broken brake spring, replacing the damaged seat, refitting the cable and overhead trolley with new plastic finger trap guards was approved at £750 plus VAT.

**9. Information:** Noted that the Village Parish Sign is currently being repaired by Bakers of Danbury and will be returned in the near future when transport is available.

**10. Information:** The committee discussed the recent invitation from Cllr. Lesley Wagland for DPC to apply for a grant from the Locality Fund which is open until the end of financial year 20/21 and must be used within 6mths of that date. It can be used for a wide variety of items but not ongoing maintenance. Ideas suggested include contribution towards the refurbishment of the Parish Office Toilets, new signposting in the village, reinstating the nature trail. This will be discussed at the next Full Council Meeting on September 2<sup>nd</sup> 2020

**11. Any Other Urgent Business.**

**Meeting closed at 8.40 pm**

Signed:

Dated: 15<sup>th</sup> October 2020