








**Minutes of the Meeting of Doddinghurst Parish Council held at 20.00 on Thursday  
6<sup>th</sup> June 2019, Parish Rooms, Adjacent Village Hall, Church Lane, Doddinghurst, Essex.**

**Present:** Cllrs. Mrs D. Dicker (Chairman), Mrs J. Le Plage, Mrs D. Rogers Harrison, Mr G. Smith, Mr P. Arnell, Mr A. Oliver, Mr A. Farrow, Mr A. Smith, Mr D Potter, Mr M. Capon; and Brentwood Borough Councillor Mr K. Parker, Essex County Cllr. Lesley Wagland

1. **Apologies for absence:** Brentwood Borough Councillors Mr Roger McCheyne, Mr C Poppy
2.  **Resolved.** Minutes of the meeting held on the 9<sup>th</sup> May 2019 approved and signed.
3. **Declaration of Interests** from Members of any item(s) on this agenda. None.
4. **Information:** Clerk's report back on progress and from decisions taken at prior meetings:
  - a) *Burials. One completed last week and one this week. No more pending.*
  - b) *Allotment. There are now five half plots and one full plot vacant.*
  - c) *ROSPA Report received. I am discussing findings with Broadmead which are mostly low risk items and will report back to the GP meeting. AF has replaced the caps in the teen shelter! New Continental net supports have been ordered to replace the broken ones on the kicking goal.*
  - d) *Football Pitches. No further correspondence from BTFC since second letter sent early March. Harry and George Philp are holding a Charity Event on Saturday 15<sup>th</sup> June at their own risk. Contacted Gary Waplinton and he is going to advise dates for the removal of the container and emptying the referee's room.*
  - e) *Parish Roof refurbishment. Advised Hatch Roofing that they were successful in their quote and he is going to meet me to discuss.*
  - f) *Two quotes have been received for Fencing repair in the Burial Ground – GP meeting will discuss.*
  - g) *Police have been advised about recent ASB around the Village Hall and Faye is going to 'up' the patrols and has added it to the system.*
  - h) *Pre School were advised about decision not to extend the Parish Office wi-fi and they were fine.*
  - i) *NATS team were in wc 13<sup>th</sup> May 2019*
  - j) *Insurance has been renewed with BHIB Aviva*
  - k) *Annual Report completed and is on Agenda*
  - l) *Meeting with Roger and Michael Raistrick regarding Internal Audit*
  - m) *Started looking into introducing a DPC Facebook page*
  - n) *Started looking at quotes for seat for the bus shelter*
5. **Information:** Annual ROSPA Report for the Children's Play Area has been received – noted
6. **Information:** Schedule of Correspondence received up to the 30<sup>th</sup> May 2019 - noted
7. **Financial Reports and Minutes and Feedback from Committees.**
  - a) **Information:** Noted: Financial Reports for May 2019 including RFO Report:
    - Cash in the Bank on 29/05/19 stood at £109,904.26.
    - The Council's Standing Orders and Financial Regulations have been updated for 2019 and approved by the F&R committee for submission to full council for sign off. The updates include:
      - (i) The general right of members of the public etc. to silently record meetings by video/audio.
      - (ii) Changes to the cost threshold at which orders shall be subject to the Tender process and the use of the "Contracts Finder" website for orders estimated at over £25,000 in value.
      - (iii) The introduction of reporting under the Transparency Code for smaller authorities.
      - (iv) Data Protection legislation updates arising from the GDPR.
      - (v) A supplement listing those Councillors and Officers empowered to act as authorised signatures to the Parish Council's Banks.

- The external Audit AGAR Part 3 form has been reviewed by the F&R committee, including the annual governance statement for 2018 /19, and agreed as compliant and has been recommended for sign off by full council.
  - The Internal Audit has been completed and the AGAR form page 3 completed by the Auditor.
  - The Notices of the Audit and the Public Guidance on the rights of members of the Public to see the audit have been published on the PC website and on Public Notice Boards.
- b)  **Resolved:** Approved the Schedule of Payments for May 2019.
- c)  **Resolved:** Approved Planning Applications for May 2019.
- d) **Information:** Feedback from Finance and Resource Committee of 16<sup>th</sup> May 2019.
- e)  **Resolved:** Approved the revised Standing Orders and Financial Regulations.
- f) **Information:** Noted: Sign off of the report of the Internal Auditor for the 2018/9 accounts
- g) **Information:** Feedback from Members relating to Committees attended since last meeting. None.
8. **Public Participation:** Brentwood Borough Councillor Mr K. Parker introduced himself as the new Mayor of Brentwood and explained that the new Leader of the Council is taking over his previous role on Enforcement. He gave an update on preventative work regarding Traveller incursions and Fly Tipping patrols and convictions. ECC Lesley Wagland gave an update on the new pavement initiative and ECC's response to Brentwood Borough Council on the Local Development Plan Infrastructure provision. She is also going to address subsidence on Wyatts Green Road near to junction with Mountnessing Lane and the lack of road markings at the junction at Swallows Cross. A Parishioner from Solid Lane updated the Council on his Pre- planning discussions with Brentwood Planning Department.
9. **Information:** William Russell from Opus Verum Ltd gave a presentation to Council on the Pre -Application Consultation Report for Waterworks Spring Farm.
10.  **Resolved:** Approved and signed the Annual Governance Statement of the Annual Return for the year ended 31 March 2019
11.  **Resolved:** Approved and signed the Accounting Statements for the Annual return year ended 31<sup>st</sup> March 2019
12.  **Resolved:** Approved Doddinghurst Parish Council's Annual Report for 2018/19
13. **Other urgent information** not requiring a resolution: None

**The meeting closed at 22.00**

Minutes signed:

Date: 4<sup>th</sup> July 2019