

**Minutes of the Meeting of Doddinghurst Parish Council held at 20.00 on Thursday
1st March 2018, Parish Rooms, Adjacent Village Hall, Church Lane, Doddinghurst, Essex.**

Present: Cllrs. Mrs D. Dicker (Chairman), Mr A Farrow, Mr P Arnell, Mr M Capon, Mr. G Smith, Mr. D Powell, Mr D Potter, Mr A Oliver; Borough Councillors Mr Cliff Poppy and Mr Roger McCheyne.

1. **Apologies for absence.** Cllrs Mrs. D Rogers Harrison, Mr A Smith and Mrs J Le Page; Essex County Cllr Leslie Wagland and Borough Councillor Mr Keith Parker.
2. 🖐️ **Resolved.** Minutes of the meeting held on the 18th January 2018 approved and signed.
3. 🖐️ **Resolved.** Minutes of the extra ordinary meeting held on the 18th January 2018 approved and signed.
4. **Declaration of Interests** from Members of any item(s) on this agenda. None declared.
5. **Information: Clerk's report back** on progress and from decisions taken at prior meetings:
 - a) *There was one new ashes interment and no burial interments in the period.*
 - b) *One allotment plot became available for rent in February 2018.*
 - c) *The Scout Group were provided with extracts of the original 1994 agreement relating to the maintenance of the Scout Path lights and have advised me that this has resolved their question over where the responsibility for repair lies.*
 - d) *The installation of the Teen Shelters was completed at the end of January 2018 and commissioned on the 2nd Feb 2018. The Contractor is to return to re-instate the ground when conditions are drier. At the present time the grassed area to the south of the basket-ball wall is extremely soft, even to walk on.*
 - e) *The position of Clerk has been re-advertised on a broader basis as there were insufficient applicants to create an interview "pool" from the original "Link" advert. Original applicants did not need to reapply. Adverts were extended to the Gazette/Chronicle/Fish4Jobs, local notices in the village, our website and on the "Neighbourhood" app. To date a total of eleven enquiries have been received.*
 - f) *The rainwater downpipe, adjacent the Parish Room steps, that was torn off the wall by locals, has been replaced.*
 - g) *An SLCC GDPR webinar was been undertaken. A draft policy document has been prepared as well as privacy notices and consent forms.*
6. **Information: Schedule of Correspondence** received up to the 25th Feb 2018 including the 61 Bus Consultation. Noted correspondence, including the ECC Consultation on a proposed change to the route of the 61 Bus on a detour to go around part of the housing estate in Pilgrims Hatch, off the Doddinghurst Road. As this adds time to the overall round trip the timetable has had to change. Residents are being advised to give their feedback to the County Council.
7. **Financial Reports and Minutes and Feedback from Committees.**
 - a. Information: Noted: Financial Reports for January and February 2018.
 - b. 🖐️ **Resolved. Approved** the Schedule of Payments for January and February 2018.
 - c. Information. Noted: Planning Application status for January and February 2018
 - d. Information: Noted: Draft Minutes of the General Purposes meeting of the 22nd February 2018.
 - e. Information: Feedback from Members relating to Committees attended since last meeting.
A verbal report was given about an NHS meeting attended by four councillors on the 21st Feb. The local trust was informing residents of changes to medical care arising from a focusing of specialist services at Broomfield, Basildon and Southend Hospitals. Patients would still be able to opt for treatment at Queens and St George's but Broomfield would be a specialist in orthopaedic and plastic surgery, Basildon in heart surgery and Southend will become a specialist in cancer treatment. Initial triage and emergency treatment would be given at all the hospitals but patients would be transferred to the specialist centre, when appropriate, in purpose-built ambulances. These changes had already been trailed by County Councillor Ann Naylor when she was in office and it was confirmed that they will take a number of years to fully implement.
Cllr Oliver reported on a Police Advisory meeting he attended where the Police discussed the latest developments in criminal and anti-social behaviour. On the increase were "Away Day" crime from East London gangs and Hate Crime. Victim support activity, stop and search results and the effects of population change on communities such as Canvey Island were shared.

8. **Information and Resolution:** Teen facility project payment approval – see report to the GP committee. The Contractor had offered a 20% retention over the full price of the work until such time as the defects were remedied to the satisfaction of the Parish Council. **Resolved, Approved:** Accepted that payment of the 80% of the bill can be made under the offer made by the Contractor on the 28th Feb 2018.
9. **Resolution: Kicking Goal.** To approve action in respect of the kicking goal. **Resolved, Approved :**To accept the offer S4/5555 from Sovereign dated 22/01/18, for the installation of 110 square meters for multi-sport artificial grass and the subsequent provision of a 21' x 7' socketed goal and net.
10. **Information: Recruitment of new clerk** – progress/ interview dates. The job had been re-advertised during Jan/February and a total of 14 people expressed an interest of which nine people applied. The interview panel and met and shortlisted four candidates. An interview date had been set and candidates asked to complete a full application form.
11. **Resolution: Approval of action in relation to the ending of the current Clerk & RFO's contract on the 31st March 2018 including Gratuity Payment. Resolved, Approved:** Roger Blake would be engaged as the Responsible Financial Officer wef 3rd April 2018 and a contract of employment would be prepared for approval by F&R committee. Also, **Resolved and Approved**, as a temporary measure, Roger Blake was offered a short-term contract wef 3rd April 2018 to act as Clerk to the Council until such time as the replacement full time Clerk is appointed and a handover has taken place.
12. **Information and Resolution:** The General Data Protection Regulation and new Data Protection Act 2018. Draft Policy Paper for information and review and to agree the Council body to steer its implementation and appoint a Data Protection Officer (DPO) e.g. the Finance and Resource Committee as a Governance matter and the need for additional F&R meetings. **Resolved, Approved**, That the Finance and Resource committee will manage the Governance of the introduction of the GDPR and the 2018 Data Protection Act, including recommending how the role of a Data Protection Office (the person or agent to do this work) will be fulfilled as well as identifying the Data Controller for the Council as well as overseeing the implementation activity.
13. **Information and Resolution:** To approve action relating to the engagement of Special Constable(s). The Parish Council debated the adoption of Police Special Constables and a briefing paper had been circulated giving details of the scheme. It was also noted that Navestock Parish Council had asked if Doddinghurst would be interested in sharing a Special Constable with them. Cllr D Powell moved that Doddinghurst should fund two Special Constables for a period of three years, plus one that could be shared with Navestock, at a cost of £7,500 over the three years. The motion was seconded by Cllr Potter and went to vote. Councillor Powell requested a recorded vote. The vote was supported by one additional Councillor making 3 Councillors in favour but the remaining 5 members all voted against it. The motion was not approved.
14. **Information and Resolution:** To approve action in relation to Burial Fees and Room rent. **Resolved, Approved:** That the burial ground and room rent fees for 2018/9 will be frozen at the 2017/8 rate until their annual review in March 2019.
15. **Information and Resolution:** Proposed increase of BBPCA fees plus one year's special payment. **Resolved, Approved:** A one off payment of £100 in 2018 and a revised annual membership fee of up to £100. To meet the cost of providing secretarial services to the BBPCA.
16. **Information:** Brentwood Half Marathon on Sunday 18th March 2018. Noted
17. **Information:** May Fair on Monday 7th May 2018 organisation - volunteers needed. Noted
18. **Information:** Next meeting dates: GP 18th April 18; Full Council (AGM) 3rd May 18 and F&R on the 14th March 18. The Annual Parish meeting is on the 19th April 18. – a revised Calendar of meetings was issued.
19. **Resolution:** to approve the adoption of Solicitors to act for the Parish Council: **Resolved, Approved:** Leonard Gray LLP 74 Duke St, Chelmsford CM1 1JY, contact John Appleby.
20. **Other urgent information** (No council actions/letters/undertakings permissible on this item).

The meeting closed at 22.00

Minutes signed:

Date: 10th May 2018

Comments in public session: No comments made.

The meeting was attended by 0 members of the public.