

**Minutes of the Meeting of Doddinghurst Parish Council held at 20.00 on Thursday
17th January 2019, Parish Rooms, Adjacent Village Hall, Church Lane, Doddinghurst, Essex.**

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

1. **Apologies for absence:** Cllrs Mrs J. Le Plage, Mrs D. Rogers Harrison, Essex County Cllr. Lesley Wagland;
2. **Resolved.** Minutes of the meeting held on the 1st November 2018 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. An ashes interment in a new plot and two reopen ashes plots. One new full burial and an ashes scattering with a plaque. Burial documentation was updated following discussion at the burial committee regarding orientation of graves.*
 - b) *Allotment. One plot taken up leaving two full plots and four half plots*
 - c) *CiLCA Training with EALC continues and annual leave taken in December*
 - d) *Broadmead Leisure have completed the majority of the outstanding items in the Play Area including the zip wire. The roundabout is proving to be a challenge as they are having difficulty in removing the bearings so this will need further work in January 2019.*
 - e) *The Parish Council Newsletter was published in December edition of the Link*
 - f) *The new bin for Peartree Field was installed for us by BBC.*
 - g) *The Clerk attended the Bus club meeting in November. Four new drivers have been recruited and are being Midas trained. This means the bus trips can continue and dates have been agreed through to August 2019.*
 - h) *Parishioners concerns about the Definitive Footpaths 4,5 and 7 were logged with ECC.*
 - i) *Prince Tree Surgery have completed the annual tree survey and have quoted for the work needed to be done.*
 - j) *Extra Meeting organised to discuss budget priorities and building refurbishment*
 - k) *DPC hosted the BBPCA meeting*
 - l) *The Parish Councillor Vacancy was progressed following interest shown at the November meeting but unfortunately the person interested in taking on the role has withdrawn this week.*
 - m) *A second Police meeting with local beat officer, Faye and her colleague took place on December 20th 2018 in the Parish Room. Feedback from the previous meeting was good. Next meeting proposed for 25th April 2019.*
 - n) *Christmas Meeting planning, advertising and invites sent which resulted in a very enjoyable evening*
 - o) *Football. Clerk contacted Brian Hallett, Chairman of BFC for follow up on fixture list and progress on shower and pitch maintenance after agreed actions at the October meeting. Fixtures have been notified on an adhoc basis.*
 - p) *Contacted BT on two occasions (21/11 and 18/12) regarding lack of phone signal in Parish Office which seems to be an ongoing line fault.*
 - q) *Responded to Highways consultation request regarding Junction 28 of M25*
 - r) *Responded to Planning application at Swallows Cross Farm on Wyatts Green Road*
 - s) *Library consultation has been advertised on the website and the Doddinghurst facebook discussion page.*
5. **Information:** Schedule of Correspondence received up to the 31st December 2018.
6. **Financial Reports and Minutes and Feedback from Committees.**
 - a) **Information:** Noted: Financial Reports for November /December 2018 including RFO Report:
 - i. *Bank Account funds on 08/01/19 stand at £92,354, with 5 pending transaction for £1521.06.*
 - ii. *A VAT refund of £644 for Q2 Of 2018/19 was claimed and received in Nov 2018.*
 - iii. *The PWLB second half year 18/19 payment of £3782 was made in Nov 2018*
 - iv. *A budget review was completed at the F&R meeting on the 22nd Nov 2018.*
 - v. *The F&R meeting agreed a 2019/20 precept recommendation of £71,914, a 3% increase over 2018/19*

- vi. *The Parish Council electricity consumption for the period 21/12/2017 to 03/12/2018 has been recorded at an average cost of £70.12 per month for the 11.5 months involved.*
- vii. *A £1000 donation to the Village Hall (as agreed at the November Full Council) is being processed.*
- viii. *Fasthost (Domain provision) and Sage maintenance cover renewals have been completed.*
- ix. *NALC national salary awards for 2019/20 have been agreed and promulgated at a 2% increase for Scale Points above 10.*

- b) 🖐️ **Resolved.** Approved the Schedule of Payments for November /December 2018.
 - c) 🖐️ **Resolved:** Approved Planning Applications for November /December 2018.
 - d) **Information:** Feedback from Finance & Resources Committee of 21st November 2018
 - e) **Information:** Feedback from Members relating to Committees attended since last meeting. Cllr Dicker gave an update on BBPCA meeting on 28th November 2018 which included discussion on Library Consultation and the 61bus service being reviewed in 2020.
- 7. Public Participation:** Brentwood Borough Councillors gave an update on the Brentwood Local Development Plan forthcoming consultation, the Lease on the Willow running out in February, Litter picking on the local roads, Fly Tipping in Days Lane and Dagwood Lane where there were 15 tips in 24 hours, the new Enforcement Team that is in operation with a new vehicle, plan for a full time enforcement Officer for the Villages and an update on the purchasers of Waterworks Spring Farm.
- 8. Information.** Noted the recommendation from the F&R Committee for a Precept of £71,914 (3% increase) for 2019/2020.
- 9** 🖐️ **Resolved:** Approved the recommendation from the F&R Committee for a Precept of £71,914 (3% increase) for 2019/2020.
- 10. Information and** 🖐️ **Resolved:** The ongoing lack of response from Brentwood Football Club on maintenance and fixtures and the recent mud left in the changing which has caused complaints to be received from other users of the Parish room, was discussed. A motion was voted on to write immediately to the Chair of Brentwood Football Club giving notice that after the match to be played on 20th January 2019 the facilities will no longer be available and all keys need to be returned and kit removed within 28 days. As a precaution the locks to the Parish rooms will also be changed. The motion was agreed.
- 11. Information:** The specification for the refurbishment of the Parish Office Roof has been sent out to three companies to quote.
- 12. Information:** The Police meeting held on 20th December 2018 was well received by Parishioners who were told that the crime level in Doddinghurst is one of the lowest in the Borough.
- 13. Information and** 🖐️ **Resolved:** Prince Tree Surgery have provided a quote for the annual tree maintenance which was discussed. It was agreed to ask them to split the quote into three areas: Parish Council, Village Hall and Church and arrange a date for the work to be done. The quote for DPC trees was approved.
- 14. Other urgent information** not requiring a resolution: None

The meeting closed at 22.00pm

Minutes signed:

Date: 7th March 2019