

**Draft Minutes of the Meeting of Doddinghurst Parish Council held at 7pm on Thursday
2nd July 2020 via Zoom video conferencing**

Present: Cllrs. Mrs D. Dicker (Chair), Mr G. Smith (Vice Chairman), Mrs J. Le Plage, Mr A. Oliver, Mr A. Farrow, Mr M. Capon, Mr D. Potter, Mr A. Smith, Mrs D. Rogers Harrison, Mr P. Arnell. Brentwood Borough Councillor Mr. R McCheyne; Essex County Councillor Lesley Wagland

1. **Apologies for absence:** Brentwood Borough Councillor Mr C. Poppy,
2. 🖱️ **Resolved:** Minutes of the meeting held on the 14th May 2020 approved and signed electronically.
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) The Clerk, Deputy Clerk and RFO have continued working from home. The ongoing uncertainty and need to follow the changes in government legislation have continued to add extra challenges to an already busy workload but we are now back on track with our council meetings and as things are starting to open up again, are able to commission contractors.
 - b) Councils and committee meetings are now successfully running via zoom video conferencing and The Clerk, Deputy Clerk and RFO now have weekly zoom catch ups.
 - c) The Clerk has also been involved in video conference meetings with other Parish Clerks in Essex organised by the EALC.
 - d) After the extraordinary F&R meeting attended by the Reverend Ann Coleman, to discuss ongoing support for the Village re Covid 19, the Parish Council has posted a thank you on the Facebook Doddinghurst Parish Council page to all residents in the village who have helped so far.
 - e) The Parish Council website has been regularly updated with details of the support network provided by Essex County Council Resilience Forum, and Brentwood Borough Council Community hub which meets weekly to discuss local needs and support.
 - f) Children's Play Area – remains closed off since 25th March 2020 in line with Government guidelines because of Covid 19. However, the Government is now allowing playgrounds to be re-opened **from** 4th July. BBC inspections restarted in May and both BBC and the annual ROSPA inspection were carried out a week ago. Broadmead Leisure have completed the wet pour around the roundabout on 1st July and the clerk has carried out a risk assessment with Broadmead in readiness to re-open.
 - g) 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.
 - h) 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.
 - 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 are in regular contact with the Police. This week they have broken the kicking goal support arms and recently Ken has had to paint over obscene graffiti on the basketball wall. See Agenda item.
 - j) The Parish Office window has been repaired today 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) Burials: have been very quiet but we are just starting to get new enquiries.
 - l) Allotments – have been very popular and all plots except 7 half plots in the shade have been leased.
 - m) Insurance was renewed on 1st June
 - n) Refurbishment of Parish Office Toilets. Two builders responded before lockdown and the Clerk is chasing the remaining builders now that they have re-opened.
 - o) Bakers of Danbury removed the Village Sign wc 22nd June for refurbishment
 - p) Village Bus Trips have all been cancelled as BCT has been closed

- q) The Clerk attended the site visit to Waterworks Spring Farm on 25th June with the Councillors and has responded to all resident's emails.
- r) The Clerk is arranging for the Burial ground fence to be supported beyond the existing spurs and for survey on a fallen tree
- s) Concerns about residents extending gardens across Footpath 4 have been logged with ECC and BBC.
- t) Two outstanding resident's highway requests were sent to Hugh Gorton for the LHP meeting in June and the clerk has responded to resident's concerns about speeding since two people were injured on their bikes recently.

5. **Information:** Schedule of correspondence received up to 25th June 2020 noted

6. Financial Reports and Minutes and Feedback from Committees.

a) **Information:** Noted: Financial Reports for May/June 2020 including RFO Report:

- Barclays Bank account funds on 24th June 2020 stood at £123,737.36p. In addition, there was £18,170.67 held in the Santander Bank and £48.02p held as petty cash making £141,956.05p in total (this excludes any accrued VAT refund). Overall, the funds are down by £11,365.32 from £153,321.37 on 30th April 2020.
- A VAT claim for the fourth quarter of 2019/20 of £400.27 was submitted to HM Revenue and Customs for payment in April 2020 - now received today. A claim for Q1 of 2020-21 will be made in July.
- The internal audit has been completed and the audit report attached to the finance report for this meeting. No matters of concern were raised and the e-AGAR document was signed off by the Internal Auditor, also as attached. The document has to be completed with "wet" signatures following the full council remote meeting in early July. The completed report and the various attachments are scheduled to be sent to the auditor by email on the 7th July and the six-week Public Access period commences on the 13th July 2020.
- Data for inclusion in the 2019/20 Annual Report, such as the listing of items costing £100 or more, the income and expenditure pie charts and the statement of accounts have been produced.
- The Parish Council Annual Insurance was renewed with BHIB on the 19th May 2020 at £1077.33p.
- A monthly Direct Debit arrangement was signed off on the 17th June 2020 and sent to Brentwood Borough Council for the weekly emptying of a 940-litre container for litter, located at the Village Hall, at a cost of £19.35 per week to the Parish Council. The contract can be cancelled with 30 days' notice.
- The Parish Council also has arranged monthly payment for Zoom, the videoconference system, at a rate of £14.39 (including VAT) a month. This can be cancelled when meetings of more than 2 people lasting more than 40 minutes no longer need to be held.
- The Village Bus (Club) has not been operating since March 2020 due to the Covid-19 outbreak. Brentwood Community Transport, which supplies our buses, furloughed many of its staff and we do not know when it will restart. David Schuster is the current Chairman of the Village Bus following the retirement of Colin Enderby in Oct 2020. The Bus Club finances stood at £367.55 at the end of March 2020 but the last Bluewater trip on the 24th Feb remains unbilled so approximately £74 is owed to BCT for that trip.

b) 🖐️ **Resolved:** Approved the Schedule of Payments for May/June 2020

c) 🖐️ **Resolved:** Planning Applications for May/June 2020 noted and agreed. Waterworks Spring Farm is on the Agenda.

d) **Information:** Noted: Minutes of GP Committee Meeting of 4th June 2020, F&R Committee Meeting of 18th June 2020, Extraordinary F&R Committee Meeting of 21st May 2020 and Planning Committee Meeting of 25th June 2020.

e) **Information:** Next BBPCA meeting will be via MS Teams video conferencing on 29th July 2020

7. **Public Participation:** Brentwood Borough Councillor Mr R McCheyne updated the meeting on the Brentwood Local Plan which has now been inspected and there are more questions so public consultation is likely to be later this year; and the closing of the High street to traffic from this weekend to allow for social distancing. Concerns were expressed regarding the gatherings on Budgens Field causing anti-social behaviour and excess

rubbish and the recent movement of Travellers in the area. A member of the public attended with an interest in the Waterworks Spring Farm Planning Application and Cllr G Smith proposed that he be allowed to comment under Agenda item 10 when it is being discussed. This was seconded by Cllr Capon and agreed by Council.

- 8. 🗳️ Resolved:** Approved the Annual Governance Statement of the Annual Return for the year ended 31st March 2020.
- 9. 🗳️ Resolved:** Approved the Accounting Statements for the Annual Return year ended 31st March 2020.
- 10. 🗳️ Resolved:** Approved the recommendation of the Planning Committee in responding to Brentwood Borough Council Planning Notification for Waterworks Spring Farm ref 20/00704/ful which was 'Given the unfortunate history of Waterworks Spring Farm, the Planning Committee having visited the site and discussed the current development application, is minded not to oppose it providing that it is viewed as 'exceptional' and does not form a precedent to any future planning applications'. Response is due by 7th July 2020.

As it was recognised that DPC can have input to the process but has no statutory duty there followed further discussion regarding viability statements, Community Impact Levy / 106 agreements with conditions that DPC might put forward to BBC Planning committee for consideration to benefit the community. A further motion was proposed by Councillor M. Capon and seconded by Councillor G. Smith that 'Doddinghurst Parish Council will ask for this Planning Application ref 20/00704/ful to be referred if necessary to Full Planning Committee by Brentwood Borough Council'. DPC Planning Committee will meet to determine the conditions to be submitted.

Councillor Alan Farrow produced a personal statement outlining his concerns that the public do not realise how much DPC fought to protect this land over the last twenty years and conveyed to the Borough and County Councillors present that he feels that DPC were let down by many bodies including Brentwood Borough Council Planning and Essex County Council enforcement. Cllr Wagland suggested that he should write to her and she will see what she can do as ECC have a formal complaint process.

- 11. 🗳️ Resolved:** Approved the continuation of working from home until the end of August 2020 due to Covid 19.
- 12. 🗳️ Resolved:** Approved the Doddinghurst Parish Council Annual Report for 2019/20
- 13. Information:** Noted. Cllr Dicker updated the meeting on the recent excellent response from the Police regarding the increased anti- social activity on Budgens Field
- 14. Information:** Noted: From 23 Sept 2020, all local councils must have an action plan and a website accessibility statement in place to ensure reasonable adjustments to websites are made, so they are accessible to people with various disabilities to reflect the need for accessing information online from public sector organisations (Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018)
- 15. Information:** Noted: Consultation on Local Government Association (LGA) updated model code of conduct for all tiers of local government is open to Councillors and Officers from Monday 8 June until Monday 17 August
- 16. Other urgent information** (No council actions/letters/undertakings permissible on this item). Cllr A Farrow requested an update from Cllr Wagland on Budgen's discussion with Highways over the kerb repair in All Saints Close. Cllr M. Capon has received an email regarding the 61 bus and is concerned about the service for key workers and school transport in the future.

The meeting closed at 9.30 pm

Meeting took place via video conferencing because of Coronavirus Covid 19 Lockdown

Minutes signed electronically:

Chairman

Date: 3rd September 2020