

**Draft Minutes of the Meeting of Doddinghurst Parish Council held at 7pm on Thursday
3rd September 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 A. Smith, Mrs D. Rogers Harrison; Brentwood Borough Councillor Mr. R McCheyne; Essex County Councillor Lesley Wagland

1. **Apologies for absence:** Cllrs Mr. Phil Arnell, Mr. D. Potter; Brentwood Borough Councillor Mr C. Poppy, Mr K. Parker.
2. 🖐️ **Resolved:** Minutes of the meeting held on the 2nd July 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.
 - b) Councils and committee meetings continue via zoom video conferencing
 - c) The office and Parish Room have been thoroughly sanitised and risk assessments completed with signs posted in line with Government guidelines. The Clerk and Deputy clerk plan to work from the office again from the beginning of September and the Creche will be using the Parish Room again from 8th September.
 - d) Children's Play Area – The play area was reopened on 23rd July in line with Government guidelines. BBC and the annual ROSPA inspection were carried out prior to re-opening and the play area cleaned and is now being cleaned on a weekly basis. Risk Assessment was completed and the GP committee councillors helped put up signs around the play area and field with rules asking people to socially distance, respect others and the environment and remove all litter.
 - e) Broadmead Leisure completed the wet pour around the roundabout and will be completing other tasks identified including a complete overhaul of the zip wire.
 - f) The contract for the 949 litre biffa bin was paused during July and August as the village hall gates were locked and the gatherings on the Football field reduced as the pubs reopened.
 - g) Burials: after a very quiet few months, it has been very busy during July and August with 9 interments and a Full burial.
 - h) Allotments – have been very popular and all but one plot except 7 half plots in the shade have been leased.
 - i) Refurbishment of Parish Office Toilets –all builders have been chased and there are still only two that have quoted – see Agenda item.
 - j) Bakers of Danbury have now reinstated the village sign but will be returning to ensure that any splits in the wooden post are filled.
 - k) Waterworks Spring Farm feedback from DPC was sent to BBC Planning by 7th July 2020 and replies sent to correspondence from residents. There have been 2 further planning committee meetings in July and August to discuss conditions to be imposed should the application be recommended for approval. Letter and report to be sent to BBC Planning committee Chair from Cllr Dicker and posted on the website.
 - l) The Clerk has arranged for the Burial ground fence to be supported beyond the existing spurs, and for a survey on a fallen tree and removal of another that is blocking the footpath and lying across the fence of a garden in All Saints Close.
 - m) Concerns about residents extending gardens across Footpath 4 have were logged with ECC and BBC and followed up with the Public Rights of Way Officer but there was no concern.
 - n) After Swallow Coaches went into administration with effect from the end of March 2020, Arrow Taxis (Essex and Suffolk Dart) have been operating the Swallow Saturday timetable between Brentwood and Blackmore but ECC have now procured the service with Vectare who will be operating the contract with effect from 30th

August, with first day of operation Tuesday 1st September. Vectare is a new operator in Essex. The service will operate to a very similar timetable to Swallow's and this has been advertised on our website.

o) Work has continued on making sure that our website meets accessibility legislation.

5. Information: Schedule of correspondence received up to 28th August noted.

6. Financial Reports and Minutes and Feedback from Committees.

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

1. Barclays Bank account funds on 26th August 2020 stood at £120,580.99p. In addition, there was £18,170.67 held in the Santander Bank and £40.15p held as petty cash making £138,791.66p in total (this excludes any accrued VAT refund). Overall, the funds are down by £3,164.39 from £141,956.05 on 24th June 2020.
2. A VAT claim for the first quarter of 2020/21 of £344.43 was submitted to HM Revenue and Customs for payment in July 2020 and has been refunded. The Q2 claim will be filed in October 2020.
3. The completed external audit form, including "wet" signatures, was submitted by email to PFK Littlejohn on the 3rd July 2020. The external auditor has acknowledged its receipt. The documents were also published on the Parish Council website prior to the six-week Public Access period that commenced on the 13th July 2020.
4. The NJC has announced a new agreed set of pay scales, annual leave and allowances for 2020-21 backdated to the 1st April 2020. As an illustration, The SCP 30 increase is 2.76% or £0.50p per hour.
5. At the request of the Chairman, and Councillor Leslie Wagland, the 25-year history of Water Works Spring Farm planning applications, appeals and enforcement orders, was prepared and circulated.
6. The latest version of Sage 50 Account Essentials V24.3, together with up to date data files, have been installed on the Clerk's laptop to facilitate a familiarisation exercise for the Clerk of the inner workings of the Sage application and reporting functions.

b)  **Resolved:** Approved the Schedule of Payments for July /August 2020


c)  **Resolved:** Planning Applications for July/August 2020 noted and agreed.


d) **Information:** Noted: Minutes of GP Committee Meeting of 16th July 2020, Planning Committee Meeting of 30th July 2020 and 20th

e) **Information:** Update on BBPCA meeting 29th July 2020

7. Public Participation: Brentwood Borough Councillor Mr R McCheyne updated the meeting on a recent incursion in Kelvedon Hatch. Essex County Councillor Lesley Wagland updated the meeting on the latest pot hole initiative where there will be a 5 person team operating over 10 full days and ideally one day will be allocated to each village; the Locality Fund (see below) and the new 61 bus being run by Vectare which will operate as a smaller 30 capacity bus because of the roads but with back up to 70 if needed.

8.  Resolved: The new NALC pay scale for 2020/21 was approved.

9.  Resolved: Quotes received for the Parish Office Toilet Refurbishment were discussed but Council decided that more information was required before a decision could be made on the preferred contractor. Although the builders who quoted agreed to deliver the specification provided by DPC it was agreed that the Clerk will seek reference sites and more detail on the quality of materials to be provided.

10.  Resolved: Request by a resident to plant wildflowers on verges in the village to provide bees and wildlife with extra habitat was discussed and there is a history of this in the village. It was agreed that the Nature Trail could be a suitable site for consideration.

11. Information: Cllr Julia Le Plage and Essex County Councillor Lesley Wagland updated the meeting on the Locality Funding provided for Doddinghurst Village Hall which was a very quick process that has allowed The Village Hall to update the Cinema equipment and provide extra chairs.

12. Information: Councillor Dicker gave an update on her conversation with Reverend Ann Coleman regarding the Doddinghurst Covid support plans for the future. Councillor Dicker will be attending a future meeting with the support group to discuss how the PC can support the group.

13. Information: It was noted that residents are concerned about the anti-social behaviour of offroad vehicles and bikes in Frog Street, Solid Lane and surrounding private land. Brentwood Borough Councillors and Essex County Council Public Rights Away officers are aware of the problem but there is a conflict of interest between keeping footpaths open for other uses. It is frustrating but it is difficult to find a solution with limited funds. It was suggested that one route would be for private owners to take out an injunction against people unknown.

16. Other urgent information (No council actions/letters/undertakings permissible on this item. The Village Hall car park will be open again from Monday 7th September. Blackmore Youth Football Club's current contract with DPC runs until the end of October 2020 so there is a need to review the use of the football pitches and costs.

The meeting closed at 9.30 pm

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

Minutes signed electronically:

Chairman:

Date: 5th November 2020