

**Draft Minutes of the Meeting of Doddinghurst Parish Council held at 7pm on Thursday
5th November 2020 via Zoom video conferencing**

Present: Cllrs. Mrs D. Dicker (Chair), Mr G. Smith (Vice Chairman), Mrs J. Le Plage, Mr A. Farrow, Mr M. Capon, Mr A. Smith, Mrs D. Rogers Harrison; Mr. Phil Arnell, Mr. D. Potter; Mr A. Oliver; Brentwood Borough Cllrs. Mr. R McCheyne; Mr C. Poppy; Essex County Councillor Lesley Wagland and Ann Cocklin, PA to Cllr. Wagland

1. **Apologies for absence:** Brentwood Borough Councillor Mr K. Parker
2. 🖱️ **Resolved:** Minutes of the meeting held on the 3rd September 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 and Deputy Clerk returned to working in the office at the beginning of September but since 23rd September following the latest Government update are now working from home again. The creche have been using the Parish Room since 8th September 2020 after the room was given a thorough clean and Risk Assessment completed. NHS test and Trace poster was put up in the Office on 24th September following Government guidance. On October 26th during half term the Parish Room and corridor were thoroughly cleaned and misted as a creche worker had tested positive for covid.
 - b) The ongoing uncertainty and need to follow the changes in government legislation have continued and councils and committee meetings continue via zoom video conferencing
 - c) Children's Play Area – The play area was reopened on 23rd July in line with Government guidelines and can remain open during the forthcoming lockdown. It is still being cleaned on a weekly basis. Broadmead Leisure have completed all outstanding tasks including the zip wire.
 - d) The contract for the 949 litre biffa bin was paused during July and August and resumed at the beginning of September in line with the Village Hall reopening the car park – see Agenda item 13
 - e) Burials – after a busy period between July and September, since then we have had 1 ashes re open, 1 new full burial, 1 full burial re- open. It is now quiet again.
 - f) Allotments – have been very popular and all but one plot except 7 half plots in the shade have been leased.
 - g) An asbestos survey was carried out at beginning of October in preparation for the refurbishment of the Ladies toilet and the builders were contacted for more information which was discussed at the GP meeting. No asbestos was found. See Agenda item 10.
 - h) Bakers of Danbury completed all work on the village sign.
 - i) Waterworks Spring Farm feedback period was extended to 29th October and letter and report was sent to BBC Planning committee and posted on the DPC website. DPC responded to planning application for Belle Vue in Brook Lane. Latest information on the Local Development Plan has been circulated to Full Council
 - j) The Burial ground fence was supported beyond the existing spurs with 8 more which were painted as agreed and the tree blocking the footpath at back of All Saints Close was removed. The brambles on the burial ground beyond the trellis will be flailed wc 9th November 2020
 - k) Quotes have been obtained for repairing the hole in the hedge at the rear of Pear tree field. Thanks to Cllr McCheyne for temporarily blocking it for us. See Agenda item 12
 - l) The NATS team were in wc 19th October and did a superb job cutting back the scout path hedge.
 - m) Pear tree pond area needs attention and I am working with Cllr Farrow on organising the replacement tree that a resident kindly offered to buy.
 - n) Leaflets were photocopied for the Doddinghurst Support Group Wellbeing Hub. Agenda item 8/9
 - o) Work continues on making sure that our website meets The Public Sector Bodies (websites and mobile applications no2) Accessibility Regulations 2018

- p) Some risk assessments are in but we are still waiting on a few
- q) The fire extinguisher inspection took place this week and the PAT test will be next week
- r) Newsletter has been drafted – see agenda item 16
- s) Wreath has been purchased for Remembrance Service on Sunday
- t) The buffet meeting on 3rd December can't go ahead because of Covid so decision needed on whether we need a Full Council Meeting, a Social get together on zoom or cancel completely. Next Full Council meeting will be 14th January 2021

5. Information: Schedule of correspondence received up to 2nd November 2020 noted.

6. Financial Reports and Minutes and Feedback from Committees.

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

- I. Barclays Bank account funds on 29th October 2020 stood at £150,514.67. In addition, there was £18,170.67 held in the Santander Bank and £40.15 held as petty cash making £168,725.29 in total (this excludes any accrued VAT refund). Overall, the funds are up by £29,933.63 from the £138,791.66 held on 27th August 2020. This was largely due to the receipt of the second half of the precept payment on 1st October 2020 of £37,587.50 from Brentwood Borough Council
- II. A VAT Q2 claim has been processed for £662.77.
- III. The external audit has been signed off and completed and returned by PFK Littlejohn with no issues to address. The notice of audit closure has been posted on the Doddinghurst Road notice board and in the Parish Council's website financial reporting section. The period of public access also concluded with no enquiries. The auditor's invoice has been paid.
- IV. A key F&R meeting is scheduled later in November where account of the impact of the C-19 pandemic on the Council's future precepting policy and building development programme will need to be addressed.

b)  **Resolved:** Approved the Schedule of Payments for September/ October 2020

c)  **Resolved:** Planning Applications for September /October 2020 noted and agreed. It was noted that the planning notification and feedback process for Waterworks Spring Farm was extended until 29th October 2020 so Brentwood Borough Council Planning have yet to decide on the application. The Parish Council submitted further feedback to support its previous response together with a detailed history of DPC's involvement with planning applications for development of the site. Cllr. Wagland confirmed that she has escalated the Doddinghurst Parish Council concerns, over the historic handling of these applications, to the Environmental Department at ECC.

d) **Information:** Noted: Minutes of GP Committee Meeting of 15th October 2020

e) **Information:** Feedback from members relating to committees attended since the last meeting: None

7. Public Participation: Brentwood Borough Councillor Mr R. McCheyne updated the meeting on the Local Development Plan which is now moving forward; arrangements for Remembrance Sunday; that Covid cases are currently very high in Brentwood and flu jabs are going well. Brentwood Borough Councillor Mr C. Poppy reiterated that Covid cases are high in Brentwood with Doddinghurst and Kelvedon Hatch the highest figures in Brentwood. He also gave an update on the Help Hubs in the Borough and the sudden closure of the Brentwood Centre which will be re-opening asap. Essex County Councillor Lesley Wagland introduced her PA, Ann Cocklin and updated the meeting on the recent £3.9m Covid County support programme; the locality fund given to Doddinghurst Village Hall; the latest pot hole initiative; and the procedures for logging highway and pavement issues on the ECC online portal. She requested that all Councillors get involved in identifying highway problems and she will escalate the worse problems identified. Cllr Wagland was thanked for the support ECC has given to enable the 61 bus to keep going under the new operator Vectare.

8. Information: Cllr Dicker has attended meetings with Reverend Ann and the Doddinghurst Community Support Wellbeing Hub and the report provided to the meeting by the Reverend Ann was discussed.

- 9. 🖐️ Resolved:** The Parish Council is supportive of the excellent work being done by the Doddinghurst Community Support Wellbeing Hub but it can only provide monetary support where it has the Power to do so. A sum of up to £5k was agreed at Full Council in May 2020 and the process for allocating this was discussed at the extraordinary F&R meeting in May 2020 where responsibility was delegated to Cllr Dicker and Cllr G Smith. The Council also agreed to adopt the General Power of Competence in May 2020 which can be used once the need has been identified. It was agreed that this will be discussed at the F&R meeting on November 19th 2020 and that Cllr Dicker and Cllr G Smith will meet with the Hub to further identify what money is needed and where funds are available bearing in mind the update from Cllr Wagland identifying the money available through Essex County Council and the Borough.
- 10. Information and 🖐️ Resolved:** The recommendation of the GP committee for the appointment of the preferred contractor for the Parish Office Toilet Refurbishment was agreed.
- 11. Information and 🖐️ Resolved:** The Parish Office Refurbishment Programme of work as agreed last year was discussed and it was agreed that the F&R Meeting on 19th November 2020 will agree to the projects to be included in the budget for 2021/22.
- 12. Information and 🖐️ Resolved:** The quote to provide 6 metres of post and rail fence to repair the gap that has appeared in the hedgerow at the back of Peartree field where it borders Dagwood Lane was discussed. It was agreed that this would not be sufficient and that a preferred option would be to dig out a ditch along the full length of the border. Cllr M Capon proposed that the money that would have been spent on this original quote be put towards the cost of digging out a ditch along the full length of the border of the field with Dagwood Lane. This was seconded by Cllr G Smith and approved by Council.
- 13. Information and 🖐️ Resolved:** It was agreed that immediate notice will be given to BBC to cancel the DPC current contract for the 940 litre blue rubbish bin and the DPC will share the cost of the VH bin. Cllr Capon proposed that this be 50% of the cost and this was seconded by Cllr G Smith and approved by Council.
- 14. Information:** Cllr G Smith updated the meeting on progress with agreeing the Heads of Agreement with Blackmore Youth Football Club for the season 2020/21 which was discussed at the recent GP meeting but has been delayed because of the impact of Covid 19. This is further delayed now because of the four week lockdown announced today which prohibits Football matches so will be carried forward to a future meeting.
- 15. Information:** The Council discussed the area around Peartree Pond and the Nature Trail and how this might be improved. This will be discussed further and agreed at the F&R budget setting meeting on 19th November 2020.
- 16. Information and 🖐️ Resolved:** The end of year newsletter was approved for publication on the Doddinghurst Parish Council Website and Facebook page and the Doddinghurst Facebook discussion page.
- 17. Other urgent information** (No council actions/letters/undertakings permissible on this item) None.

The meeting closed at 9 pm

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

Minutes signed electronically:

Chairman:

Date: 14th January 2021