

**Minutes of the Meeting of Doddinghurst Parish Council held at 20.00 on Thursday
4th July 2019, Parish Rooms, Adjacent Village Hall, Church Lane, Doddinghurst, Essex.**

Present: Cllrs. Mrs D. Dicker (Chairman), Mrs J. Le Plage, Mrs D. Rogers Harrison, Mr G. Smith, Mr A. Oliver, Mr A. Farrow, Mr M. Capon; and Brentwood Borough Councillors Mr Roger McCheyne, Mr C Poppy, Mr K. Parker,

1. **Apologies for absence:** Cllr Mr P. Arnell, Mr A. Smith, Mr D. Potter, Essex County Cllr. Lesley Wagland
2. 🙋 **Resolved.** Minutes of the meeting held on the 6th June 2019 approved and signed.
3. **Declaration of Interests** from Members of any item(s) on this agenda. For Item 8, Cllr Mrs J. Le Plage and Mr A. Farrow are on the Village Hall Committee.
4. **Information:** Clerk's report back on progress and from decisions taken at prior meetings:
 - a) *Burials. All previously notified completed and two new ones pending*
 - b) *Allotments. Renewals are all complete and there are now five half plots and one full plot vacant. Allotment committee met in June.*
 - c) *Broadmead Leisure have been asked for advice / quote for items notified on the ROSPA report received in May 2019 and Brentwood Report received in June 2019. New continental arm supports have arrived for the kicking goal and now need fitting. Discussed at GP meeting.*
 - d) *Football Pitches. Charity Event went ahead on 15th June with disclaimer. The Refs room has been cleared of any equipment they want to keep and Gary has been asked to advise a date for removing the container. Discussed at GP Meeting.*
 - e) *Hatch Roofing will be starting the refurbishment of the Parish Room roof in early July 2019 – waiting on precise date.*
 - f) *Quotes obtained and agreed by GP meeting for repair to Fencing in the burial ground which will be supported by concrete spurs.*
 - g) *GP Meeting have also agreed quote for replacement fireproof seat in the bus shelter opposite Peartree Field.*
 - h) *After further complaints to BT regarding the wi-fi connection in the office they have replaced our Hub and are now charging us £5.30 less per month! Wi-fi is now working much better and we have Guest wi-fi so our Parish Office network is safe and secure.*
 - i) *Risk assessments are with the Councillors to complete.*
 - j) *Litter – Patrick was on holiday from Friday 21st June to Friday 28th June 2019 and the Village Hall Caretaker helped with litter clearance which included broken glass on the kicking goal – see Agenda item.*
 - k) *DPC Facebook Page is next on the to do list!*
5. **Information:** Schedule of correspondence received up to 27th June 2019 -noted
6. **Financial Reports and Minutes and Feedback from Committees.**
 - a) **Information:** Noted: Financial Reports for June 2019 including RFO Report:
 - i. Total Bank account cash funds on 26/06/19 stood at £107,831.51 with one pending payment for £586.52 (this excludes any accrued VAT refund). The funds are down from £109,904.26 on 29 May 2019.
 - ii. The Annual Audit return (AGAR Part 3) was approved at the June 2019 meeting and submitted to PKF Littlejohn, the External Auditor -and its safe delivery has subsequently confirmed. The approved AGAR Part 3 form has been published on the Parish Council website, as required by the audit regulations.
 - iii. RFO's PC W8.1 Laptop failed on 12th June, being unable to re-boot following a routine software update from Microsoft. This required a time-consuming total rebuild of the machine's software from scratch but a combination of cloud, disc, hard drive and Microsoft account backups has enabled the laptop to be recommissioned. A minor problem still exists with the Basic PAYE system as the database had to be rebuilt across the 19/20 financial year and HMRC's systems don't have a means of deleting duplicate data submissions. This means new submissions have to be sent one at a time rather than in bulk.
 - iv. The updated 2019 Financial Regulations and Standing orders have been published on the PC's website.

- b) 🖐️ **Resolved:** Approved the Schedule of Payments for June 2019.
 - c) 🖐️ **Resolved:** Approved Planning Applications for June 2019.
 - d) **Information:** Feedback from General Purpose Committee of 20th June 2019.
 - e) **Information:** Feedback from Members relating to Committees attended since last meeting. Cllr D. Dicker informed the Council that the next BBPCA meeting is on 22nd July 2019
- 7. Public Participation:** Brentwood Borough Councillor Mr K. Parker gave an update that Travellers on Scott Norris's land in Days Lane have now moved on. He also talked about the preventative work regarding Traveller incursion with the Traveller Unit working closely with the Police on evictions for fouling and tipping. Cllr Mr R McCheyne updated on Deal Tree Health Centre reverting back to the old booking system which seems to be working ok.
A Parishioner asked about the grass cutting programme. ECC are responsible for all grass verges and they pay BBC who cut the grass six times per year but this year the rain in June caused a delay. The equipment does not pick up grass cuttings. The Parishioner is also concerned about anti-social behaviour and littering and Cllr Keith Parker updated on the £400 enforcement fine that his team can issue but they have to see it happen.
- 8. 🖐️ Resolved:** Approved issuing the Village Hall Committee with a key for the overhead barrier for use in an emergency and to allow access to the field for events as recommended by the GP committee. The key will be kept in a key box in an alarmed area of the village hall.
- 9. 🖐️ Resolved:** Approved seeking a resource to cover for litter picking when the groundsman is on holiday. Currently the caretaker of the village hall is covering on a voluntary basis.
- 10. Information and 🖐️ Resolved:** The proposal to hold the May Fair on the new VE day holiday in 2020 was discussed and it was agreed that a further update will be given at the September Council meeting with a decision being made at the November meeting
- 11. Information:** An update was given on the meeting with Stuart Anderson from BBC Recreational Department regarding possible uses of Budgen Field. There has also been an approach from Blackmore Junior Football Team who may be interested in using the Field next season. These will be considered and brought back to a future meeting.
- 12. Other urgent information** not requiring a resolution: None

The meeting closed at 22.00

Minutes signed:

Date: 5th September 2019