


**Minutes of the Meeting of Doddinghurst Parish Council held at 20.00 on Thursday
7th November 2019, Parish Rooms, Adjacent Village Hall, Church Lane, Doddinghurst, Essex.**

Present: Cllrs Mr G. Smith (Vice Chairman), Mrs J. Le Plage, Mrs D. Rogers Harrison, Mr A. Smith, Mr A. Farrow, Mr M. Capon; and Brentwood Borough Councillors Mr Roger McCheyne, Mr C Poppy; Essex County Cllr. Lesley Wagland

1. **Apologies for absence:** Cllr. Mrs D. Dicker, Mr D. Potter, Mr P. Arnell, Mr A. Oliver, Brentwood Borough Councillor Mr K. Parker
2. 🖐️ **Resolved.** Minutes of the meeting held on the 5th September 2019 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. Three ashes burials in October and two pending.
 - b. Allotments. There are 6 half plots and 3 full vacant.
 - c. Play Area - The small children's basket swing and one of the small swings have now been fixed following vandalism.
 - d. The NATS team successfully removed all of the graffiti in the teen shelters at the beginning of October and have been thanked for their hard work. Ken painted over the basketball wall twice to remove offensive graffiti.
 - e. The NATS team also completed a number of other jobs including strimming around the pond and signs and the Dagwood triangle.
 - f. Replied to concerns from residents regarding closure of pathway beside the goats pen off Doddinghurst Road which is private land.
 - g. Fencing in the burial ground. Shenfield Fencing completed the 10 concrete spurs on 14th September 2019 and Ken has painted them to match the existing ones.
 - h. Replacement fireproof seat in the bus shelter opposite Peartree Field was fitted in October.
 - i. Risk assessments have been chased again and need to be completed please.
 - j. PAT testing completed in Parish Office and Room.
 - k. Fused spur on one of the heaters in the Parish Room had to be replaced.
 - l. Attended Bus meeting where Colin Enderby has handed over the Chairmanship to David Schuster. Now have a schedule through to summer next year.
 - m. DPC Facebook Page – The clerk and deputy clerk attended the EALC Social Media training at the beginning of October which was recommended by the Clerk at Blackmore and DPC now has a Facebook page.
 - n. Invites for the Christmas buffet on 5th December are in progress and advert is in the November Link
 - o. Wreath has been purchased for the remembrance service on November 10th 2019
 - p. Winter Newsletter will be in the December Link
 - q. Replacement website for essexinfo.net – discussion has taken place with Cllr Neil McCarthy at Blackmore and two products are being reviewed – see Agenda.
 - r. Refurbishment of Parish Office – attended meeting with Cllr G Smith and the Architect who provided a possible layout and way forward and subsequent meeting Roger and Cllr Smith- see Agenda
 - s. Clerk passed the CiLCA qualification at beginning of September
5. **Information:** Schedule of correspondence received up to 31st October 2019 -noted
8. **Financial Reports and Minutes and Feedback from Committees.**
 - a) **Information:** Noted: Financial Reports for September /October 2019 including RFO Report:

- Barclays Bank account cash funds on 29/10/19 stood at £108, 586. 96 with unreconciled pending payments for £4622.61 and likewise income of £20. In addition, there is £18,106.96 held in the Santander Bank and £50 held as petty cash making £126,743.97 in total (this excludes any accrued VAT refund). The funds are up from £99,102.81 on 28th August 2019 due to the receipt of the half year precept at the beginning of October
 - A Q2 VAT claim for £1528.86 has been filed which includes the VAT paid on the Parish Office roof retiling. Claims are made quarterly and the next is due to be made in January 2020.
 - The Village Bus Chairman is now Dave Schuster who took over from Colin Enderby at the beginning of October 2019 and he inherited the Village Bus parish Council managed funds, at his takeover date, of £242.08
 - A preliminary budget forecast has been prepared and is attached to the finance pack FYI. There are three assumptions to note in particular, one is a fund of £4500 to pay for the VE day celebrations in May 2020, the second is a "wet finger" estimate of £40,000 for building refurbishments, and thirdly a 3% precept increase (i.e.£2158 increase) for 20/21. With these assumptions in place 2020/21 would see approximately £20,000 overspend of costs over income for that financial year, with the extra cash needed to fund the year coming from the allocated funds holding of the Parish Council. These matters are all for review and discussion at the November F&R meeting, prior to resolution at the full council in January 2020.
- b) 🖐️ **Resolved:** Approved the Schedule of Payments for September /October 2019
- c) **Information:** Update on budget forecast for 2019/20 and preliminary budget for 20/21 to be agreed by F&R committee
- d) 🖐️ **Resolved:** Planning Applications to 7th November 2019 noted. Councillors were asked to feedback any comments they may have on those still pending a decision.
- e) **Information and 🖐️ Resolved:** Draft Minutes of the GP Meeting of 17th October 2019.
- f) **Information:** Feedback from Members relating to Committees attended since last meeting. Cllr Mrs Le Plage gave an update on Deal Tree Health Centre and RFO Roger Blake gave an update the last BBPCA meeting.
7. **Public Participation:** Essex County Councillor Lesley Wagland asked for an update on the repairing of the footpaths put forward as part of the Footpath Initiative. In response to observations that some footpaths had recently been marked by Cadent for possible work, she promised to investigate and explained that County is responsible for Diversions but has no control over Utilities. Purdah limited any further input from Lesley and Brentwood Borough Councillors Roger McCheyne and Cliff Poppy
- Reverend Ann Coleman thanked everyone for their support with the Scarecrow Festival in September and mentioned the Remembrance Sunday service which will start at 10.15am with 10.50am at the war memorial and members of the Parish Council are invited
8. **Information and 🖐️ Resolved:** Cllr Le Plage gave an update on the VE Day Afternoon Tea planned for 8th May 2020 and Council agreed for it to go ahead with a budget of up to £4500.
9. **Information and 🖐️ Resolved:** Cllr G Smith has now drawn up a contract with Blackmore Youth Football Club for the use of Budgens Fields this season from 1st November 2019 and a motion was passed in the meeting to allow him to now sign the contract on the Councils behalf.
10. **Information and 🖐️ Resolved:** Cllr G Smith and the Clerk were granted delegated responsibility to investigate and decide on a replacement for the current DPC essexinfo.net website which will close at the end of March 2020.

- 11. Information and  Resolved:** It was agreed to break down the refurbishment of the Parish Rooms into four stages with the first being refurbishment/ improvement of the Ladies Toilets. A working party of Cllrs G Smith, A. Farrow, J. Le Plage, and the RFO and Clerk will now draw up a schedule of requirements for Stage 1.
- 12. Information:** Brentwood LDP addendum consultation was noted.
- 13. Information:** Cllr. Michael Capon will be the link between The Parish Council and the Stonley Festival due to take place between 14th and 21st June 2020
- 14. Information:** Cllr. A. Farrow will attend the Remembrance Ceremony on Sunday 10th November 2019
- 15. Information:** The schedule of DP Council meetings for 2020 was distributed.
- 16. Other urgent information** not requiring a resolution: None

The meeting closed at 22.00

Minutes signed:

Date: 16th January 2020