

**Minutes of the Meeting of Doddinghurst Parish Council held at 20.00 on Thursday  
2<sup>nd</sup> November 2017, Parish Rooms, Adjacent Village Hall, Church Lane, Doddinghurst, Essex.**

**Present:** Cllrs. Mrs D. Dicker (Chairman), Mr A Farrow, Mrs. D Rogers Harrison, Mr P Arnell, Mr M Capon, Mr. A Smith, Mr. G Smith, Mr. D Powell, Mrs. J Le Page, Mr. A Oliver and Borough Councillors Mr Cliff Poppy, Mr Keith Parker and Mr Roger McCheyne and Essex County Cllr Leslie Wagland.

1. **Apologies for absence.** Cllr D Potter.
2. 🙋 **Resolved.** Minutes of the meeting held on the 7<sup>th</sup> September 2017 approved and signed.
3. **Declaration of Interests** from Members of any item(s) on this agenda. None declared.
4. **Information: Clerk's report back** on progress and from decisions taken at prior meetings.
  - a) *There is one pending ashes interment and one vacant allotment plot.*
  - b) *The new gate for Peartree Field has been manufactured and installed. Two new ABUS keyed alike padlocks were procured to match the existing padlocks. These padlocks seem to have been discontinued by ABUS and are proving difficult to buy – it took three attempts with different suppliers before a pair were finally delivered.*
  - c) *A start date for the Budgens/Parrott wooden boundary fence replacement has been agreed as the week commencing 6<sup>th</sup> November 2017. Mr Parrott has been advised.*
  - d) *PRINCE carried out their tree maintenance schedule as planned.*
  - e) *The Public Right of Way officer for ECC responded to the request for information on the "Landowner Notices of Deposits" filed by Scott Norris. The Clerk has been asked by the General Purpose committee to publish the rights of local people to apply for paths that are not currently on the Definitive map to be considered for their addition to the plan.*
  - f) *The CIF grant application adjudication date has been set for mid-November. Once we know the outcome of our application we can processed with contract letting for the Teen Shelter and Kicking Goal as per the minutes of the 7<sup>th</sup> September meeting.*
  - g) *Cllr David Powell has demonstrated the new website on the essexinfo.net host to Councillors at the GP meeting who gave their approval for it to be adopted as the new Parish Council website. Clarrie Tremain has agreed to be trained on the management of the site. A new over-arching document control system is to be established for annual review by the Finance and Resource*
  - h) *As approved at the last meeting two replacement litter bins for the CPA have been order from Glasdon for fitment by BBC.*
  - i) *Sage 50 (2017) has been purchased (2 license copy) and installed on the new laptop. The transfer of the HMRC software has also been completed.*
  - j) *A new door lock had to be fitted to the main external access door to the corridor by the Parish Office as the old lock failed internally and had to be cut open. New keys have been issued to users.*
  - k) *Parish Room risk assessment carried out and a new battery is needed in the emergency light over the internal door to the Parish Room.*
  - l) *Local youths inexplicably decided to remove a section of the heavy metal CPA fencing near the main climbing frame. In doing so they broke the post fixings and bent the fence lugs. Repair required the removal of a second panel so that the post could be taken away for welding, buying new stainless steel 40mm M10 coach-bolts and snap secure fasteners. No sooner was this repaired they vandalised it again the next evening by removing the fasteners and wound the fence panel back rotating the post in the ground and making a second repair very difficult. The fence is more or less back in place and held with temporary bolts.*
  - m) *The scouting group asked for help in repairing the power supply for the Path Lights. I engaged an authorised electrician to track down and fix the faults but the scouting group electrician (Storm) has disconnected the cable feed at the scout hut consumer unit on the basis of a circuit test failure. The lights physically work OK and there is no real-world hazard as the all metal lamp-posts are solidly earthed by virtue of being 2 feet in the ground. The matter is with the Scout group and Storm to resolve. I have been given no written test results. The wiring from the scout hut to the first lamp post is PVC coated "pyro", a mineral filled copper sheathed cable normally used in situations where fire protection is essential, but is rare today and beyond the scope of the average electrician as it needs special tools and fittings.*
  - n) *New keys have been purchased for the Parish Room pending the use of the room by the Pre-School team as a creche after half term.*
  - o) *The NAT's team have published a schedule of visits and Doddinghurst turn is in late November. Requests for work need to be filed and approved by Borough Councillors.*
5. **Information:** Noted: **Schedule of Correspondence** received up to the 26<sup>th</sup> October 2017.
  - (i) 4 Global and Active Essex have requested a site visit to view the football facilities in the village on the 15<sup>th</sup> November. This is part of a Sports and Playing Pitch strategy being developed for Brentwood Borough Council.
  - (ii) Letter from Essex Public Right of Way explaining the Notice of Landowner Deposit posters that have appeared on plots of land recently and action that can be taken to have ancient footpaths established on the definitive footpath map. The GP committee resolved that this be published in the Link Newsletter.
  - (iii) A letter about Scout Path lighting had been received on the 31<sup>st</sup> October. The letter made the assumption

that as the Parish Council had provided the path lighting the Parish Council must maintain it. The general opinion voiced by Councillors was that this assumption was not valid. The Clerk is to continue a dialogue with Karen Powell on the matter and recommend that the Scout Group apply for a grant that could be considered by the Parish Council.

## 6. Financial Reports and Minutes and Feedback from Committees.

- a. Information Financial Reports for September and October 2017. Noted.
- b. 🗳️ **Resolved.** Approved the Schedule of Payments for September and October 2017.
- c. Information and Noted: Planning Application status for September and October 2017. The detail of application 17/01656/MOD106 regarding the removal of section 106 agreements that placed restrictive covenants in a deed dated 1993 on the property now called Brookhurst, Brook Lane were discussed. Comments from members of the Planning Committee are awaited.
- d. Information: Noted Draft Minutes of the General Purpose committee of the 18<sup>th</sup> October 2017.
- e. Information: Feedback from Members relating to Committees attended since last meeting. None noted.

## 7. Information: Noted the 2018 Calendar of Parish Council meetings.

8. **Information:** Brentwood Borough Council, Local Development Plan – Status report from Borough Councillors. New housing assessment methods had created new challenges for the Borough Council with the building development requirement rising to an average of 450 homes per year for the next 15 years (6750) and affordable homes provision being assessed on local pay rates rather than the average actual incomes (many local residents commute to work in high pay areas such as the City of London). The draft plan in 2013 aimed at a new build rate of 362 dwellings a year for 20 years (7240). There is also uncertainty over historic house build shortfalls, which are not automatically included in the new build plans. The Borough Council is intending to “go with what they have got” in terms of a development strategy, which includes the Dunton Garden proposal, to get a clearer understanding of the way forward from the Planning Inspectorate. It was noted that the Borough Council’s housing building challenge is somewhat at odds with the Governments declared view that the Green Belt should be protected as the volume of development will lead to Green Belt land being built upon as there are few “Brownfield” areas left. An extraordinary meeting of the Borough Council is set for the 15<sup>th</sup> November 2017 to discuss the Town Centre development and the LDP.

9. **Information: Village Hall – update report.** Bookings for the Village Hall are plentiful and there has been a steep learning curve. Key areas remain to be solved, in particular finding a local caretaker and bar staff. Interest from local residents offering to help and to join the committee has been good. A building survey is being considered. The toilets need refurbishment and the pre-school have offered some financial support. Information to be supplied to the Charity Commission is being worked on but progress is slow as the financial reports depend on information from the existing volunteer Treasurer/ Book-keeper.

10. **Information:** Noted that the Parish Council Newsletter for Dec 17/ January 18 has been circulated for comment.

11. 🗳️ **Resolution:** Approved the Newsletter’s publication – see item 10 above.

12. **Information:** Noted: Christmas Buffet arrangements for 7<sup>th</sup> December 2017 in St Margaret’s Hall.

13. **Other urgent information** (No council actions/letters/undertakings permissible on this item). The Finance and Resource meeting has been rescheduled to the 22<sup>nd</sup> November due to clash of meeting dates. A Police meeting had been set for the 27<sup>th</sup> November 2017 at 19.30 in the Parish Room and will be advertised locally.

**The meeting closed at 22.00**

Minutes signed:



Date: 18<sup>th</sup> January 2018

Comments in public session:

(i) Pending refurbishment and re-development the Town Hall is closed to visitors and the reception desk has moved to the old Registry Office.

Brentwood Council Committee meetings have moved to the Brentwood County High school.

(ii) It was noted that the Police were now more willing to use Section 61 provisions than previously to remove illegal incursions. Prosecutions for Fly Tipping were up and the need for a licence to transport waste material to prove that any disposal was legal was effective since without one people could be prosecuted as though they had been caught fly tipping.

(iii) County Councillor Leslie Wagland said that she had identified leading experts on Public Rights of Way matters in Essex County Council, if advice/ support on these matters was required.

The meeting was attended by 0 members of the public.