

## Minutes of the Annual Meeting of Doddinghurst Parish Council held on Thursday 13th May 2010, Parish Rooms, Adjacent Village Hall, Church Lane, Doddinghurst.

**Present:** Cllrs. Mrs. Dicker, Mr G W Bateson, Mr G Smith, Mrs. A Richards, Mr A Oliver, Mrs. Le Page, Mr A Farrow, Mrs D Rogers Harrison, Mr A Smith, Mr P Davenport; Borough Councillor Keith Parker.

1. 🗳️ **Election of Chairman and completion of declaration of acceptance.** Cllr D Dicker was proposed, seconded and elected as Chairman. Cllr Dicker read and signed the acceptance of office memorandum.
2. 🗳️ **Apologies for Absence.** Apologies received from Cllr C Enderby; County Cllr Mrs Ann Naylor; Borough Councillor Mr R McCheyne and Borough Councillor Keith Sparling
3. 🗳️ **Declaration of interests in items arising on the agenda.** None declared.
4. 🗳️ **Proposals and Resolution for the appointment of a Vice Chairman.** Cllr. A Richards was proposed and elected.
5. 🗳️ **Resolutions on the appointments to Committees and confirmation of Committee Constitutions.**  
The committees and their constitutions were confirmed. Membership resolved as follows:
  - GP Committee: Cllrs Farrow(Chairman), G Smith, Bateson, Mrs. Richards, Mrs Le Page, Mrs Rogers Harrison.
  - Planning Committee: Cllrs Mrs. Dicker(Chairman),A Oliver, A Smith, C Enderby, G Bateson, P Davenport.
  - Finance & Resource Committee: Cllrs Mr.s Dicker(Chairman), G Smith, Farrow, Bateson, Mrs. Richards.
  - Allotment Committee: Cllrs Mrs. Dicker, Mrs Le Page, Bateson (plus three allotments holders).
6. 🗳️ **Appointment of Representatives.**
  - BBPCA – Cllr Mrs.D. Dicker
  - Village Hall Committee – Cllr A Smith
  - BBC Planning Committee – Cllrs Mrs. Dicker & C Enderby.
  - Dagwood Trust – Tony Woodford.
  - Essex PCT – Cllrs Mrs.A.Richards & Mrs J Le Page
  - BBC – LSP – Cllrs Mrs.D Dicker & G Smith
  - Parish Paths Partnership – Cllr A Farrow
  - Police Meetings – Beat Team/ Section Inspectors/Consultative – Cllrs G Smith, C Enderby, A Oliver
  - Transport (including ECC Transport Consultative Committee) – Cllrs C Enderby, G Smith.
  - BBC Tree Warden representatives – Gail Farrow and Lorraine Jeapes.
  - Highways Localism. – Cllr G Smith
  - East of England/ West Essex Forum – Cllrs G Smith/ C Enderby.
7. 🗳️ **Reappointment of Internal Auditor** – confirmed as Anne Marie Sewell.
8. 🗳️ **Dates and Times of future Council Meetings.** Noted: Calendar of meetings for 2010/11 was approved.
9. 🗳️ **Minutes of Parish Council Meeting on the 1st April 2010.** Approved and signed

### 10. Clerks report and Correspondence received for April 2010. Noted: Correspondence received for April 2010.

1. Annual Tax Return completed online and tax rebate for on-line returns received. P 35, P60's and P35A's issued.
2. Annual Audit paperwork received. End of 09/10 year bank reconciliations carried out and External Audit return prepared including the "letter of explanation" to the auditor. End of Sage financial year accounts closed and New Year started. Records collated for internal auditor including incoming receipts, outgoing payments, petty cash, bank statements, cheques, payroll and VAT.
3. The Parish Council's registration with the ICO as a Data Commissioner has been acknowledged and runs until March 2011.
4. The Data and Security risk assessment has been agreed by the F&R committee and a schedule of suggested assignments prepared and issued for comment.
5. Thirty cubic meters of "playchips" for the CPA have been delivered and spreading commenced.
6. Dark Green Grit bin located outside the Parish Room obtained and filled with 500kg rock salt.
7. Leaking allotment water tank ball valve repaired and damaged allotment gate repaired.
8. Annual Parish Meeting held on the 15<sup>th</sup> April 2010.
9. Incursion of Travellers and Gypsies on the 15<sup>th</sup> April onto Peartree Playing Field resolved by the Police and Borough Council enforcement officers in a firm but friendly manner. Security Post padlock was missing so a replacement lock fitted.
10. Annual Report prepared and circulated for comment.
11. Committee constitution updated and circulated for comment.
12. Allotment renewal process completed and lease/ revenue sharing cheque prepared.
13. One full burial and one re-open organised.
14. Photographic record of the pages of the 3 Burial registers has been created and archived.
15. Parish Room Carpet deep cleaned.
16. Two Quotes for improvement works to Peartree Field entrance requested.
17. DOFC final Quarters invoice prepared and issued.
18. Final Quarter VAT claim prepared and submitted.
19. Balloons, Photographs, Reports and Books provided for May Day event.
20. ECC now asked us if we wish to prepare work estimate for strimming footpaths.
21. CIF (Highways) awarded the Council £22,500 for the cost of the scheme to improve Swallows Cross.
22. Planning application for the New Surgery received at Brentwood Planning Department – currently awaiting formal notification/ copies of plans for comment.
23. Letter written to Wallace Kennels in reply to their request for a Grant.
24. Letter written to Neighbourhood Watch in reply to their request for a Grant.
25. Final grant payment to Village Hall for Car Park refurbishment made. Total paid from PWLB borrowing = £99,934.57p. The total loan arrangement fee was £50 leaving £15.43 surplus.
26. June 2010 Newsletter written and issued for comment.
27. Two yearly electrical safety checks for the Parish Rooms booked.
28. Other matters in hand: Bus Shelters wood and metal work re-treatment, Lily Jefferies memorial bench cleaning (awaiting reparation labour), allotment shed wood treatment and door acrylic window pane replacement.

**11. Financial Reports, Reports from PC Committees and other Committees attended by Councillors.**

- (a) **Resolved:** Approved Financial Report for April 2010 and Schedule of Payments for the April 2010.
- (b) **Information. Noted:** the draft annual external audit return for 2009/10, to be presented for sign off in June 2010.
- (c) **Planning Committee report back to the full council.** Noted minutes of meeting of 4<sup>th</sup> May 2010.
- (d) **Finance & Resource report back to the full council.** Noted minutes of meeting 21<sup>st</sup> April 2010.
- (e) **General Purpose Committee report back to the full council.** Noted minutes of meeting of 21<sup>st</sup> April 2010.
- (f) **Allotment Committee report back to the full council.** Noted minutes of meeting of the 28<sup>th</sup> April 2010.
- (g) **Other Meetings attended by Councillors, report back to the full council.** Noted Annual Parish Meeting held on 15<sup>th</sup> April 2010. Noted Youth service action plan to tackle anti-social behaviour. Noted Mrs A Richards attended the celebration of 100 years of Guiding.

- 12. **Resolved:** Approved the next Quarterly Parish Council Newsletter and annual funds of £1120.
- 13. **Resolved:** Approved playing fields annual treatment by Goss . Total £1199.85 + VAT.
- 14. **Resolved:** Approved Risk and Safety management Policy (2010) and scheduled assignments.
- 15. **Resolved:** Approved the renewal of Aon (Allianz) Insurance @ £2115.52.
- 16. **Resolved:** Approved the annual report for 2009/10.
- 17. **Resolved:** Approved a Chairman's Allowance of £500 for 2010/11.
- 18. **Any Other Urgent Business not requiring a resolution/ action.**

- Noted: The Chairman is holding coffee mornings on Saturday 5<sup>th</sup> June and 3<sup>rd</sup> July in the Parish Room. These will commence at 09.30 and volunteers to assist are needed.
- It was noted that the Water seepage in the road at the entrance to All Saints Close from Church Lane was not from a burst water pipe since the water had been tested by Veiola who stated that it did not contain chlorine and was therefore not tap water.
- All Councillors were encouraged, as residents of Doddinghurst and local Parishes, to write in support of the planning application for a new Village surgery.

**The meeting closed at 21.50**

**Minutes signed:**

**Date: 3rd June 2010**

Other matters raised by members of the public:

- The Council was thanked for the effective manner in which Gypsies and Travellers were moved on from Peartree Field following an incursion of 10 or so Caravans on the 15<sup>th</sup> April 2010.
- Neighbourhood Watch is to hold a June event in the Car Park outside Budgens.
- Diane Rogers Harrison was congratulated on her Village Correspondent coverage.