





Minutes of the Annual Meeting of Doddinghurst Parish Council held on Thursday 12th May 2011, 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, Cllr C Enderby, Mrs. Le Page, Mr A Farrow, Mr P Davenport; County and Borough Cllr Mrs Ann Naylor, 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 Cllrs A Smith and Mrs D Rogers Harrison; Borough Councillor Mr R McCheyne.
3. **Declaration of interests in items arising on the agenda.** None declared.
4. 🗳️ **Proposals and Resolution for the appointment of a Vice Chairman.** Cllr. Mrs 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 A Farrow, G Smith, G W Bateson, Mrs. A Richards, Mrs J Le Page, Mrs D Rogers Harrison.
 - Planning Committee: Cllrs Mrs. Dicker, A Oliver, A Smith, C Enderby, G W Bateson, A Farrow.
 - Finance & Resource Committee: Cllrs Mrs D Dicker, G Smith, A Farrow, G W Bateson, Mrs. A Richards.
 - Allotment Committee: Cllrs Mrs. D Dicker, Mrs J Le Page, G W 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 – Cllr C Enderby (to be proposed).
 - Essex PCT – Collective responsibility, no individuals named
 - BBC – LSP – Cllr Mrs. D Dicker
 - Footpaths – Cllr A Farrow
 - Police Meetings – Beat Team/ Section Inspectors/Consultative – Cllrs G Smith, C Enderby
 - 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 2011/12.
9. 🗳️ **Minutes of Parish Council Meeting on the 7th April 2011.** Approved and signed
10. **Clerks report and Correspondence received for April 2011.** **Noted:** Correspondence received for April 2011.
 - i. Annual Parish meeting held on the 14th April 2011.
 - ii. Internal Audit completed and signed off. External Audit notices completed for posting on the 6th May and the formal External Audit return document and letter of variance explanation completed for formal signing by the Council in June.
 - iii. Provisional annual statement of accounts for 10/11 prepared and posted on the website.
 - iv. End of year tax returns completed on the new PAYE system launched by HMRC in March 2011.
 - v. The Parish Council Notice Board outside the Post Office is to be removed so that the fence can be replaced. The return of the notice board to the same spot is in doubt as the owner of the fence is claiming that the weight of the notice board is damaging to the fence. (The weight is carried by cross timbers attached to the main posts so the board is not directly fastened to any fence panel.)
 - vi. Annual Report written for comment.
 - vii. June 2011 Newsletter prepared for comment. NB: This edition must include a synopsis of the annual report and statement of accounts for the prior year to comply with Quality Status requirements.
 - viii. Met Chris Stoneham of ECC Highways with Chairman and agreed some 25 bollards needed by Peartree field entrance to prevent casual parking on the verge. Awaiting response on installing bollards by ECC.
 - ix. Allotment renewals completed with only one new tenant payment outstanding. The allotment gate and shed combination locks access codes have been changed.
 - x. Burial and Ashes: No interments in April.
 - xi. CCTV camera “weather dome” smashed but camera still working.
 - xii. Risk Assessments being undertaken by Councillors.
11. **Financial Reports, Reports from PC Committees and other Committees attended by Councillors.**
 - (a) 🗳️ **Resolved:** Approved Financial Report for April 2011 and Schedule of Payments for the April 2011.
 - (b) **Information. Noted:** the draft annual external audit return for 2010/11, to be presented for sign off in June 2011.
 - (c) **Planning Committee report back to the full council.** Noted minutes of meeting of 5th April 2011.
 - (d) **General Purpose Committee report back to the full council.** Noted minutes of meeting of 20th April 2011.
 - (e) **Allotment Committee report back to the full council.** Noted minutes of meeting of the 11th May 2011.
 - (f) **Other Meetings attended by Councillors, report back to the full council.** Noted Annual Parish Meeting held on 14th April 2011 and was reasonably well attended. The Chairman submitted a report on the LSP committee of the 12th May 2011. Cllr Enderby reported on the progress towards a Sunday bus service from Doddinghurst to Brentwood and beyond.

12.  **Resolved:** Approved the June 2011 Parish Council Newsletter and publication fee of £200.
13.  **Resolved:** Approved the renewal of Parish Council Insurance with Zurich @ £1992.98p.
14.  **Resolved:** Approved the annual report for 2010/11.
15.  **Resolved:** Approved a Chairman's Allowance for 2011/12 of £500.
16. **Any Other Urgent Business** not requiring a resolution/ action. No items raised.

The meeting closed at 22.00

Minutes signed:

Date: 2nd June 2011

The following items were discussed in the public session:

1. Some confusion existed over the notices given of the public consultation on the new Local Development Plan being carried out under the Neighbourhood Consultation banner. This had been copied out on email to all councillors but not generally posted through residents doors as appeared to be the intent. Concern was expressed at areas of land in Doddinghurst being designated for Housing development. Cllr Parker stated that the initiative stemmed from directives from the previous government and that targets for new builds in Brentwood had been cancelled. Councillors were encouraged to visit one of the events if they missed the one held in Doddinghurst on the 11th May 2011. (NB It was subsequently learnt that the proposers of land for development were residents and organisations from the village itself and not based on proposals stemming from Brentwood Council.)
2. Cllr Parker advised that a date for discussing All Saints Church path had been set.