

Minutes of the Annual Meeting of Doddinghurst Parish Council held on Thursday 10th May 2012, Parish Rooms, Adjacent Village Hall, Church Lane, Doddinghurst.

Present: Cllrs. Mrs. D. Dicker, Mr G W Bateson, Mr G Smith, Mrs D Rogers Harrison, Cllr C Enderby, Mrs. Le Page, Mr A Farrow, Mr P Arnell and Mr D Potter.

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, A Oliver. County and Borough Cllr Mrs Ann Naylor; Borough Councillors Mr R McCheyne and Keith Parker
3. **Declaration of interests in items arising on the agenda.** None declared.
4. 🗳️ **Proposals and Resolution for the appointment of a Vice Chairman.** No-one proposed.
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 J Le Page, Mrs D Rogers Harrison, C Enderby, P Arnell, D Potter.
 - Planning Committee: Cllrs Mrs. Dicker, A Oliver, A Smith, C Enderby, G W Bateson, D Potter.
 - Finance & Resource Committee: Cllrs Mrs D Dicker, G Smith, A Farrow, G W Bateson, C Enderby.
 - Allotment Committee: Cllrs Mrs. D Dicker, Mrs J Le Page, G W Bateson, A Farrow (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
 - Dagwood Trust – Tony Woodford
 - Essex NHS liaison – G Smith
 - BBC – LSP – Cllr Mrs. D Dicker & G Smith
 - Village Correspondent – Cllr Diane Rogers-Harrison
 - Village Bus Club - Cllr C Enderby
 - Police Meetings – Beat Team/ Section Inspectors/Consultative – Cllr C Enderby
 - Transport (including ECC Transport Consultative Committee) – Cllr C Enderby.
 - BBC Tree Warden representatives – Gail Farrow and Alan Farrow
 - Highways. – Cllr C Enderby
 - Asset/Infrastructure and Localism – Cllr G Smith
7. 🗳️ **Reappointment of Internal Auditor** – confirmed as Anne Marie Sewell.
8. 🗳️ **Dates and Times of future Council Meetings.** Noted: Calendar of meetings for 2012/13.
9. 🗳️ **Minutes of Parish Council Meeting on the 5th April 2012.** Approved and signed
10. **Clerks report and Correspondence received for April 2012.**

Clerks report:


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| <ul style="list-style-type: none"> i. Half year precept and discretionary grant received. ii. Brentwood Share fund grant for Jubilee event received iii. Doddinghurst Neighbourhood Plan steering groups third and fourth meeting held. iv. May Fair Neighbourhood Plan “options” display board and leaflet entitled “Neighbourhood Planning Explained” prepared (200 copies), “pop-up” Doddinghurst NP area map obtained. v. Village Hall booked for Neighbourhood Plan Village meeting, evening of 25th June 2012. vi. Letter sent to BBC planning requesting formal approval of Doddinghurst Neighbourhood Plan area. vii. End of year 2011/12 Tax Returns filed. viii. External Audit report for 2011/12 completed and Internal Audit signed off. ix. Annual Report for 2011/12 completed. x. 2012/13 Draft Committee constitution and 2012/13 Calendar of Meetings issued. xi. Annual Insurance quote discussed and awaited. xii. Parish Council election advertising and nomination process completed with eleven candidates standing for an uncontested election giving a 100% electoral mandate for 2012. | <ul style="list-style-type: none"> xiii. Two “New Councillor” information packs prepared and issued. xiv. New councillor contact lists issued. xv. 1500 copies of the Jubilee leaflet (in colour) obtained along with 1200 copies of flower festival (B&W) leaflets for distribution to every house in Doddinghurst. xvi. Jubilee advertising banner and bunting received. xvii. One tonne of road salt obtained and put into store. xviii. Annual Parish meeting held. xix. Web site updated for new councillor info, Jubilee information, NP information, Annual Parish meeting and other minutes. xx. Allotment end of year renewals completed and gate codes changed. xxi. One ashes interment carried out. xxii. Footpath 10 formally reopened. xxiii. Children’s Play Area refurbishment discussed with Komplan (play area equipment supplier). xxiv. Children’s Play area grass cut. xxv. Power of General Competence (CiLCA) course booked for the 2nd May 2012. |
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Correspondence received for April 2012. Noted correspondence received for April 2012 also:

(i) Letter from Mr W Reid re 20mph speed limit outside village primary and junior school - item to be referred to June meeting with the clerk to acknowledge receipt and request background information. It was noted that the GP committee discussed this matter on the 21st March 2012 with the following minute "Agreed a recommendation to the full council that, whilst the Parish Council fully supports safety measures relating to hazards to schoolchildren, the outcome from an Essex County Council trial of a 20mph voluntary speed limit at four school sites in the County is awaited."

(ii) Email from the Manager of Budgens Store, Rob Avery, relating to the urgent repair of footpaths due to tree root damage both alongside and to the car park to the front of the shops. The clerk is to reply recommending that the owners of the property should develop a costed plan for the work and make a formal application to the Council for a grant, following which the Parish Council will consider financial assistance. It was noted that both the Maple and the Plane trees adjacent the paths may have to be removed.

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

- (a)  **Resolved:** Approved Financial Report for April 2012 and Schedule of Payments for the April 2012.
- (b) **Information. Noted:** the draft annual external audit return for 2011/12 and the internal auditors sign off.
- (c) **Planning Committee report back to the full council.** Noted minutes of meeting of 1st May 2012.
- (d) **General Purpose Committee report back to the full council.** Noted minutes of meeting of 18th April 2012.
- (e) **Finance & Resource Committee report back to the full council.** No quorum for meeting of 18th April 2012.
- (f) **Allotment Committee report back to the full council.** Noted notes of meeting of the 23rd April 2012.
- (g) **Other Meetings attended by Councillors, report back to the full council.** Noted Annual Parish Meeting held on 19th April 2012 and was reasonably well attended. Neighbourhood Plan options session held at the May Fair on the 7th May 2012 and display board and options available for Councillors to view with a copy of the summary of the comments on the options received on the day provided.

- 12.  **Resolved:** Approved the June 2012 Parish Council Newsletter and publication fee of £200.
- 13.  **Resolved:** Approved the renewal of Parish Council Insurance with Zurich @ £1956.33p.
- 14.  **Resolved:** Approved the annual report for 2011/12.
- 15.  **Resolution:** By ballot; Approved 8 votes to one to scrap damaged Teen Village section and write off asset value of £2712.
- 16.  **Resolved:** Approved a Chairman's Allowance for 2012/13 of £500.
- 17. **Any Other Urgent Business** not requiring a resolution/ action. The council was reminded about the Flower Festival and Church services being planned for the Jubilee weekend of the 2/3 June 2012. A briefing on the General Power of Competence was issued.

The meeting closed at 21.45

Minutes signed:

Date: 7th June 2012

The following items were discussed in the public session:

It was noted that the River Wid, adjacent to footpath 10 at the junction with Brook Lane, is flooding due to a log blocking the culvert that takes water under the road.

One member of the public attended the meeting.