

Minutes of the Annual Meeting of Doddinghurst Parish Council held on Thursday 2nd May 2013, Parish Rooms, Adjacent Village Hall, Church Lane, Doddinghurst.

Present: Clrs. Mrs D. Dicker, Mrs D Rogers Harrison, Mr C Enderby, Mrs Le Page, Mr A Farrow, Mr P Arnell, Mr D Potter, Mr A Smith and Mr A Oliver.

1. 🗳️ **Election of Chairman and completion of declaration of acceptance.** Clr D Dicker was proposed, seconded and elected as Chairman. Clr Dicker read and signed the acceptance of office memorandum.
2. **Apologies for Absence.** Apologies received from Clrs Mr G W Bateson, Mr G Smith; County and Borough Clr 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: Clrs A Farrow, G Smith, G W Bateson, Mrs J Le Page, Mrs D Rogers Harrison, C Enderby, P Arnell, D Potter.
- Planning Committee: Clrs Mrs. Dicker, A Oliver, A Smith, C Enderby, G W Bateson, D Potter.
- Finance & Resource Committee: Clrs Mrs D Dicker, G Smith, A Farrow, G W Bateson, C Enderby.
- Allotment Committee: Clrs Mrs. D Dicker, Mrs J Le Page, G W Bateson, A Farrow (plus three allotments holders).

6. 🗳️ **Appointment of Representatives.**

- BBPCA – Clr Mrs.D. Dicker
- Village Hall Committee – Clr A Smith
- BBC Planning Committee – Clrs Mrs. Dicker
- BBC Parish Liaison Cttee - Clrs D Dicker & G Smith
- War memorial committee - Clr A Farrow
- Village Correspondent – Clr Diane Rogers-Harrison
- Health Matters - referred to GP Committee
- Village Bus Club - Clr C Enderby
- Police Meetings – Beat Team/ Section Inspectors/Consultative – Clr C Enderby/ G Smith
- Transport (including ECC Transport Consultative Committee) – Clr C Enderby/ G Smith
- BBC Tree Warden representatives – Gail Farrow and Alan Farrow
- Highways. – Clr C Enderby
- Asset/Infrastructure and Localism – Clr G Smith

7. 🗳️ **Appointment of Internal Auditor** – confirmed as Michael Raistrick.
8. **Information:** Dates and times of future council meetings - see Calendar of meetings for 13/14.
9. 🗳️ **Minutes of Parish Council Meeting on the 4th April 2013.** Approved and signed.
10. **Clerks report and Correspondence received for April 2013.**

(a) Clerks report:

- i. Letter to Traffic Commission drafted regarding the new 261 bus timetable from 7th May 2013.
- ii. Double taxation report filed with Brentwood Borough Council.
- iii. Letter of complaint about Highway repairs and the poor state of minor roads sent to ECC senior members and officers.
- iv. Allotment renewals completed for 2013.
- v. End of 12/13 year tax return filed successfully.
- vi. Basic PAYE for Real Time Information downloaded and database transferred from prior system. Month 1 payroll successfully filed on line after database updated with additional information.
- vii. End of Year Bank reconciliation completed for sign off by the Chairman.
- viii. 2012/13 external audit completed for approval of internal auditor at the end of May 2013.
- ix. Half year precept and grant for 2013/14 received.
- x. Annual Parish Meeting held on the 18th April 2013.
- xi. Weekly ashes interments are being undertaken at present.
- xii. Quotes for patch repairs to small car park requested
- xiii. Quotes for repairs to meter hut and bollard provision requested.

(b) Correspondence received: for April 2013. Noted correspondence received for April 2013 also:

- (i) Noted reply to letter of complaint about the state of minor roads in Essex.
- (ii) Noted reply to issue of Double Taxation from Brentwood Borough Council.

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

- (a) **Resolved:** Approved Financial Report for April 2013 and Schedule of Payments for the April 2013.
- (b) **Information. Noted:** the draft annual external audit return for 2012/13 and letter to external auditor.
- (c) **General Purpose Committee report back to the full council.** Noted minutes of meeting of 17th April 2013.
- (d) **Finance & Resource Committee report back to the full council.** Noted minutes of meeting of 17th April 2013.
- (e) **Planning update:** Applications received for: 21, Rectory Chase (rear extension) and 10, Middle Green (front Dormers); Also noted, Water Works Spring report reference 11/00345/RGBD1 arising from a complaint about unauthorised traveller encampment which stated that the caravan on the land is not for residential purposes.
- (f) **Other Meetings attended by Councillors, report back to the full council.** Noted Annual Parish Meeting minutes held on 18th April 2013 and was reasonably well attended. Cllr Colin Enderby attended a presentation on Superfast Broadband for Essex. Funding consisted of £18m from three parties, Government, Essex CC and the Telco supplier. There is an ECC website to register interest. A key requirement would be optical fibre to a local distribution cabinet capable of dealing with fibre. May cabinets were not currently equipped to take fibre. Cllr Enderby also reported on the meeting held by the recently appointed Police and Crime Commissioner. It was poorly attended with its widest audience from the periphery of the Borough. Whilst crime rate in the urban area of Brentwood had fallen, village crime had increased, with Kelvedon Hatch the worst affected and Blackmore least so. A concern is that people are not bothering to report crimes, but unless they do the Police will not be aware and will not resource areas that might otherwise need attention. The linkage between post code crime reporting and insurance costs was noted as a disincentive to register crime. It was also reported that the newly formed "Street Pastors" were very busy but that licensing controls were weak - not one application had been refused and the default position is to allow applications.

12. **Extraordinary Meeting of the Parish Council.** The Clerk was asked to organise an extraordinary meeting of the Parish Council to review the funding arrangement for (i) Capital projects (ii) Operational expenditure.
13. **261 Bus Service.** The Chairman advised that she felt that it was premature to complain to Regal Busways about the newly proposed timetable and had declined to sign the letter to the Traffic Commissioner. She felt that until user feedback on the new timetable had been given the risk of losing the service could not justify the action at this time and there was some evidence that most people would change their habits to accommodate the new timetable without too much difficulty.
13. **Any Other Urgent Business** not requiring a resolution/ action. Noted that both a draft annual report for 2012/13 and draft Newsletter for June 2013 had been issued for comment.

The meeting closed at 21.30

Minutes signed:

Date: 6th June 2013

The following items were discussed in the public session:

- On potholes, it was stated that an ambulance with patients on board had burst two tyres by a pothole and had been stranded as a result, complete with patients.
- On footpaths, that a definitive footpath had been ploughed over and left impassable - the Clerk to be advised of the footpath designation.
- On crime, there had been one reported burglary in Church Lane.

Three members of the public attended the meeting.