

Minutes of the Annual Meeting of Doddinghurst Parish Council held on Thursday 1st May 2014, Parish Rooms, Adjacent Village Hall, Church Lane, Doddinghurst.

Present: Cllrs. Mrs D. Dicker, Mrs D Rogers Harrison, Mr C Enderby, Mr G Smith, Mr A Farrow, Mr P Arnell, Mr D Potter, Mr A Smith and Mr A Oliver; County and Borough Cllr Mrs Ann Naylor; Borough Councillors Mr R McCheyne and Mr 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 Mr G W Bateson and Mrs Le Page

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.**

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| <ul style="list-style-type: none"> ▪ BBPCA – Cllr Mrs.D. Dicker ▪ Village Hall Committee – Cllr A Smith ▪ BBC Planning Committee – Cllrs Mrs. Dicker ▪ BBC Parish Liaison Cttee - Cllrs D Dicker ▪ War memorial committee - None required ▪ Village Correspondent – Cllr Diane Rogers-Harrison ▪ Village Bus Club - Cllr C Enderby | <ul style="list-style-type: none"> ▪ Transport (including ECC Transport Consultative Committee) – Cllr C Enderby/ G Smith ▪ BBC Tree Warden representatives – Gail Farrow and Alan Farrow ▪ Highways. – ECC meeting chaired by Borough Cllr K Parker ▪ Health Matters - Cllr G Smith/ D Dicker ▪ Police Matters – Cllr C Enderby/ G Smith |
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7. 🗳️ **Appointment of Internal Auditor** – confirmed as Michael Raistrick.

8. **Information:** Dates and times of future council meetings - see Calendar of meetings for 14/15.

9. 🗳️ **Minutes of Parish Council Meeting on the 5th March 2014.** Approved and signed.

10. **Clerks report and Correspondence received for March and April 2014.**

(a) Clerks report:

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| <ul style="list-style-type: none"> i. Burial Ground: There has been a significant increase in requests for ashes interments over the past 2 months with 5 currently pending. ii. Allotments: The allotment renewal period has been completed with the highest turnover of plots encountered in the history of the allotments and with the overall numbers of people wanting allotments declining. Our waiting list is currently depleted, in part due to the provision of allotment plots in Kelvedon Hatch, and now for the first time ever we have a vacant half plot which will be advertised plus we are still outstanding replies from two other plot owners who are not responding to the renewal requests. I understand that Blackmore are negotiating to provide allotments and this may also affect Doddinghurst in the future as a number of our plot holders come from Wyatts Green and Hook End. iii. Small car park surface defect repair work completed and | <ul style="list-style-type: none"> metal door fitted to meter cabinet. The grant promised for some of this work has not been paid at the time of writing and has been chased by Borough Cllr Roger McCheyne. iv. Considerable activity with the BBPCA involving much detailed work in the period with three BBPCA meetings held and one with Eric Pickles and BBC - see notes of meeting on 4th April 2014. v. Planning records updated with three new applications and one approved arboriculture. vi. A pension workshop was attended on the 13th March 2014 and I have subsequently registered with the pension regulator in connection with the government's compulsory auto enrolment scheme as the contact point. The staging date for Doddinghurst Parish Council is the 1st January 2017 which means we have to inform staff of their pension entitlement from 1st January 2016 and the scheme can |
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- vii. encompass people from the ages of 16 to 74.
- viii. Precept and Grant, 1st payment, received for 2014/15.
- viii. Internal and External Audit. Paperwork received and the Bank Reconciliation for 2013/4 completed and the audit return, variance analysis and other documents prepared for issue. The internal audit is scheduled for May 2014 with PC sign off on the 5th June 2014.
- ix. Sage audit hard copy reports for 2013/4 have been produced and the year's records backed up to CD ROM and rolled over to 2014/15.
- x. HMRC Real Time payroll finalised for 2013/14 and the system rolled over to 2014/15 with P60's issued to staff. New tax codes entered for 2014/15.
- xi. Annual Parish Meeting held and minutes issued. Attendance was down on prior years with no reports from the Schools, Village Hall, Football Club or Essex County Council.
- xii. The Deputy Clerk has attended three training courses in the period.

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

(i) Noted Came and Co Parish Council Insurance renewal offer and quote from Aon. The Finance and Resource committee will review the offer details and approve acceptance of insurance cover at the May meeting.

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

- (a) **Resolved:** Approved Schedule of Payments for March and April 2014.
- (b) **Information. Noted:** the draft annual external audit return for 2013/14 and 2013/14 Bank Reconciliation.
- (c) **General Purpose Committee report back to the full council.** Noted minutes of meeting of 23rd April 2014.
- (d) **Annual Parish Meeting.** Noted the meeting of the 10th April 2014.
- (e) **Planning update:** Noted the latest schedules of Planning Applications received and decisions taken up to 01/05/14. It was also noted that DEFR compliant planning applications submitted as "AGR" were not issued for comment by BBC planning.
- (f) **Other Meetings attended by Councillors, report back to the full council.** Cllr Smith attended a meeting of the Youth Strategy Group and Cllr Enderby advised that two new drivers had been enlisted for the Village Bus Club.

- 12. **Resolved.** Approved the June 2014 Newsletter and its £200 publication fee in the Link magazine
- 13. **Information:** Noted that the F&R meeting will be held on the 21st May 2014 and the next PC meeting is on the 5th June 2014.
- 14. **Any Other Urgent Business** not requiring a resolution/ action

The meeting was attended by 4 members of the public.

The meeting closed at 21.30

Minutes signed:

Date: 5th June 2014

The following items were discussed in the public session:

- Cllr Parker advised that the Trading Standards officers are to revisit the problem in Lime Grove created by the parking of cars that are apparently pending sale via the internet.
- A 30 minute period of free parking in all car parks is to be introduced with 1 hour parking at a lower rate.
- The Neighbourhood Watch team advised that changes in the local police personnel have been made as Acting Ch Insp Tracey Harman and Insp Paul Wells have left Brentwood and there is now Chief Inspector Denise Morrissey and Acting Inspector Scott Kingsnorth.