

Minutes of the Annual Meeting of Doddinghurst Parish Council held on Thursday 14th May 2015, Parish Rooms, Adjacent Village Hall, Church Lane, Doddinghurst.

Present: Cllrs. Mrs D. Dicker, Mrs D Rogers Harrison, Mr G W Bateson, Mrs Le Page, Mr G Smith, Mr A Farrow, Mr P Arnell, Mr D Potter, and Mr A Oliver; Borough Councillor Mr Cliff Poppy.

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 declaration.
2. **Apologies for Absence.** Apologies received from Cllrs. Mr. C Enderby and Mr. A Smith. County Cllr Mrs. Ann Naylor; Borough Councillors Mr. R McCheyne and Mr. 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. 🗳️ **Resolved: Approved Constitution of Committees.**

The committee membership was established 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 (plus three allotments holders).

6. 🗳️ **Resolved: Approved - Appointment of Representatives.**

- BBPCA – Cllr Mrs.D. Dicker
- Village Hall Committee – TBA.
- BBC Planning Committee – Cllrs Mrs. Dicker/ G W Bateson
- BBC Parish Liaison Committee - Cllr D Dicker
- Village Correspondent – Cllr Diane Rogers-Harrison
- Village Bus Club - Cllr C Enderby
- Dagwood Trust - Cllr D Potter
- Transport (including ECC Transport Consultative Committee) – Cllr C Enderby/ G Smith
- BBC Tree Warden representatives – Gail Farrow and Cllr Alan Farrow
- Highways. – ECC matter with no representation
- Health Matters - TBA - Cllr G Smith to follow up.
- Police Matters – Cllrs C Enderby/ 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 15/16.
9. 🗳️ **Minutes of Parish Council Meeting on the 5th March 2015.** Approved and signed.
10. **Clerks report and Correspondence received for March and April 2015.**

(a) Clerks report:

1. Burial Ground: One ashes plot reopened. Allotment Renewals: 25 full plots and 23 half plot renewed; Five people did not renew their full plots and one person did not renew their half Plot. One new tenant took a full plot leaving two full plots and one half plot empty. The balance of the spare plots were taken by existing plot holders. The allotment revenue sharing cheque has been issued.
2. A forced entry was made into the Allotment shed on the 9th April with one of the doors severely damaged, however the lower half survived and nothing was taken from within the shed. The door has been re-assembled. It took a week in time and over an hour on the phone over three separate days to obtain a crime number from the police using their 101 reporting service. Eventually we complained on their “victims of crime” email and thus managed to obtain a crime reference number.
3. The Annual Parish meeting was held on the 16th April at which Tony Woodford announced his intention to retire from the Dagwood Trust and invited the Parish Council to appoint a replacement trustee for the funds (The trust has a capital investment in the region of £100,000 with the Church Commissioners and the trustees administer the payments of grants from the interest earned on the investment, originally to the benefit of the children of the village).
4. The Chairman’s May Fair display board, election pamphlets, election notices and Parish Council activities has been prepared for the 4th May 2015.
5. Insurance renewal quotes have been requested from Came and Company and Zurich.
6. Outstanding modifications to resolve potential safety issues with the new play equipment have been completed by Park Leisure and the retention of £1500 released.
7. MD Landscapes have commenced the maintenance of the Recreational spaces and have performed well.
8. The BT outsource company for SME businesses, Jay Bee Telecom has begun to sort out the issue we were having with duplicated billing for telephone and internet accounts. We have also switched to a cheaper internet service. See my recent report for fuller details.
9. The office water supply meter has jammed and is not

recording consumption. Affinity Water to remedy the problem in early May.

10. The end of year payroll has been completed and P60 forms issued. The new pay year has been started. For this a new RTI payroll system had to be downloaded. HMRC issue a "zipped" .zip file so a copy of Win-zip was licenced as previous "trial copies" have time expired. We also need a copy of win-zip to open the electoral roll files from Brentwood Borough Council.
11. The annual audit papers have been received from PKF Littlejohn and the public audit notices posted. Barclays and Santander bank statements have been reconciled with our Sage reporting system and the Bank Reconciliation report produced. The audit return statement has been prepared and copied out for information. The asset register and PWLB statements have been updated. A preliminary financial statement has been published on the website. The letter to the auditor, with a variance analysis explanation, has been prepared. The Variances for the income and expenditure for the year is entirely to do with the provision of the new play equipment and the CIF grant of £20,000 that we received. (All variances over 15% have to be explained in detail).
12. The Internal Audit has been scheduled for the 20th May 2015.
13. The website is being updated to take account of new legislation on transparency.
14. The April Newsletter was published in the "Link" magazine.
15. Graffiti has been cleared from homes on the link lane between All Saints Close and The Gardens where the owners have given permission; The Basket-Ball wall and scout meter cabinet door re-painted; A loose bolt on the Basket-Ball back board has been replaced.
16. A Children's Play Area RoSPA safety report is scheduled for late May and the Parish Room Portable Appliance (PAT) Tests are scheduled for June.
17. The GP committee authorised the provision of three bench seats for the play area and these have been ordered with installation in August 2015 promised (I have requested an earlier installation if possible).

(b) Correspondence received: for March and April 2015. Noted correspondence received.

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

- (a) **Information:** Noted Financial Reports for March and April 2015.
 - (b) **Resolved:** Approved Schedule of Payments for March and April 2016.
 - (c) **Information. Noted:** the draft annual external audit return for 2014/15 and 2014/15 Bank Reconciliation.
 - (d) **General Purpose Committee report back to the full council.** Noted minutes of meeting of 25th April 2015.
 - (e) **Annual Parish Meeting.** Noted the meeting of the 15th April 2015.
 - (f) **Planning update:** Noted the latest schedules of Planning Applications received and decisions taken up to 15th April 2015. It was also noted 4 applications for permission under a certificate of lawfulness were being processed and that the Parish Council strongly objected to these cases where building work typically had been done by stealth, usually contrary to development in the Green Belt and to deliberately evade planning regulations.
 - (g) **Other Meetings attended by Councillors, report back to the full council.** None attended.
12. **Resolved.** Approved, the EALC/NALC annual subscription renewal fee for 2015/16
 13. **Information. Play Area Stage 2 update.** Three quotes had been obtained in the range £21k to £112k but not all offers had complied with the brief. Applications for grants were to proceed including ECC CIF. An application to the Dagwood trust had been submitted and the Parish Council had been verbally advised that a grant would be made to the Parish Council by the Trust.
 14. **Information:** To note the Finance and Resource meeting is to be held on the 21st May 2015 and the next PC meeting is on the 4th June 2015.
 15. **Any Other Urgent Business.** A meeting with Amber Coaches was suggested to discuss the fare increases following the commercialization of the 261 bus service by Essex County Council. The Clerk is to liaise with other local Essex councils over the 2015 School Bus policy introduced by Essex County Council. Parents seem to have been left to make their choice of schools without being aware of the significant cost of transport to those schools that were not the closest to the pupil's home and therefore they would have to bear the full cost of the school bus - running into £00's of pounds per annum

The meeting was attended by 3 members of the public.

The meeting closed at 22.00

Minutes signed:

Date: 4th June 2015

The following items were discussed in the public session:

The Council welcomed Cllr Cliff Poppy as the new Borough Councillor representing Doddinghurst and Brizes Ward.