

## Minutes of the Annual Meeting of Doddinghurst Parish Council held on Thursday 12<sup>th</sup> May 2016, Parish Room, (Adjacent Village Hall), Church Lane, Doddinghurst, Essex, CM15 0NJ.

Present: Cllrs. Mrs D. Dicker, Mrs D Rogers Harrison, Mrs. J Le Page, Mr G Smith, Mr A Farrow, Mr M Capon, Mr D Potter, and Mr A Oliver; Borough Councillor Mr R McCheyne.

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. A Smith and Mr. P Arnell. County Cllr Mrs. Ann Naylor; Borough Councillors Mr. Cliff Poppy 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: (NB. two members were absent)

  - GP Committee: Cllrs A Farrow, G Smith, Mrs J Le Page, Mrs. D Rogers Harrison, D Potter.
  - Planning Committee: Cllrs Mrs. Dicker, A Oliver, D Potter.
  - Finance & Resource Committee: Cllrs Mrs. D Dicker, G Smith, A Farrow, J Le Page, M Capon.
  - Allotment Committee: Cllrs Mrs. D Dicker, Mrs. J Le Page (plus three allotments holders).
6. 🗳️ **Resolved: Approved - Appointment of Representatives.**

<ul style="list-style-type: none"> <li>▪ BBPCA – Cllr Mrs.D. Dicker</li> <li>▪ Village Hall Committee – TBA.</li> <li>▪ BBC Planning / LDP Committee – Cllrs Mrs. Dicker &amp; G Smith</li> <li>▪ BBC Parish Liaison Committee - Cllr D Dicker</li> <li>▪ Village Correspondent – Cllr Diane Rogers-Harrison</li> <li>▪ Village Bus Club - Mr C Enderby</li> </ul>	<ul style="list-style-type: none"> <li>▪ Bus &amp; Transport – Cllr G Smith</li> <li>▪ BBC Tree Warden representatives – Gail Farrow and Cllr Alan Farrow</li> <li>▪ Highways. – ECC matter with no representation</li> <li>▪ Health Matters - Cllr M Capon.</li> <li>▪ Police Matters - Cllr G Smith</li> <li>▪ Dagwood Trust - Cllr D Potter</li> </ul>
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7. 🗳️ **Resolved: Approved the appointment of Internal Auditor** – confirmed as Michael Raistrick.
8. **Information:** Dates and times of future council meetings - see Calendar of meetings for 16/17 - To be posted in the Link.
9. 🗳️ **Minutes of Parish Council Meeting on the 3<sup>rd</sup> March 2016.** Approved and signed.
10. **Clerks report and Correspondence received for March and April 2016.**

(a) Clerks report:

1. Burial Ground: One full burial occurred in the period.
2. Allotments: Allotment renewal process completed for 2016/7 and the gate and shed code changed. For the first time since the allotments opened we have 2 and a half plots unallocated with no waiting list. Adverts have been posted about the availability of plots.
3. *Local Elections for the Parish Council. The nominations and consent forms for 10 applications were given an unofficial vetting with the returning officer on Wednesday 6<sup>th</sup> April. With the closing date for nominations the 7<sup>th</sup> April the election was uncontested as one vacancy remains unfilled and the 10 applicants duly appointed as Councillors.*
4. *Southend on Sea airport consultation. The airport owners are proposing to change the way in which air traffic arrives and departs from the Southend on Sea airport. The Parish Council has objected to the proposals as it will mean the establishment of a low altitude air corridor that extends for 15 nautical miles from Hanningfield reservoir to north Romford overflying Ingatestone and Doddinghurst in the process. The Council considers that the current procedure for airport departures is safe and adequate for the airports needs and that the new proposals will be more damaging to the environment and excessively disruptive to people below the new flightpath.*
5. *Audit Return for 2015/6 for the external auditor has been completed with a bank reconciliation, audit return form and financial statement circulated to Councillors in April 2016. An appointment with the internal auditor is awaited.*
6. *The 2015/16 tax year-end completion documents have been filed with HMRC and the real time tax return software for 2016/17 downloaded and rolled over to the new tax year. Employee P60's for 2015/16 have been issued. HMRC ran several end of year webinars in anticipation of the rollover process. The one I listened to was attended by over 1000 delegates and worked well with delegates able to raise written questions that were individually replied to during the hour long broadcast session.*
7. *Following the shortage of government grants an "Awards-for-all" application is being prepared for the provision and installation of a village based defibrillator costing £1264 for the defibrillator and case plus installation (including electrical supply) and insurance. Budgens have kindly agreed to allow the unit to be located on their wall shop front and to pay the annual electricity supply fee (about £30pa).*
8. *Replacement Printer for the office. The office Brother laser printer announced that its drum unit was in need of replacement so the opportunity has been taken to replace both the aged black and white photocopier and the Brother*

printer with a wi-fi HP inkjet "all in one" unit that is a scanner and colour photocopier with multi page sheet feeder and duplex printer. It also has photo printing from memory stick and fax capability if plugged into a phone socket, plus a clock and timer so that it turns itself on and off for office hours. The new printer gives us new facilities such as multiple page colour scanning that sends an emailed pdf document, double sided A4 photocopying and has extended life cartridges for cheaper day to day printing plus the fact that whole unit is barely more expensive than replacing the drum unit on the old printer.

9. Replacement office heater. After many years of service a new portable heater has been provided for the office as the old one had an element failure and wasn't heating properly.
10. Lighting repairs. A number of flickering fluorescent tubes in the corridor have been replaced by spare tubes in redundant lighting units stored in the loft.
11. A 13A switched fused spur unit to one of the wall convector heaters in the Parish Room burnt out, shorted and tripped the Parish Room power supply whilst occupied by the Love to Craft hirers in March. The failed unit was isolated and the

power restored with a portable heater being used to boost the temperature to keep the room warm. The failed 13A spur unit has been replaced.

12. Parish Rooms - external door to corridor. The external door handles are in poor condition with worn spindles and broken springs. The 5 lever lock unit is also badly worn and proves difficult to open at times. A replacement set of handles and a new Yale 5 lever door lock with 12 sets of keys has been obtained. This will give us the opportunity to establish the holders of door keys as the existing lock has been in place for in excess of 12 years and copies of the door keys are widely distributed with no accurate holders list in place.
13. Web site update. The full council elections requires a number of documents on the website to be re-issued and updated. This process has started and is likely to take up to a month to complete.
14. Expiry of ID Cards. The existing Councillor ID cards expire in May 2016.
15. A Parish Council Bank signatory retired in May 2016.
16. The Annual Parish meeting was held on the 21<sup>st</sup> April 2016 but was poorly attended

(b) Correspondence received: for March and April 2016. 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 2016.
- (b) **Resolved:** Approved Schedule of Payments for March and April 2016.
- (c) **Information. Noted:** the draft annual external audit return for 2015/16.
- (d) **Annual Parish Meeting.** Noted the meeting of the 21<sup>st</sup> April 2016.
- (e) **Planning update:** Noted the latest schedules of Planning Applications received and decisions taken up to 3<sup>rd</sup> May 2016.
- (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 2016/17.
13. **Resolved: Approved a Chairman's Allowance of £500 and the Clerk's emergency fund of £1000.**
14. **Information: Queen's 90<sup>th</sup> Birthday - village event 12<sup>th</sup> June 2016 - update.** The event is on track but a number of activities require volunteers on the day to help run them and to put up bunting etc. before the event - ladders needed. Councillors were asked to discuss their availability to assist with Julia Le Page at their earliest convenience.
15. **Resolved: Approved** the CPA Project 2016 Issue 1.1 tender document.
16. **Any Other Urgent Business** not requiring a resolution/ action. Noted that the Finance and Resource meeting is to be held on the 25<sup>th</sup> May 2016 (not the 18<sup>th</sup> May) and the next PC meeting is on the 2<sup>nd</sup> June 2016.

The meeting was attended by 8 members of the public.

**The meeting closed at 22.00**

**Minutes signed:**

**Date: 2nd June 2016**

*The following items were discussed in the public session:*

1. Cllr Roger McCheyne was congratulated on his re-election as a Borough Councillor for the Doddinghurst and Brizes ward and one new member, Cllr Michael Capon, was welcomed to the Parish Council following the 2016 uncontested elections.
2. Residents of Kelvedon Hatch and Doddinghurst, who reside on Church Lane near the Place Farm Lane and Dagwood Lane intersection, raised concerns about the dangers and hazards created by large vehicles and speeding drivers along the narrow stretch of Church Lane from the Doddinghurst Village Schools to Stocks Lane. They had been in contact with Cllr Ann Naylor and had a reply from Essex Highways liaison officer Greg Speller, but were not satisfied with the replies received and wanted to enlist the support of the Parish Councils of Doddinghurst and Kelvedon Hatch.