

Minutes of the Annual Meeting of Doddinghurst Parish Council held on Thursday 11th May 2017, 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 A Smith, and Mr A Oliver; Borough Councillor Mr R McCheyne and County Councillor Lesley Wagland

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. D Powell, Mr D Potter and Mr. P Arnell. 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, D Powell.
 - Planning Committee: Cllrs Mrs. Dicker, A Oliver, D Potter, M Capon, A Smith
 - Finance & Resource Committee: Cllrs Mrs. D Dicker, G Smith, A Farrow, J Le Page, M Capon, D Powell
 - Allotment Committee: Cllrs Mrs. D Dicker, Mrs. J Le Page (plus three allotments holders).
6. 🗳️ **Resolved: Approved - Appointment of Key Council Representatives.**

<ul style="list-style-type: none"> ▪ BBPCA – Cllr Mrs.D. Dicker ▪ Village Hall Committee – Cllr Alan Smith. ▪ BBC Planning / LDP Committee – Cllr Mrs. D Dicker ▪ BBC Parish Liaison Committee - Cllr Mrs. D Dicker ▪ Village Correspondent – Cllr Diane Rogers-Harrison ▪ Village Bus Club - Mr C Enderby 	<ul style="list-style-type: none"> ▪ Bus & Transport – Cllr M Capon ▪ Tree Warden representatives – Mrs. Gail Farrow ▪ Highways. – Cllr G Smith ▪ Health Matters - Cllr J Le Page ▪ Police Matters - Cllr A Oliver ▪ Dagwood Trust - Cllr D Potter
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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 2017
9. 🗳️ **Minutes of Parish Council Meeting on the 2nd March 2017.** Approved and signed.
10. **Clerks report and Correspondence received for March and April 2016.**

(a) Clerks report:

1. *Burial Ground: One new ashes interment has taken place, one full burial re-open is pending and one new ashes plot is pending.*
 2. *Allotments: The allotment renewals were completed and the revenue sharing payment issued. There are now 39 allotment users with half or whole plots.*
 3. *These end of financial year process were completed: Payroll and P60 reports issued; SAGE end year and audit reports completed with Bank reconciliation completed and signed off; Football Club and Bus Club reports issued; Insurance renewals requested (three quotes); Internal Audit booked; end of year VAT claim made; External Audit notices posted and the audit return, its covering letter and variance reports prepared.*
 4. *We experienced a plague of IT issues caused by a variety of unrelated problems: Microsoft's office rollover to a new server system caused shared calendar failure, problems were also reported of opening attached word and pdf files sent by the Deputy Clerk, a laptop motherboard failure resulted in a total loss of video output on the D Clerks computer*
- (resulting in a new laptop and software being needed) and a longstanding BT email account ceased working for a week causing problems with office services such as scan to email. The Deputy Clerk now has a W10 machine and the Clerk a W8.1 machine and software copies of SAGE, Basic PAYE and Dreamweaver are confined to the W8.1 machine alone. This creates a vulnerability in managing the finance accounts, audit, payroll, income tax, Enics and the Parish Council website because we are wholly dependent on a single laptop lacking back-up compatible application software and hardware for running these applications - a risk assessment topic for the F&R committee.*
5. *Councillor Vacancy Co-option. This was concluded at the last meeting with Cllr David Powell being appointed. David has been issued with a briefing pack and booked to attend 2 Councillor Training courses in June. The Council now has a full complement of eleven Councillors.*
 6. *A grant request for funds towards new teenager facilities has been submitted to the Dagwood Trust.*
 7. *A donation of £600 has been promised by the Rotary*

- Club, also towards the new teenager facilities.*
8. A 61 bus user forum is being set up to enable residents share their concerns and get informed updates.
 9. The 2017 Annual Parish Meeting has been held and minutes issued.
 10. The absorption by BBC of the entire 2017/18 LCTS grant has been picked up by the BBPCA who are raising the matter formally as a complaint. Approximately 40% of the funds issued by central

- government should have been passed onto the Borough's Parish Councils.*
11. The Parish Council hosted a very busy May Fair on the 1st May 2017.
 12. The NAT's team completed their work schedule and spread out two large piles of woodchip that were alongside the pathways leading to the football fields.
 13. Village Bus Club meeting held and trips through to May 2018 scheduled.

(b) Correspondence received: for March and April 2017. 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 2017.
 - (b) **Resolved:** Approved Schedule of Payments for March and April 2017.
 - (c) **Information. Noted:** the draft annual external audit return for 2016/17.
 - (d) **Annual Parish Meeting.** Noted the meeting of the 20th April 2017.
 - (e) **Planning update:** Noted the latest schedules of Planning Applications received and decisions taken up to 3rd May 2017.
 - (g) **Other Meetings attended by Councillors, report back to the full council.** An Allotment holders meeting had been held.
12. **Resolved: Approved,** the EALC/NALC annual subscription is to be suspended for the current year
 13. **Resolved: Approved a Chairman's Allowance of £500 and the Clerk's emergency fund of £1000.**
 14. **Information: May Fair 2017 - outcomes report.** The May Fair proved to be very popular with new stall holders and all places taken. The Horticultural society sold out and the refreshments stall took £154.50. A good atmosphere prevailed with Maypole dancing by Guides, Rainbows and the Infants school represented. The Chairman expressed her thanks to the Parish Council volunteers who helped move the tables and chairs around and tidy up.
 15. **Information: 61 Bus user Forum.** Set for Tuesday 16th May 2017 in the Parish Room local residents had been invited to get an update on the 61 bus service. Blackmore Parish Councillors and residents were included in the invitation to attend.
 16. **Resolved: Parish Council Insurance renewal** - matter deferred to F&R committee on the 17th May as one quote still outstanding.
 17. **Resolved: Approved: Small team of Councillors empowered to select teen village equipment for full council approval:** Cllrs, D Dicker, G Smith, A Smith and Diane Rogers-Harrison volunteered to work on equipment selection.
 18. **Any Other Urgent Business** not requiring a resolution/ action. Noted that the Finance and Resource meeting is to be held on the 17th May 2017 and the next PC meeting scheduled for the 1st June 2017 - now rescheduled to the 7th June 2017 to achieve a quorum. Councillors were asked to note that a new "Village Appraisal" is being contemplated as the last one is over 10 years old.

The meeting was attended by 2 members of the public.

The meeting closed at 22.00

Minutes signed:

Date: 7th June 2017

The following items were discussed in the public session:

1. Essex County Cllr Lesley Wagland was congratulated on her election as a Councillor for the Brentwood Rural.
2. Cllr Lesley Wagland asked to be updated on the situation with the Ensign 61 Bus as the subsidy for the service has been extended to the last Saturday in August and its future was still uncertain. Cllr M Capon undertook to send Lesley the history following the cessation of the Amber 261 bus service at the end of 2016 using relevant email.
3. Cllr Lesley Wagland asked for some photos of the reversed 30/40 mph sign on Outings Lane.
4. NHW advised that a presentation on the "ECM" (community messaging) system was being given by Sarah in the Priest House on the 12th May 2017.
5. NHW are seeking to have permanent "speed-watch area" signs fitted to cover the centre of the village.