




Minutes of the Meeting of Doddinghurst Parish Council held at 20.00 on Thursday 5th April 2012, Parish Room, (adj. Village Hall), Church Lane, Doddinghurst.

Present: Cllrs. Mrs D Dicker (Chairman), Mrs A Richards (Vice Chair), Mrs J Le Page, Mr A Smith, Mr G Smith, Mr A Farrow, Mrs D Rogers-Harrison and Mr A Oliver; County and Borough Councillor Ann Naylor and Borough Councillors Mr K Parker and Mr R McCheyne.

1. **Apologies for Absence.** Cllrs: Mr C Enderby, Mr G W Bateson, Mr P Davenport.
2.  **Resolved.** Minutes of the meeting held on the 1st March 2012 approved and signed.
3. **Declaration of Interests from Members.** None declared.
4. **Noted: Clerk's report back on progress following the meeting of the 1st March 2012:**
 - i. Notification of £2065 Grant toward Jubilee day costs received from BBC Share Fund.
 - ii. Doddinghurst Neighbourhood Plan lecture at the Anglia Ruskin University for Essex Planners presented.
 - iii. Attended a planning day, including Neighbourhood Planning, with the Chairman at the EALC.
 - iv. Neighbourhood Plan area discussed with Madeline Henwood, Chairman of Blackmore Parish Council.
 - v. Neighbourhood Plan "options" day planned for the May Fair.
 - vi. Meeting with the Brentwood Borough Council electoral manager held and eleven election nomination forms collected.
 - vii. 2012 Parish Council Election notices posted (27/03/2012).
 - viii. One ashes interments carried out.
 - ix. Brentwood Borough Council monitoring officer (Steve Boyle) advised me that the new Disclosable Pecuniary Interest definitions will not be published until July 2012.
 - x. Public sector mapping agreement membership obtained and OS raster maps of the village obtained.
 - xi. Jubilee day pamphlet completed and circulated for comment.
 - xii. Jubilee Bookmarks received.
 - xiii. Jubilee banner ordered.
 - xiv. Peartree "No Parking" sign ordered
 - xv. Major Bridge works on Footpath 10 completed.
 - xvi. Football pitches rolled and slit drained twice and grass cut once in month.
5. **Noted: Schedule of Correspondence received up to the 27th March 2012.**
6. **Financial Reports and Minutes and Feedback from Committees.**
 - a.  **Resolved:** Approved the Financial Reports for March 2012.
 - b.  **Resolved:** Approved the Schedule of Payments for March 2012.
 - c. **Information:** No Planning Committee meeting held since 31st Jan 2012.
 - d. **Information:** Noted General Purpose Committee draft meeting minutes of the 21st March 2012.
 - e. **Information:** Feedback from Members relating to Committees attended in prior month. The Chairman and the Clerk had met Brian Partridge the newly appointed Head of Localism and Partnership. There was a wide ranging discussion as Brian was keen to explore the topics that could be embraced by the new group following the introduction of the Localism Bill which he had to take forward and was seeking issues to resolve and give the work some direction. We are still awaiting the return of the signed partnership agreement since not all parishes appear to have accepted the document. The Brentwood share fund would run again in 2012/13 and the registration of community assets would be encouraged.
Cllr G Smith attended the Asset, Infrastructure and Localism Panel.
7. **Information:** 2012 election update. Close of nominations noon 4th April 2011. It was noted that nominations had closed and eleven people had accepted nominations to become councillors. The Chairman formally thanked those Councillors who were retiring from the Council in May, in particular Cllr Alison Richards who had also served as Vice Chairman for the past four years.
8. **Information:** Annual Parish Meeting - Noted this was scheduled for 19.30 Parish Room on 19th April 2012.

9. Information: Neighbourhood planning and feedback from steering committee. Noted that the Neighbourhood Plan steering committee had met three times and the notes of the meetings were presented together with a summary of a presentation given by the clerk to Essex planners at the Anglia Ruskin university. An "options" event was being held at the May Fair on the 7th May and a launch meeting would be held in the Village Hall at the end of June 2012

10. Information: Jubilee event - progress update. The Bookmarks, leaflets, banner and bunting were all to hand and all show events had been booked with insurance matters regarding the pageant resolved. 1500 leaflets were to be produced with 300 being kept for the event and up to 1200 hand delivered throughout the village - the Jubilee working party is to organise leaflet distribution arrangements. Volunteers to help on the day to put up balloons (box of coloured ones to be bought), bunting (ladders needed) and help with the Bungee Run (fuel needed?) and Car Park and General Marshalls on the day were identified. The Chairman is to liaise with Roger McCheyne over the provision of verge-side noticeboards to advertise the event. A meeting of the Jubilee working part is planned for the 16th May at 19.30.

11. Information: Sunday Bus service - notice/ leaflet distribution. The 228 bus service is to be launched on the 6th May 2012. It was agreed that advance advertising to make Villagers aware of the service was essential to help make it a success.

14. Other urgent information (No council actions/letters/undertakings permissible on this item). The Clerk issued the following items for Councillor information:

- Draft Annual Report for 2011/12 for approval at the May APCM
- Calendar of meetings for 2012/13
- Constitution of Committees for 2012/12 - for approval at the May APCM.
- The External Audit had been received with a return deadline of the 11th June 2012.
- Noted that the next F&R meeting is scheduled for the 18th April 2012 @ 19.30
- Noted that the May Annual Parish Council meeting will be held on the 10th May 2012 @ 20.00, due to the Council elections taking place on the 3rd May 2012.
- Clr Smith reported his dissatisfaction with the way the NHS had handled a Freedom of Information request made by a South West Essex Locality Group member.

The meeting closed at 21.30

Minutes signed:

Date: 10th May 2012

Comments in public session:

Clr Parker advised that Ward Councillors now had a budget for small projects of £1350 each to be spent in their Wards. It was suggested that the footpath to the shops could be repaired using this budget and the Clerk was asked to establish if quotes for the work had been obtained. Clr Parker also advised that parking enforcement was looking more possible with four cars and four people available to do the work where there was an "enforceable" issue. - No use for issues such as verge parking where the police will not act unless there is an obstruction. Clr McCheyne reported that the "allotment wars" article in the Gazette was incorrect. Clr Ann Naylor recommended that the Housing for Life strategy be considered by the Neighbourhood Planning steering group for its Housing design policy.

The NHW group advised that they had received grant funding from the Brentwood Share Fund and were able to procure a gazebo for outdoor events and promote more Junior NHW events as a result

The meeting was attended by 3 members of the public.