

Minutes of the Meeting of Doddinghurst Parish Council held at 20.00 on Thursday 5th September 2013, Parish Room, (adj. Village Hall), Church Lane, Doddinghurst.

Present: Cllrs. Mrs D Dicker (Chairman), Mrs J Le Page, Mr. G W Bateson, Mr C Enderby, Mr A Farrow, Mr A Oliver
Mrs D Rogers-Harrison, Mr A Smith; Borough Councillor Mr R McCheyne.

1. **Apologies for Absence.** Cllrs: Phil Arnell, Mr G Smith, Mr. D Potter, County and Borough Cllr Ann Naylor and Borough Councillor Mr K Parker.
2. **Resolved.** Minutes of the meeting held on the 6th June 2013 approved and signed.
3. **Information** - the July 2013 meeting was not quorate so no minutes were recorded.
4. **Declaration of Interests from Members.** None recorded.
5. **Information** - Brentwood Borough Council Local Plan 2015 - 2030, presentation and consultation.
The draft Borough Council Local Plan, its housing targets and the process being followed was outlined by Senior Planner Phil Drane. The meeting was well attended by residents of Blackmore Parish and Doddinghurst and the focus of the questions were the plans for the Old Doctors surgery site in Outings Lane where residents opposite the site (who reside in the Parish of Blackmore) asked why the site had been shown as being capable of accommodation 11 dwellings. It was felt that such a high housing density was wholly out of keeping with the character of the Deal Tree Corner end of Outings Lane and that there would be issues with parking. It was explained that the current application for two detached houses on the site had been declined on the basis of design. The area of Green Belt between the old surgery and Barfield Farm is not included in the area marked for new development. The consultation closes on the 2nd October 2013.

6. Noted: Clerk's report back on progress following the meeting of the 2nd May 2013:

For June

- i. One new interment (re-open of full burial plot) plus additional inscription on headstone.
- ii. All allotment plots now taken following 3 plotholders that had renewed, subsequently cancelling their tenancies.
- iii. Portable Appliance Testing done and certification provided.
- iv. Annual Audit Return has been sent to external auditor.
- v. Insurance documentation has been received from new parish council insurers.
- vi. Broken flush in ladies loo (Parish Rooms) has been repaired.
- vii. Top step of parish room steps has been repaired (paving came loose).
- viii. Neighbourhood Action Team activity completed around Village. Next scheduled visit for end of July.
- ix. The Scout path lighting has been replaced with halogen lamps.
- x. Scout hut meter repairs – new bollards & door to be installed in September 2013.
- xi. Small car park repairs to be done in September 2013.
- xii. £20,000 "expression of interest" for CIF grant approved – which means permission has been granted to formally apply.

For July and August

- xiii. BBPCA meeting packs for June and September issued and minutes prepared.
- xiv. One new interment (re-open of full burial plot and 3 additional inscriptions processed).
- xv. All allotment plots renewed with 4 subsequent cancellations. One in the process of being offered to waiting list applicant.
- xvi. Annual Portable Appliance Testing and certification completed.
- xvii. Insurance documentation received from new insurers and public certificates posted.
- xviii. Repairs to Parish Room completed: Ladies WC broken, Parish room step broken and window blind broken.
- xix. Neighbourhood Action Team works scheduled and completed in July.
- xx. Scout path lights replaced with halogen floodlights and improved switch controls.
- xxi. Scout hut meter door, protective bollards and small car park patch repairs scheduled for late September 2013.
- xxii. CIF fund expression of interest approved.
- xxiii. 261 Bus service now operated by Amber Buses to the original timetable from July 2013 and no complaints so far.
- xxiv. Presentation on the medium to long term financial position of the council prepared for discussion in October 2013.
- xxv. Quotes for the maintenance of Parish land requested from Constable Landscapes.
- xxvi. Children's Play Area offers summarised and tender scoping document prepared for discussion in October 2013.

7. **Noted:** Schedule of Correspondence received up to the 28th Aug 2013.

8. Financial Reports, Minutes and Feedback from Committees.

- a. **Resolved:** Approved the Financial reports for Q1 and Q2 2013.
- b. **Resolved:** Approved the Schedule of Payments for June, July and August 2013.
- c. Information Planning Applications - Noted: update report on applications and recommendations.
- d. Information: Noted, General Purposes Committee meeting minutes of the 17th July 2013.
- e. Information: Noted, Feedback from the BBPCA meeting of the 4th Sept 2013.
- f. Information: Feedback from Members relating to Committees attended since last meeting. None attended.

9. **Resolved:** Approve response letter to Brentwood Borough Council in relation to the officers meeting regarding the partnership agreement and discretionary grant. It was noted that Ashley Culverwell was picking up the responsibility for Localism following the departure of Brian Partridge.

10. **Resolved:** Approved, the October 2013 Newsletter and Link magazine publication fee of £200.

11. **Resolved:** Approved, the provision of two new office laptops plus Win 8 Microsoft Office 2013 software and Win 8 Sage Instant Accounts Plus V 19.

12. **Information:** Summary of CPA refurbishment offers. Noted, the content and price comparison of the three offers made from quotes obtained.

13. **Other urgent information:** Cllr A Smith advised the committee of the work undertaken by Ford Motor Co at the Junior School. Cllr A Farrow advised the committee of progress with the war memorial and of discussion on the materials to be used with English Heritage. On fund raising for the War Memorial Cllr Farrow advised that local people were being very generous in so far as the collecting tins were being filled almost as soon as they were left out.

The meeting closed at 22.00

Minutes signed:

Date: 3rd October 2013

Comments in public session: No comments recorded.

The meeting was (initially) attended by 38 member of the public.