

Minutes of the Meeting of Doddinghurst Parish Council held at 20.00 on Thursday 6th June 2013, Parish Room, (adj. Village Hall), Church Lane, Doddinghurst.

Present: Cllrs. Mrs D Dicker (Chairman), Mrs J Le Page, Mr A Farrow, P Arnell, Mrs D Rogers-Harrison, Mr. D Potter. Mr A Smith; County and Borough Councillor Ann Naylor and Borough Councillor Mr K Parker

1. **Apologies for Absence.** Cllrs: Mr. G W Bateson, Mr C Enderby, Mr A Oliver, Mr G Smith. Borough Councillor Mr R McCheyne.

2. **Resolved.** Minutes of the meeting held on the 2nd May 2012 approved and signed.

3. **Resolved.** Minutes of the Extraordinary meeting held on the 23rd May 2012 approved and signed.

4. **Declaration of Interests from Members.** Cllr Farrow recorded a personal interest in All Saints outline planning application.

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

- i. Meeting held with Brentwood Borough Council officers on the Partnership agreement/ SLA and Double Taxation.
- ii. Replies to Letter of complaint about Highway repairs and the poor state of minor roads sent to ECC received but with no outcome other than a promise to carry out jet patch repairs in August.
- iii. Internal Audit underway by AM Sewell & Co Ltd.
- iv. External Audit completed for return in June 2013 - see agenda, and currently with Internal Auditor.
- v. DPC Annual Report for 12/13 completed.
- vi. Quote for meter box and small car par repairs received - see agenda.
- vii. Scout Path lighting refurbishment - quote received - see agenda.
- viii. CIF fund application grant qualifying process (for CPA) completed.
- ix. June 2013 Newsletter completed.
- x. Three full plot allotment holders have cancelled their renewal for 13/14 and these are being offered to people on the waiting list, which is now very low for Doddinghurst residents.
- xi. Burial Ground: Double ashes interment in May and new headstone inscription in progress.
- xii. Finance presentation for an extraordinary meeting of the PC developed and presented.
- xiii. Neighbourhood Action team work schedule (for pilot scheme) prepared and issued to Ward Councillors.
- xiv. Additional quotes for DPC insurance sought and obtained - see agenda.

5. **Noted: Schedule of Correspondence received up to the 23rd May 2013.** (published by email)

- (i) Noted Regal Busways are withdrawing from the 261 bus service contract from the 19th July 2013.
- (ii) Noted Affinity Water is consultation on its future strategy for water resources management in the area affecting service to Doddinghurst.
- (iii) Noted that Brentwood Borough Council have published their Local Plan draft Sustainability Appraisal for comment up to 5th July 2013.

6. **Financial Reports and Minutes and Feedback from Committees.**

- a. **Resolved:** Approved the Schedule of Payments for May 2013. Noted that the financial report would be produced quarterly in future and the next one would be in September 2013.
- b. **Information:** Noted, Planning applications received up to 29th May 2013.
- c. **Information:** Noted General Purpose Committee draft meeting minutes of the 15th May 2013.
- d. **Information:** Noted Finance and Resource Committee draft meeting minutes of the 15th May 2013.
- e. **Information:** Noted Feedback from the meeting with BBC officers on the 14th May 2013.
- f. **Information:** Extraordinary Parish Council meeting: Feedback & comment. Due to low attendance levels the presentation will be repeated in September 2013.

- g. **Information:** Feedback from Members relating to Committees attended. Cllr Enderby attended the Bus Users Transport meeting and submitted a written report stating that Essex County Council confirmed that they were endeavouring to find a replacement contractor for the 261 Bus service before the 19th July but the time available to do so is very short.

7. **Resolved:** Accounting Statements approved and signed off for the Annual Return year ended 31st March 2013.
8. **Resolved:** Annual Governance Statement of the Annual Return approved for the year ended 31st March 2013.
9. **Resolved:** Approved the devolved authority to the Clerk for the preparation and issue of planning application response letters.
10. **Resolved:** Approved the June 2013 Parish Council Newsletter and publication fee of £200.
11. **Resolved:** Approved the renewal of Parish Council Insurance with Aviva (Came & Co) at £1528.39.
12. **Resolved:** Approve the Parish Council Annual Report for 2012/13.
15. **Resolved:** Approved, the provision of two cast iron bollards, repairs to small car park surface depressions (approx 5 sqm) and the fitting of a metal door and frame to the Scout Hut brick meter housing, all at £1106.
16. **Resolved:** Approved, the replacement of the Scout Path overhead lighting units with white 50W LED floodlights, and the provision of improved electrical isolation in each lamppost with improved physical security of the lamppost access panels at £1295.41, plus the cost of tower hire at £40/day and £40 delivery.
17. **Other urgent information:** (No council actions/letters/undertakings permissible on this item). No matters raised.

The meeting closed at 21.50

Minutes signed:

Date: 5th Sept 2013

Comments in public session:

- Support for the war memorial fund was strong and a proposal for a village concert to raise funds was mooted.
- The Neighbourhood Action Team activity trial went well and the next session will be for a week in the ward and a schedule for the work had been issued.
- Cllr Parker asked why no members of the Borough Council had been present at the meeting with Borough Council officers on the 14th May 2013.
- Issues relating to the 261 bus were discussed and problems with Bus service affecting the Brentwood area in general.
- The enforcement of car parking (especially on yellow lines) in the village was discussed.
- NHW gave a crime report update.

The meeting was attended by 1 member of the public.