

Minutes of the Meeting of Doddinghurst Parish Council held at 20.00 on Thursday 7th March 2013, Parish Room, (adj. Village Hall), Church Lane, Doddinghurst.

Present: Clrs. Mrs D Dicker (Chairman), Mrs D Rogers-Harrison, Mr. G.W. Bateson, Mr. A Farrow, Mr. D Potter, Mr. C Enderby, Mr P Arnell , Mr G Smith and Mr A Smith. County and Borough Councillor Ann Naylor; Borough Cllrs. K Parker and R McCheyne

1. **Apologies for Absence:** Clrs Mr A Oliver, Mrs J Le Page.
2.  **Resolved:** Minutes of the meeting held on the 7th February 2013 approved and signed.
3. **Declaration of Interests:** from Members of any item(s) on this agenda. None declared.
4. **Noted:** Clerk's Report back on progress following the January 2013 meeting.
 - i. Two Scout Path lights have been repaired but all five columns and lamps are in poor overall condition and are to be inspected by highway lighting professionals with a view to upgrading to a modern low energy but tough design.
 - ii. A review of the burial ground fees is being undertaken.
 - iii. Kompan 2013 pricelist and catalogues received re CPA refurbishment.
 - iv. Allotment gate padlock replaced.
 - v. Neighbourhood plan surveying underway and database compilation taking place.
 - vi. Clerk's laptop indicating hard disc problems and may need replacement at short notice.
 - vii. HMRC "Basic payroll 2012" system updated (six hour download) pending introduction of real time PAYE reporting launching in April 2013.
 - viii. Jo-Anne Ireland has deferred discussion of Partnership SLA until the end of March 2013.
 - ix. Precept requirement for 2013/14 submitted to Brentwood Borough Council on the 18th January 2013.
 - x. BBPCA meeting secretariat role continuing with next meeting set for the 6th March 2013.
5. **Noted:** Schedule of correspondence received up to the 27th February 2013. Noted the correspondence received. The Clerk was asked to draft a letter to Alison Crowe on item viii above expressing the Parish Councils frustration at the constant failure of Brentwood Council to address the matter of the absence of Service Level Agreement for the Partnership Agreement. The Clerk was also asked to reply to Ian Churley who had written as a local Rotary member proposing that they restarted the village summer Donkey Derby.
6. **Financial Reports and Minutes and Feedback from Committees.**
 - a.  **Resolved** Approved the Financial Reports for January & February 2013.
 - b.  **Resolved** Approved the Schedule of Payments for January and February 2013.
 - c. Information: Planning applications - update. Noted approval of Moudaire Farm ménage floodlights by Brentwood Borough Council planning committee following vote in favour. Noted outline approval for 2 dwelling houses on the site of the old surgery in Outings Lane. Noted a further appeal against enforcement of the creation of "Garden extensions" on Green belt land at the rear of properties in The Gardens.
 - d. Information: Noted the GP meeting of the 20th February 2013 including a potential doubling in Burial Fees over next three years.
 - e. Information: Feedback from Members relating to Committees attended since last meeting including Project Albatross. Clrs Smith, in an update on Highways matters advised that repairs discussed in the previous month remained outstanding. The Clerk was asked to draft a letter expressing the concerns of the Parish Council in Essex County Council continuing failure to remedy highway defects.; Councillor Dicker reported on the BBPCA meeting and on emergency planning information and advice available on the Brentwood Borough Council website. Councillor Enderby reported on Bus issues (see below) following a meeting with Brentwood Community Transport.
7.  **Resolved:** Draft response to email from John Jowers re: Flooding at Brook Lane approved for issue.
8.  **Resolved:** Approved the following Parish Council expenses relating to the May Fair on the 6th May 2013: Village Hall hire, Punch and Judy and a Bouncy Castle. It was noted that there was to be no revenue for the

Parish Council from this event. The Chairman is to liaise with the schools over Maypole Dancing on the day. Brenda West is organising advertising and booking of tables by participating stall holders. Clr Le Page is taking a stall and arranging refreshments (as a private individual holding the necessary catering certification) for the event.

9. 🗳️ Resolved: Agreed not to enter the 2013 Essex Best Kept Village competition.

10. Information: Changes to PAYE - real time reporting. The Clerk advised that from April 2013 the Council would be required to make staff income returns via a new HMRC online real time PAYE reporting system. Up until now only annual statement had to be made online and now they would have to be done monthly. Given the hiatus that has always accompanied the annual return - due to HMRC system inadequacies - there may be a significant additional work load unless and until the system becomes bedded. Even then additional office time making monthly real time PAYE returns is likely to be needed. Past problems have arisen because of: HMRC software glitches e.g. HMRC servers being offline when they are reported as online, HMRC servers being unable to cope with peak demands and being overloaded (therefore very slow) during the daytime so are only available to do work in the early hours of the morning and finally, generally poor information from HMRC websites and difficulty getting technical support by phone when needed. The last (February 2013) update to the Basic PAYE 2012 system to enable the end of year returns to be made took 8 hours (from 14.00 to 22.00) to obtain instead of about 10 minutes, and, during this time no work could be done on the office laptop because it was tied up trying to obtain the download software).

11. Information: 261 Bus operational issues. A second letter of complaint to the managing Director of Regal Busways has been circulated relating to bus failure in February 2013. The letter was approved for issue. It was confirmed that the 228 Sunday Service will cease at the end of May 2013 due to lack of demand. Notices will be posted at Bus Stops.

12. Information: Progress in the resolution of Highway defects and verge maintenance. Following the meeting in February between Councillors and Chris Stoneham no progress in the repairs of potholes appears to have been made. The Councillors requested a strongly worded letter to be issued to senior members of Essex County Council on the hopeless situation in getting those responsible to act to repair highway defects and verge repairs.

13. Information: 2012/13 Annual Report. Noted that the production of this report is in progress

14. Information: Noted that the Deputy Clerk's Three Year Contract Renewal from 2013 - signed off by the Chairman.

15. Other urgent information (No council actions/letters/undertakings permissible on this item). Noted that: The Annual Parish Meeting is to be held at 19.30 on the 18th April 2013 in the Parish Room and that the next Finance and Resource Meeting would be held on the 17th April 2013, with the Annual Internal Audit planned for the week of the 21st to 23rd May 2013.

The meeting closed at 22.00

Comments in Public Session: Cllr Keith Parker advised that a maintenance task force is being established and funded by Brentwood Borough Council and that they would carry out maintenance "Blitz", moving from area to area in the Borough. They would not deal with potholes but the County were reporting as spending £35m on pothole repair. The work of raising kerbs for buses at stops had ceased.

Clr McCheyne informed the Council that there was a rise in the number of horses being left to graze in fields - fly grazing.

Peter Salmon of Doddinghurst Neighbourhood Watch stated that the police "Project Albatros" intends to change the way in which Police deal with local policing using more "concentration" policing and to act to improve communication to residents, also the reason for asking local well known people to wear high viz jackets and to be "Capable Guardians" was that police had found that in areas where workmen or people were visibly in the streets crime fell simply because criminals were deterred if they saw someone in the area alert to what was happening.

Peter Fisk advised of the forthcoming NAP's meeting, to be attended by Clr Enderby.

The culvert and stream emerging alongside Wid Terrace had been cleaned but a fence had been erected alongside the stream on land owned by Quadrant Housing but no-one knew who had approved its provision.

Minutes signed:

Date: 4th April 2013