

**Minutes of the Meeting of Doddinghurst Parish Council held at 20.00 on Thursday 2nd June 2016, Parish Rooms, Adjacent Village Hall, Church Lane, Doddinghurst, Essex.**

1. **Present:** Cllrs. Mrs D. Dicker (Chairman), Mrs. D Rogers Harrison, Mrs. Julia Le Page, P Arnell, Mr. A Smith, Mr. G Smith, Mr. D Potter, and Mr. A Oliver, and Mr M Capon; Borough Councillors Mr Cliff Poppy, Mr Roger McCheyne and Essex County Cllr Ann Naylor.
2. **Apologies for absence.** Cllr A Farrow; Borough Cllr K Parker.
3. 🗳️ **Resolved.** Minutes of the meeting held on the 12<sup>th</sup> May 2016 approved and signed.  
Noted that Cllr Capon has responsibilities for Bus and Transport and that Cllrs Farrow/ Dicker has responsibilities for Health Matters.
4. **Declaration of Interests** from Members of any item(s) on this agenda. None declared.
5. **Information:** Clerk's report back on progress and from decisions taken at prior meetings.
  - I. *Burial Ground: One new ashes interment.*
  - II. *Allotments: We currently have 2 full and 2 half plots unallocated with no waiting list. Adverts have been posted about the availability of plots. The allotment committee is considering action to take over vacant plots that will become overgrown if left too long.*
  - III. *Michael Raistrick, the Internal auditor has visited the office and collected the 2015/16 documentation including incoming and outgoing invoices and payments, Bank Statements, Chequebooks, Payroll paperwork and the audit return data/ response letter etc.*
  - IV. *Parish Building: Corridor external entrance door handles replaced.*
  - V. *Allotment water tank pipe elbow coupling replaced after allotment holder hit it with his vehicle and broke it causing water to jet out for a day or so as the farmer was on holiday. The coupling had to be ordered as it is a relatively rare elbow for connecting 25mm plastic pipe to a 0.5" BSP brass ball valve on the dipping tank.*
5. **Information:** Noted: Schedule of Correspondence received up to the 25<sup>th</sup> May 2016.
6. **Financial Reports and Minutes and Feedback from Committees.**
  - a. Information: Noted the Financial Reports for May 2016.
  - b. 🗳️ **Resolved.** Approved the Schedule of Payments for May 2016.
  - c. Information: Noted Budget Forecast 2017.
  - d. Information and 🗳️ Resolution: **Resolved:** Comments for planning applications 16/00494/OUT The "Swallows Cross Farm;" 16/00578/FUL The "Hurst"; 16/00582/FUL "Brookhurst" ; 16/00583/FUL The "Haylings"; 16/00633/FUL and 1 All Saints Close, all agreed.
  - e. Information: Noted minutes of the Finance and Resource Committee of the 25th May 2016. Cllr G Smith thanked the Clerk for helping to make the financial processes as transparent and straightforward as possible.
  - f. Information: Noted the sign off and report of the Internal Auditor for the 2015/6 accounts.
  - g. Information: Feedback from Members relating to Committees attended since last meeting including the BBC liaison meeting - None held - the liaison had been deferred to the 14<sup>th</sup> June 2016.
7. 🗳️ **Resolved:** Approved the Annual Governance Statement of the Annual Return for the year ended 31 March 2016.
8. 🗳️ **Resolved:** Approved the sign off of Accounting Statements for the Annual Return year ended 31<sup>st</sup> March 2016.
9. 🗳️ **Resolved:** Approved the annual renewal of 2016/17 Parish Council Insurance for the period 01/05/2016 to 01/05/2017 with AON.
10. 🗳️ **Resolved:** Approved the Doddinghurst Parish Council's Annual Report for 2015/16.
11. 🗳️ **Resolved:** Approved the implementation of NALC/SLCC 2016/17 revised pay scales for all employees.
12. 🗳️ **Resolved:** The council confirmed its eligibility with a 90% electoral mandate at the May 2016 election and an appropriately CilCA qualified Clerk to be able to re-adopt the General Power of Competence. The Council resolved

to adopt the General Power of Competence for the period to the next full council elections in May 2020.

- 13. Other urgent information** (No council actions/letters/undertakings permissible on this item) The GP meeting is scheduled for the 15<sup>th</sup> June and the next PC meeting on the 7<sup>th</sup> July 2016.

**The meeting closed at 21.40**

Minutes signed:

Date: 7<sup>th</sup> July 2016

Comments in public session:

- (i) A balustrade on the bridge on FP 35 is being used by youths to scale the fence to the school and a request was made for it to be moved to the opposite side of the bridge to help prevent damage to the fence.
- (ii) Action was continuing with Essex Highways to have the pedestrian crossing near the Deal Tree Surgery formally adopted as its lights were not working and no-one seemed to take responsibility for repair. Highways have now formally passed the matter to the surgery developer for remedy.
- (iii) Councillors expressed concern over the quality of the Ringway highway roadworks on Church Lane as drain gullies were left uncovered during asphaltting and drains were reported as blocked with surplus tarmac.
- (iv) Cllr R McCheyne agreed to receive a pallet of road salt for re-use in the village in the winter.

The meeting was attended by no members of the public