



Minutes of the Meeting of Doddinghurst Parish Council held at 20.00 on Thursday 3rd March 2016, Parish Rooms, Adjacent Village Hall, Church Lane, Doddinghurst, Essex.

Present: Cllrs. D. Dicker (Chairman), Mr. G W Bateson, Mr. D Potter, Mrs. Julia Le Page, Mr. P Arnell, Mr. A Smith, Mr. A Oliver, Mr. C Enderby and; Essex County Cllr Ann Naylor.

1. **Apologies for absence.** Cllrs Mrs. Diane Rogers-Harrison, Mr. A Farrow, Mr. G Smith; Borough Cllrs. Roger McCheyne, Keith Parker and Cliff Poppy.
2.  **Resolved.** Minutes of the meeting held on the 14th January 2016 approved and signed.
3. **Declaration of Interests from Members of any item(s) on this agenda.** None declared.
4. **Information: Clerk's report back on progress and from decisions taken at prior meetings.**
 - I. *Burial Ground: There has been 1 new ashes interment in the burial ground plot 166.*
 - II. *Allotments: Plot holder 10b terminated their contract early but this was re-let immediately to an existing plot holder. The allotment renewal notices for 2016/17 have been issued to all existing allotment holders.*
 - III. *Brentwood Borough Council held a meeting to launch the consultation for the Local Development Plan (LDP) with Parish Councils on the 16th February and these were reviewed by the GP committee on the 17th February and two full council meetings scheduled to review the LDP on the 7th and 9th of March 2016. The Borough Council has written to residents with the dates of 9 evening exhibitions around the Borough. In Doddinghurst the LDP exhibition notices have been posted on all Parish Council notice boards, on our website, in the Newsagents and Budgens stores and in the Doddinghurst Road Bus Stop Shelter by the old Post Office. The consultation closes on the 23rd March 2016 and as well as sites for the development of 6000 homes includes plans for business development and a 200 page policy document that will give direction to building development up to 2033.*
 - IV. *After confusing emails from the Borough's finance department in late December and early January, the Borough Council's parish discretionary grant for 2016/7 has been cut by 37%. The overall impact of this cut has been a Doddinghurst precept increase of £7.11p per Band D property per year (15.7%), or an overall precept of £60,886. (The overall 2016/17 increase for residents from County/ Borough/ Fire & Police increases is approximately 4% or of the order of £65 per year on a Band D property.)*
 - V. *A large section of fencing in the burial ground was damaged by high winds caused by storm Imogen. Quotes for the repair of 5 failed fence posts have been obtained and the lowest accepted. It was noticed that the failed section of fence has had its height raised by residents of Steeple Way/ Hallam Close adding 2 - 3 feet of heavy trellis on top of the existing fence posts and we will be requesting that they arrange to mount their trellis on its own posts since the 2m high close boarded fence will not carry the extra weight / bending force especially when it becomes overgrown with foliage and subjected to blustery wind.*
 - VI. *VAT for Q 3 submitted and received.*
 - VII. *Burial Ground 2016/17 fees have been revised by the GP meeting by +2% and these have been calculated and posted on the website.*
 - VIII. *The fund for the provision of defibrillators has been fully allocated and we did not receive a grant. We will investigate costs of funding a defibrillator ourselves.*
 - IX. *An "anti-deer" fence has been erected by the farmer on the allotment site.*
 - X. *NAT's team have levelled gougues in the grass verges, removed rampant Ivy by the footpath off the Gardens that was growing over an adjoining garage. Cleaned the illuminated bollard on the junction of Doddinghurst Road and Church Lane. They have re-set the Bell Bollard in All Saints (but not in cement). They also cut back the foliage on the Dagwood Triangle but can't do work where they would need to close the road for safety reasons, so where this would be necessary e.g. with overhanging trees, they cannot undertake the work.*
 - XI. *We have received six enquiries from residents asking about the role of the Councillor and the elections in May 2016.*
5. **Information: Noted: Schedule of Correspondence** received up to the 25th February 2016. Also:
 - (i) Essex Police have notified us of their intent to change neighbourhood policing and form 10 new community policing teams, one each for the policing districts of the County. The front of office desk in Brentwood will close and a new web based reporting website established for crime reports/ lost and found items and access to police information services. Public access points will be trialled in places such as libraries etc. Local police "street meets" will cease.
 - (ii) Southend Airport has launched a consultation over revised airspace management and flight paths. This has been posted on the Parish Council website. If implemented it will result in the SW and NE departing passenger aircraft overflying the village at 3000 feet at 250 knots with a knock on effect on light aircraft in the vicinity. The Clerk is to co-ordinate a response for the Parish Council.
 - (iii) The Council has been advised that the National minimum living wage becomes law on the 1st April 2016 at £7.20 per hour. This will not impact the Parish Council's salary bill as our lowest current hourly rate of pay just above this level.
 - (iv) Essex County Council has launched a consultation on the Counties Waste recycling policy and the locations of recycling centres.
6. **Financial Reports and Minutes and Feedback from Committees.**
 - a. **Noted the Financial reports for January and February 2016.**
 - b.  **Resolved. Approved the Schedule of Payments for January and February 2016.**
 - c. **Planning Applications for January and February 2016.** Noted. There are currently only two outstanding applications relating to the village and one of these concerns the details of conditions for the old surgery site, for which the Section 106 agreement has now been completed and clearance has begun. A new dwelling on land at Emblems Farm was pending (now approved on 8th March). A special meeting of the Parish Council to agree a

response to the Local Development Plan 2016 consultation has been set for the 7th March i.e. after Councillors have had the opportunity to attend the Borough Council's exhibition on the subject - as recommended by the GP committee.

- d. **Minutes of the GP meeting held on the 18th February 2016.** Noted. The BBC NAT's team are operating a more relaxed timetable and will take a request for work at any time and fit it in as soon as practicable. Burial Ground fees have been increased by 2% and the room rent remains unchanged. The wind damaged cemetery fence has been repaired by Shenfield Fencing using concrete spurs. The Clerk is to discuss the trellis mounted on the fencing by local residents with the householders concerned. The football club expense claim has been submitted. The committee voted against action to remove trees/ shrubbery between the Scout Field and the Village Hall field as the issues reported cannot be resolved by the removal of a few trees and shrubs on land to the rear and side of the Village Hall as there are too many alternative locations in the area to make this any sort of solution.
- e. **Information: Feedback from Members relating to Committees attended.** Cllr. Enderby attended a meeting of the transport reps. The 898 bus service is due to be ceased at the end of March but Brentwood Community Transport has tabled an alternative timetable that would take in additional stops and a conclusion on this is awaited. The 261(now a commercial service) was not discussed.
7. **Information: Update on May Fair and Queen's 90th Birthday celebrations.** These events are on track and advertising has been sent to the link. Councillors who have not yet volunteered to help and are available should agree a function with Julia as soon as possible. Two special mint coins for the Queen's 90th birthday have been provided as prizes. A cake cutting has been agreed with Zaza Walker and the booking for the entertainers etc. have been confirmed.
8. **Information: Update on the provision of a Defibrillator for installation in the village.** An application for a government funded grant has not been successful as it has been oversubscribed. The Deputy Clerk is pursuing other avenues of enquiry to establish funding and the full cost and procedure of providing and maintaining the equipment. Budgens have agreed a location and that a power supply can be provided. A cost in the region of £2000+ is anticipated and there are now numerous types (over 40!) of defibrillators to choose from.
9. **Information: May 2016 Election briefing paper and associated publicity activity results.** Councillors were each given a briefing paper on the 2016 election process, the timescales and the rules over the election including expense form submissions. The timetable for Parish Council elections in 2016 has been obtained from the Electoral Commission and its key dates advised to Councillors. Nomination and consent forms have to be submitted to the returning officer by hand (not by post) by 16.00 on the 7th April 2016. Applications after this time and date will be rejected. Publication of the election, and the onset of Purdah, is not later than midnight on the 30th March 2016. We are currently awaiting confirmation of the release of nomination papers etc. by the Borough Council.
10. **Information: External Auditor.** It was noted that, under new rules, Parish Council could now appoint their own external auditor. If this option was not exercised then an auditor would be appointed, as before, by the government. The auditor selected for 2016/7 is PKF Littlejohn LLP, the external auditors for the past 3 years and therefore the arrangement is effectively unchanged. Minor clarifications on the audit process have been issued and the dates for submission have yet to be advised but it will be earlier than the statutory deadline of 30th June 2016.
11. **Information: Parish Council Website and IT review.** The Clerk presented a discussion paper on the status of the office IT and peripheral equipment to highlight essential changes and potential changes. In the light of comments the Clerk will be requesting specific action to replace/ resolve pending equipment and software issues.
12. **Information: Play Area resurfacing Contract proposal and Grants.** The Clerk presented a discussion paper to set out the funding and tender process to be employed for the next improvement contract for the play area. The Council was content with the proposals which will be brought back for formal resolution at a future meeting.
13. **Other urgent information (No council actions/letters/undertakings permissible on this item).** The Chairman invited councillors to an "end of council term" dinner. The next meeting is the Annual Parish Council meeting on the 14th May 2016.

The meeting closed at 09.45

Minutes signed:

Date: 12th May 2016

Comments in public session:

- (i) A request was made for the Calendar of PC meetings website link to be added to the "home" page of the website rather than on the meetings and minutes drop down menu page. (Now done.)
- (ii) Extensive pothole filling and carriageway dressing is occurring in and around the village over the next few weeks.
- (iii) Mobile Library dates have changed.
- (iv) A car had been noted in the Allotment car park that appeared to have been used for overnight sleeping.

The meeting was attended by two members of the public.