

Minutes of the Meeting of Doddinghurst Parish Council held at 20.00 on Thursday 3rd November 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, Mr P Arnell, Mr. A Smith, Mr. G Smith, Mr. A Oliver, Mr M Capon, Mr. D Potter and Mr A Farrow; Borough Councillor Mr C Poppy and Essex County Cllr Ann Naylor.
2. **Apologies for absence.** Borough Cllrs Mr K Parker and Mr Roger McCheyne
3. 🗳️ **Resolved.** Minutes of the meeting held on the 1st September 2016 approved and signed.
4. **Declaration of Interests.** None declared.
5. **Information:** Clerk's report back on progress and from decisions taken at prior meetings.
 - a) *Burial Ground: In the two months, two new full burial plots 144 and 145 have been provided with a further burial plot re-opened. Three new ashes plot interments: A2 170, 171 and 173 have taken place.*
 - b) *Allotments: One applicant has been added to the waiting list. (Now of 1 person).*
 - c) *2015/16 Annual Audit return signed off by the external auditor with no comments and closure notifications posted.*
 - d) *BBPCA: 4 potential secretaries interviewed and one appointed. September meeting attended.*
 - e) *A "Marnic" PIR sensing auto flush water watch system for the Gents was procured and installed.*
 - f) *CPA Project 2016 has been let - see extraordinary meeting minutes and work is scheduled to start on the 31st October.*
 - g) *Grangewaters refund received (eventually and after being chased).*
 - h) *The new defibrillator has been procured, installed and is now operational.*
 - i) *Dec/Jan PC Newsletter has been issued for publication in the Link magazine.*
 - j) *Letters relating to the cost of the interment of Mr T Webb's father (which was paid for and took place in June 2015) have been received and responded to - following consultation with Burial Board and Chairman.*
 - k) *Post Office notice board repaired after someone pushed in the acrylic glazing.*
 - l) *Litter bin (upper structure) in Peartree Field has vanished.*
 - m) *Roof support post on remaining segment of teen village torn off.*
 - n) *Access door to the under-croft of the Parish Room repaired. The metal door was in reasonable condition but the wooden frame had been pushed in.*
 - o) *Residents' reports of suspected misuse of substances by youths congregating at the rear of the football fields have been passed onto the police via NHW - numerous mini gas bottles also reported.*
 - p) *Attended 3 HMRC webinars on PAYE tax filing, fine regime, late return filing and expenses*
6. **Information:** Noted: Schedule of Correspondence received up to the 20th October 2016.
7. **Financial Reports and Minutes and Feedback from Committees.**
 - a. Information: Noted the Financial Reports for September and October 2016.
 - b. 🗳️ **Resolved.** Approved the Schedule of Payments for September and October 2016.
 - c. Information: Noted new planning applications for September and October 2016.
 - d. Information: Noted minutes of the GP committee of the 15th October 2016.
 - e. Information: Feedback from meeting attended. The Dagwood Trust had met and reconfirmed the £6000 grant to the Council for the CPA work. The Clerk has been asked (and accepted) to become the Secretary to the Dagwood Trust following the sad loss of its previous Secretary. It was suggested that the 261 Bus service was ceasing but no such information had been received from the Bus liaison groups. (It subsequently became clear that the rumour was correct as Amber Coaches are withdrawing from the service in mid-December 2016).
Cllr Michael Capon is carrying out a Bus liaison project to improve the provisioning of timetables and bus information at bus stops.
8. **Information:** CPA 2016 Project progress update. Project Work commenced on site on the 31st October as planned. Site closure notices posted on the Play area and in the surrounding village. Work to clear the wood chip from the junior play area underway. Heras fencing and a container have been put in place and equipment and material delivery well underway. Work had been hampered by failure of both hired dumper

trucks which had taken a day to resolve. A team from the village had levelled some 40 tonnes of wood chip throughout the woodland but this was only a quarter of what was to come.

9. **Information:** External Audit: Signed off with no comments. Notice of completion posted.
10. **Discussion:** The follow ideas emerged as topics for discussion for the January meeting at which the Leader of Brentwood Council is scheduled to attend:
 - a. Under a general theme of improving communications: How can the Parish Liaison meeting be made more effective and increase networking opportunities?
 - b. How can communications with the council be made easier? Working through the reception desk was frustration and time consuming. (N.B. The Borough Council have re-issued their internal organisation structure with contact numbers at the Parish Liaison meeting)
 - c. Potential 2% precept cap for Parishes and the Borough Council involvement in its implementation.
11. **Resolved: Approved** 2017 capital works project budget provision of £60,000.
12. **Resolved: Approved** the advertising of a co-opted Councillor vacancy.
13. **Resolved: Agreed action** relating to a request for a contribution to a village carpet bowls club mat. (£700+).The Parish Council agreed to provide advice to the bowls club on how they might go about raising funds and the need to be constituted as a club and have a bank account if they were going to apply for CIF Response or Active Essex funding - the Clerk is to write accordingly.
14. **Other urgent information** (No council actions/letters/undertakings permissible on this item).
 - a. Cllr Julia Le Page circulated a paper on how residents could enrol on the online Patients Participation Group for Deal Tree Health Centre whereby minutes and information from Patient |Participation meetings are distributed.
 - b. Cllr Alan Farrow expressed concern at a damaged telecoms chamber cover as a result of ECC's removal of a protecting bell bollards in All Saints Close.

The meeting closed at 22.00

Minutes signed:

Date: 12th January 2017

Comments in the public session:

1. A fly-tipping prevention campaign is underway. It was noted that increasing security and a clampdown by Essex County Council at local recycling centers is likely to worsen local fly-tipping that then has to be cleared away by the Borough Council or landowner, so not so joined up thinking taking place.
2. Cllr Ann Naylor reported on the transformation of NHS Clinical Commissioning Groups, with maybe one for the whole of Essex, and the need to improve social care since medical care and social care are not currently given equal weight. Also, funding for replacement of key Black and White fingerposts is being made by ECC so Parishes need to identify missing and damaged signposts ASAP.
3. Cllr Poppy reported on the changes to the Police estate with Brentwood Station closing and a proposal to locate a Police front desk in the Town Hall - which is going to see a major refurbishment in due course. The Borough Council is also looking at preventing rubbish and recycling bags being put out too early to prevent animals breaking into bags and spilling the contents onto the streets.

The meeting was attended by two members of the public