

**Minutes of the Meeting of Doddinghurst Parish Council held at 20.00 on Thursday 3<sup>rd</sup> Sept 2015,  
Parish Rooms, Adjacent Village Hall, Church Lane, Doddinghurst, Essex.**

**Present:** Cllrs. D. Dicker (Chairman), Mr. G W Bateson, Mr. A Farrow, Mrs. D Rogers Harrison, Mr. A Smith, Mr. A Oliver; Mr. P Arnell and Mr. G Smith; Borough Councillors Roger McCheyne, Cliff Poppy and Essex County Cllr Ann Naylor.

1. **Apologies for absence.** Cllrs, Julia Le Page, D Potter and C Enderby. Borough Cllr K Parker.
2.  **Resolved.** Minutes of the meeting held on the 2<sup>nd</sup> July 2015 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.**
  1. *Burial Ground: One new memorial plaque provided. One ashes re-open in Area 1 (Plot 22): this plot had no deed of grant due to failures in 1989 to manage the burial ground, so action was taken to determine the plot ownership and a 5 year deed of grant was issued under an affidavit, as the existing interment took place 25 years ago, to put the owner in the position they would have been in had the correct grant been issued originally. One new ashes plot 165 and one new full burial plot 140 have been completed.*
  2. *Allotment Renewals: Allotment Plot 13 lease foreclosed due to no activity. Allotment plot 30 has been re-let.*
  3. *Travellers visited the village yet again at the end of July (4<sup>th</sup> incursion in 6 months) and removed a field gate to park on farm land next to Peartree Field where the empty Cowes Farm barn stands. They departed after 4-5 days leaving the site strewn with litter.*
  4. *Tender for Stage 2 of the Play Area - The ITT for Stage 2 of the play area was issued to 3 potential contractors for quotations by the 3<sup>rd</sup> Sep 2015.*
  5. *Advert for tender - An advert announcing the Parish Council's tender action was placed in the Weekly News.*
  6. *Play Area Grant applications. Confirmation of a £6000 grant was received from the Dagwood Trust. Application for a £20,000 CIF grant has been prepared; Application for a £10,000 grant from Awards for All has been prepared; Application for a Brentwood Community Grant has been prepared and submitted. Completion of the CIF application and Award for All application will await the receipt of Tenders.*
  7. *Security upgrades to the field entrances was approved at the July meeting. Steel Posts have been installed at a gap that has developed off Dagwood Lane onto Peartree Field's rear left corner. Height restrictors for Peartree, Scout Path and the Village Hall field have been ordered and delivered. Installation of the restrictors commenced on the 25<sup>th</sup> July at Peartree Field.*
  8. *Three new bench seats have has been installed in the Play Area and a £1000 grant towards the cost has been received from All Saints PCC from funds that were surplus following the War Memorial installation.*
5. **Information: Noted: Schedule of Correspondence** received up to the 26<sup>th</sup> August 2015.
6. **Financial Reports and Minutes and Feedback from Committees.**
  - a. **Noted the Financial reports for July and August 2015.**
  - b.  **Resolved.** Approved the Schedule of Payments for July and August 2015. Noted that the 3 field Height restrictors had been installed at a cost of £4425.64p.
  - c. **Planning Applications for July and August 2015** Noted. The applications for Swallows Cross Farm had been withdrawn pending discussions with the Borough Council and the old Doctors Surgery/ Landings site on Outings Lane had been recommended for refusal by the Planning Officer as the guidance on Affordable Homes had been changed in recent weeks as a result of a court case.
  - d. **Information: Feedback from Members relating to Committees attended** - None attended
7. **Information: Children's Play Area Tender results summary and approval for next steps.** Tender offers had been received for the 3<sup>rd</sup> September, but the costs were approximately 25% more than anticipated. Within the planned timeframe this would exhaust the Parish Councils ability to afford the project. Cllr Alan Farrow moved, and Cllr Alan Smith seconded, a motion to defer the project by 12 months to assure that the funds were available. The motion was carried. The Clerk is to advise the existing grant funding organisations accordingly and amend the CIF application to reflect the changed circumstances. The Clerk will also advise the tenderers of the decision of the Council.
8. **Information: Play Area Grant submissions.** The decision at item seven requires the planned 5 grant submissions to be withdrawn/ amended, as some of them only applied to the 2015/16 FY.

**9. Information: Village Post Office Future - feedback from meeting with Post Office:**

- Budgens have agreed a contract with the Post Office to take over the service subject to a successful Public Consultation.
- The lease on the existing Post Office/ Store in Doddinghurst Road expires at the end of December 2015.
- The existing Postmistress is seeking voluntary retirement.
- The new service will be the Post Office – Local model and will be open for business whenever the shop is open i.e. 7 days a week with Budgens.
- The new Postmaster will be Rob Avery on a 12 month rolling contract
- We do not know what will happen to the old PO/ convenience store on Doddinghurst Road
- The public consultation will hit the streets in the next 2 weeks and take 13 weeks overall.
- Citizens Advice Bureaux have taken over from POST.com and will oversee the consultation process.

**10. 🖐️ Resolved: Approved a Celebration Day** to be held at the Village Hall on the 12<sup>th</sup> June 2016 from 13.00 to 17.00 to mark the Queens 90<sup>th</sup> Birthday in 2016. Funding to be sought and activity budget to be set but no more than £4000 is expected to be spent.

**11. 🖐️ Resolved: Approved October Newsletter** and £200 publication fee.

**12. Information: Noted Calendar of meetings for 2016**, The Clerk to advise dates of Future meetings - Brentwood Local Development Plan and BBC Parish Liaison Meeting.

**13. Other urgent information** (No council actions/letters/undertakings permissible on this item).

**The meeting closed at 21.45**

Minutes signed:

Date: 5<sup>th</sup> November 2015

**Comments in public session:**

- A new appointment of a “Street Manager” had been made by Brentwood Borough Council with Tony Willson appointed.
- An Essex County Council anti-litter campaign is being undertaken and supported by the Borough Council to reduce the costs of fly tipping and general litter clearance.
- All Saints Churchyard had achieved the first prize in the Borough Council Brentwood in Bloom.
- Rev Ann Coleman reported the discovery by a PhD student of a local diarist.
- Cllr Ann Naylor asked for defect reports for highways to be copied in to her including defective pavements, as she had a coordinating role in this work with Essex County Council.

The meeting was attended by one member of the public.