

**Minutes of the Meeting of Doddinghurst Parish Council held at 20.00 on Thursday 4<sup>th</sup> June 2015,  
Parish Rooms, Adjacent Village Hall, Church Lane, Doddinghurst, Essex.**

**Present:** Cllrs. Mrs D. Dicker (Chairman), Mr. G W Bateson, Mrs. D Rogers Harrison, Mrs. Julia Le Page, Mr. A Smith, Mr. G Smith, Mr. D Potter, and Mr. A Oliver; Borough Councillor Mr Cliff Poppy.

1. **Apologies for absence.** Cllrs A Farrow, P Arnell, and C Enderby. Borough Cllrs K Parker and Roger McCheyne and Essex County Cllr Ann Naylor.
2. 🗳️ **Resolved.** Minutes of the meeting held on the 14<sup>th</sup> May 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.
  - I. *Burial Ground: One ashes plot reopened. Allotment Renewals: No changes.*
  - II. *Travellers: Broke into the recreation field where the Children's Play Area is located at 05.00AM on the 21<sup>st</sup> May 2015 Squire heavy duty padlock was cut and removed. Police attended but took no action. Six caravans and associated motor vehicles with Irish number plates on the vehicles were parked on the playing field. I requested assistance from the Borough Council environmental enforcement team and gave them a copy of the land conveyance to prove that ownership of the land is with the Parish Council. A notice to quit was served by the Borough Council on the 21<sup>st</sup> May and a court hearing booked for Tuesday 26<sup>th</sup> May 2015. The travellers left of their own volition on the 23rd May 2015 and the entrance gateway was secured.*
  - III. *Insurance quotes from AON, Came and Co and Zurich have been obtained and the lowest quote reviewed by members of the Finance and Resource Committee, which was unfortunately non-quorate.*
  - IV. *The Internal Audit has been conducted.*
5. **Information:** Noted: Schedule of Correspondence received up to the 26<sup>th</sup> May 2015.
6. **Financial Reports and Minutes and Feedback from Committees.**
  - a. **Noted the Financial reports for May 2015.** Noted that BT billing remains under review and discussion with Jay-Bee Telecom and is taking time to resolve. EALC and NALC payments are to be reviewed in 2015/16.
  - b. 🗳️ **Resolved.** Approved the Schedule of Payments for May 2015. Noted and approved comments re Planning Applications for May 2015. 🗳️ **Resolved** to object to Wong's opening hours being extended to 23.00hr on Sundays.
  - c. **Information: Noted** the Finance and Resource Committee of the 21st May 2015 was not quorate.
  - d. **Information: Noted** the sign off and report of the Internal Auditor for the 2014/5 accounts.
  - e. **Information: Feedback from Members relating to Committees** attended since last meeting. Brentwood Council Parish Liaison meeting took place, on 28<sup>th</sup> May 2015 and Cllr G Smith attended:
    - The meeting was felt to be very positive in wanting to develop relationships with the Parishes.
    - Cllr G Smith formally thanked David Carter for his swift action regarding the most recent traveller incursion in Doddinghurst.
    - Brentwood BC were still running in deficit but there would be no changes to the budget this year - including no changes to the Discretionary Parish Council Grant.
    - Louise Mckinlay, Leader of BBC, wants to arrange a meeting with the Parish Councils to discuss the Local Development Plan. In addition the Parish Council would discuss the high incidence of Certificate of Lawfulness applications being raised and what can be done to prevent this happening as they are almost always a consequence of development without planning permission in the first place.
    - The Borough Council will be preparing a new corporate plan seeking to save £3.5m and the Parish Council will be asked to input ideas into devising that plan.
    - Brentwood Community Transport are currently looking for new drivers.
    - A new Rural Development Fund by the Rural Community Council (contact is Beverley Davies), which can be used to help with, "one-off, new projects" is being launched. Applications start in September 2015 with grants at £10k+.
    - LDP reviews and inspectors examination are planned to take place mid to late 2016.

- BBC are looking at ways to improve communication with the Parishes and are seeking suggestions as to how this can be achieved.
- Cllr Smith was seeking more guidance from Sport England regarding whether sports grounds can be developed. No answer has been given.
- Noted that a Community Safety Partnership newsletter is produced (which we do not currently receive.).
- Noted that the BBC Community Safety Partnership provide a Free Door Chain scheme and Keep Safe Scheme exists to aid vulnerable people locally.
- Noted that Cllr G Smith had made contact with Dave Sollis from Health Watch and signed up for their newsletter updates.

7. 🖐️ **Resolved: Approved** and signed off Accounting Statements for the Annual Return year ended 31 March 15.
8. 🖐️ **Resolved: Approved** the Annual Governance Statement of the Annual Return for the year ended 31 March 15.
9. 🖐️ **Resolved: Approved** a devolved authority to the Clerk for preparation and issue of planning application response letters.
10. 🖐️ **Resolved: Approved:** the renewal of Parish Council Insurance as per 2015 Aon offer.
11. 🖐️ **Resolved: Approved:** the Doddinghurst Parish Council Annual Report for 2014/15.
12. 🖐️ **Resolution: Approved:** the delegation of action to the GP committee on the matter of improvements to security of Parish Council Land relating to illegal incursions.
- 13a. 🖐️ **Resolution: Approved** "Prince" Tree works quote of £580 +VAT.
- 13b. 🖐️ **Resolution: Approved** payment to Michael Raistrick of £360 +VAT for Internal Audit
14. **Other urgent information** (No council actions/letters/undertakings permissible on this item). PC formally thanked Peter Fisk for 7 years' service to the NHW and all the good work he has done. The Rural Network Survey was discussed, it is an online survey and Peter Salmon will send a link to access the survey.

**The meeting closed at 21.40**

Minutes signed:

Date: 2<sup>nd</sup> July 2015

Comments in public session:

- Doddinghurst Neighbourhood Watch has joined with Brentwood Neighbourhood Watch.
- Update from Rev Ann Coleman about litter and fouling of parts of the Vicarage Garden after a Traveller encampment occurred on the Parish Recreational Field next to her garden. She is liaising with the Borough Council regarding remedies.
- The Village Hall car park is being locked on a Sunday, which was impacting on All Saints worshippers. The Rev Coleman was dealing directly with Caretaker to resolve.
- Concerns were raised about an Ice Cream van being parked in the Parish Council car park in the afternoons obstructing the gate access to the fields.

The meeting was attended by five members of the public.