

## Minutes of the Meeting of Doddinghurst Parish Council held at 20.00 on Thursday 4<sup>th</sup> Sept 2014, Parish Rooms, Adjacent Village Hall, Church Lane, Doddinghurst, Essex.

**Present:** Cllrs. Mrs. D. Dicker (Chairman), Mr. Alan Farrow, Mr. G W Bateson, Mr. Alan Smith, Mrs. D Rogers Harrison, Mrs. Julia Le Page, Mr. G Smith, Mr. A Oliver; County and Borough Cllr Mrs. Ann Naylor; Borough Councillors Mr. R McCheyne and Mr. Keith Parker.

1. **Apologies for absence.** Cllrs Mr. D Potter, Mr. P Arnell and Mr. C Enderby.
2. **Resolved.** Minutes of the meeting held on the 3<sup>rd</sup> July 2014 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 meetings from the 5<sup>th</sup> June 2014.
  - (i) Allotments: One plot vacated and re-leased.
  - (ii) Two ashes interments have taken place.
  - (iii) Children's Play equipment tenders received, analysed and prices shown on spreadsheets and issued to Councillors. Display of tenders held for Councillors to view on the 23<sup>rd</sup> July to discuss offers and to raise questions/queries. Letters sent to potential suppliers with queries relevant to their quotes. Replies to questions received with re-quotes as necessary. Contractor presentations organised to take place prior to the 4<sup>th</sup> Sept meeting. Letters sent to supplier referee organisations for feedback on the supplier/ equipment performance.
  - (iv) The 2015/16 Discretionary Grant claim has been submitted based on the "5 principles paper" approved by BBC in September last year. This replaced the agreed Partnership Agreement, which was never honoured in the first place. However a meeting with the new leadership and Parish Councils has suggested a reversal of policy away from current account (as in the "5 principles" - but which sought to exclude playground equipment maintenance) to capital account funding. A meeting has been scheduled for September but there is total confusion over what, if anything, the 2015/16 grant will be based on or even if it will be paid at all.
  - (v) A Traveller incursion on Peartree Field occurred on the evening of the 28<sup>th</sup> July 2014. The Parish Council was well supported by Brentwood Environmental Officers who were familiar with this group. A 24 hour order to move was served and expired on Wednesday 30<sup>th</sup> July. A Court order giving 24 hours notice to quit was issued and served on Thursday 31<sup>st</sup> July. The Travellers left of their own volition about noon on Friday 1<sup>st</sup> August 2014. We are clearing up the field and securing the gateway. The removal order contained a "no return in 3 months" condition. Cllr Parker has kindly fabricated a new security post for the gateway as the original was removed from the site. The Police gave no support whatsoever claiming that no damage had been done to achieve entry to the field - a case of holding the telescope to one's blind's eye as the entry security post has had to be replaced as the original vanished with the travellers! This was also the case despite the Police being advised by BBC enforcement officers of the Parish Council fully approved by laws covering the land and its lawful use. *The Clerk was asked to draft a letter to the Police Commissioner to advise him of the change in strategy by the Police towards traveller incursion onto land protected by bye-laws and seek his views on the matter since the last time this happened the Police moved the Travellers on as the land is for the recreational use of the village. Cllr Parker to supply a copy of the original protocol agree with the Police.*
  - (vi) Risk assessments carried out and logged - a note for the record was that Peartree Field was secured and padlocked just a few days before the travellers broke in.
  - (vii) VAT refund claimed for Q2 2014/15.
  - (viii) The BBPCA chair and secretarial role are remaining with Doddinghurst for the next two quarterly meetings until Blackmore can assume the role.
  - (ix) Footpath 35 kissing gate has a broken post. Rather than repair it ECC have said they plan to remove it and have stated that it has been fitted without permission (even though it was the Countryside Management team that installed it over 10 years ago). The Village Hall have offered to repair it as it is important for the safety of any children in the car park as this gate is next to the children's play area and keeps over excited toddlers from running into Church Lane whist mothers sort out their cars.
5. **Information:** Noted: Schedule of Correspondence received up to the 21<sup>st</sup> August 2014. Noted, invitation to attend the NHS Basildon and Brentwood Clinical Commissioning Group AGM on the 25<sup>th</sup> September 2014.
6. **Financial Reports, Minutes and Feedback from Committees.**
  - a. **Noted** Financial Reports for July and August 2014
  - b. **Resolved. Approved and signed** the Schedule of Payments for July and August 2014.
  - c. **Noted and approved** comments re Planning Applications for July and August 2014. Noted that the

application for 5 detached houses on the Old Surgery/landings site had been refused planning. This application has been supported by the Parish Council as the alternative will be more than 5 houses on the site and they fear that they will be of unsuitable character for the area.

- d. **Information: Feedback from Members relating to Committees attended since last meeting.** The Chairman supplied a written report of a meeting between the new leadership of the Borough Council and Parish Councils. A meeting of the BBPCA had been held on the 3<sup>rd</sup> September 2014. After 2 years the role should now pass to Blackmore, Wyatts Green and Hook End Parish Council but they are unable to resource the work and no other Parish is willing to take on the role. In the interim Doddinghurst will run the meetings for September and December 2014 and have published a job description of the BBPCA secretarial role to see if a permanent replacement can be recruited. The discretionary grant was discussed as some councils have had their meeting with the Borough Council and a new term has emerged “enhancements” as anything deemed an enhancement doesn’t count towards the Discretionary Grant.

**5. Information: CPA contract update.** The following actions have been completed:

- (i) Four tenders had been received in response to the approved Invitation to Tender
- (ii) Tenders had been reviewed by Councillors and questions complied.
- (iii) Clarification questions letters sent to Tenderers.
- (iv) Responses to clarification received.
- (v) Letters written to all twelve reference sites (three per tender).
- (vi) Reference site letters collated.
- (v) Cost comparison spreadsheets prepared for each offer.
- (vi) Potential contractors presented their offers to Councillor’s at individual tender meetings (four off).
- (vii) A summary of each offer covering all aspects of the contract covering details about the Company, Compliance with the ITT, New Paly Equipment, Play Surfaces, Refurbishment aspects, Gym Equipment, Warranty and maintenance, Installation, Price and payment terms, Reference Feedback, Comments from Councillors, Comments from site visits, Summary of the offer and photos of equipment.

6. 🗳️ **Resolution:** To approve the Children’s Play Area contract supplier. Item deferred to a meeting to be held “In Camera” on the 10<sup>th</sup> September at 20.00. The Council resolved to approve full powers to a Committee of Councillors meeting on the 10<sup>th</sup> September to make a decision of which offer to accept without necessary reference back to full council.

7. 🗳️ **Resolved:** Approved action relating to the Peartree Field lease price review. The under claimed amount of £605.19 is to be repaid over two years (8 quarters) and the lease renewal is to be paid from November 2014.

8. 🗳️ **Resolved:** Approved action relating to FP 35 kissing gate onto Church Lane to retain the gate and indemnify the Village Hall against claims for damage arising as a consequence of its use for access to the public footpath.

9. **Other urgent information.** The date of the next Parish Council meeting is the 6<sup>th</sup> November 2014. GP meetings have been set for the 17<sup>th</sup> Sept and 15<sup>th</sup> October 2014. A November Newsletter is being prepared so comments/ideas to Clarrie Tremain. The Neighbourhood Action Team autumn schedule is being compiled so detailed suggestions for work to be done to Clarrie Tremain please.

### The meeting closed at 21.40

Minutes signed:

Date: 6<sup>th</sup> November 2014

#### Comments in public session:

- Keith Parker observed that the pressure was on to formulate an LDP but no clear plan of where the 6000 new houses demanded by the government will be built. Promises to avoid the Green Belt were proving hollow. A scatter gun approach seemed likely and up to 500 new homes could be built on the “Officers Meadow” opposite Shenfield School.
- NHW reported that 2 BMW’s were stolen and taken without the use of keys. Drugs taking by youths near the Children’s Play Area had been reported to the Police.
- A number of footpath defects had been resolved.
- Following the removal of Travellers the collection of litter they left on Peartree Field had been delayed in order to retain control of the entrance as the security post had been stolen and a new one had to be made before access to vehicles could be made available.
- The meeting was attended by two members of the public.