

**Minutes of the Meeting of Doddinghurst Parish Council held at 20.00 on Thursday 5th June 2014,
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, Mr. A Oliver; County and Borough Cllr Mrs. Ann Naylor; Borough Councillors Mr. R McCheyne and Mr. Keith Parker.

1. **Apologies for absence.** Cllrs Alan Farrow, P Arnell, C Enderby.
2. **Resolved.** Minutes of the meeting held on the 1st May 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 1st May 2014.
 - i. Burial Ground: Memorial Brass Plaques: After several years of no interest one new memorial plaque was commissioned and provided. Ashes Plots: One ashes re-open was requested and two new plots sold. The Burial ground contractor is currently still maintaining part of All Saints churchyard as part of a legacy arrangement that needs to be reviewed.
 - ii. Allotments: The landowner's allotment lease payment and revenue sharing cheque has been issued following completion of 53 tenant renewals. All the plots are now taken with the waiting list empty but the June link advert has sparked two enquiries. Queries have arisen from two half plot holders about the adjoining plot holder straying onto their area. Measuring up has resolved the matter but the plots are smaller than advertised so the sizes of the plots have been restated on our web site. An allotment user group meeting was held and an Allotment Newsletter prepared as feedback from the meeting (see minute pack for a copy). The PC supplied wheelbarrows were being used with wholly flat tyres. One just needed re-inflating but the other had several thorns in the tyre which has now been fitted with an inner tube and restored to service. The allotment shed first aid kit has been inspected to ensure the supplies are within the "use by" date. The accident book is to be modified to comply with current data privacy practice.
 - iii. Planning records. See latest planning report updates but no new applications in the past 4 weeks. One application was "refused" and two (for the same property) "approved".
 - iv. The internal audit has been completed and signed off - see Auditors report and agenda for completion activity.
 - v. Children's Play equipment repair. The Rotarider required a bolt that secured two steel quarter under-plates to be replaced as the plates were loose and flapping about. The junior climbing frame west ramp has been repaired in two places to bridge over holes appearing in the oriented strand board.
 - vi. The Deputy Clerk has attended an H&S course and also now completed her three month trial period from mid Feb to mid May 2014.
 - vii. The government have repealed 1972 legislation requiring two members to sign cheques and new Audit guidance have been issued to enable modern means of banking to be used by Parish Councils. A new set of Doddinghurst Parish Council Financial Regulations have been prepared and a compliance statement written to show how the Parish Council processes comply with the guidance - see items 13 and 14 of the meeting agenda.
 - viii. A Children's Play area Invitation to Tender has been prepared and issued for approval - see item 10 of this agenda.
 - ix. A visit of local play areas has taken place to inspect the quality of local suppliers' equipment and the record of this visit has been issued by email to all councillors.
 - x. The 2013/14 Annual Report has been written and issued for approval - see item 12 of the agenda.
 - xi. The Annual Parish Council insurance was reviewed at the Finance and Resource committee on the 21st May 2014 with two quotes available. Having answered some queries there was very little in the annual renewal fee for almost identical cover. A major change to the asset base is expected during the year with new play equipment being sought, making a long term agreement difficult, so an annual term with our current supplier is recommended.
 - xii. A quote for the repair and refurbishment of internal and external parish suite doors has been requested.
 - xiii. Risk Assessment packs have been issued to Parish Councillors for the 2014/15 risk assessment report.
5. **Information:** Noted: Schedule of Correspondence received up to the 28th May 2014. Also that the government is consideration amending the 1894 LGA to relax restrictions on Parish Councils funding repairs to church buildings; to permit councils to issue agenda's by electronic means where recipients are agreeable and information on the current plans for further central government funding cuts for Principle Authorities up to 2020..

6. Financial Reports and Minutes and Feedback from Committees.

- a. Noted Financial Reports and Bank Statements to 2nd May 2014
 - b. 🖐️ **Resolved. Approved and signed** the Schedule of Payments for May 2014.
 - c. Noted and approved comments re Planning Applications for May 2014
 - d. Information: Noted the Finance and Resource Committee minutes of the 21st May 2014
 - e. Information: Noted the sign off and report of the Internal Auditor for the 2013/4 accounts.
 - f. Information: Feedback from Members relating to Committees attended since last meeting. The BBPCA had met and considered the impact of the May election results in which the Conservatives had lost the majority control of the Borough Council because all other elected members had united to take control of the Council.
7. 🖐️ **Resolved:** Approved and signed off Accounting Statements for the Annual Return year ended 31 March 14.
 8. 🖐️ **Resolved:** Approved the Annual Governance Statement of the Annual Return for the year ended 31 March 14.
 9. 🖐️ **Resolved:** Approved a devolved authority to the Clerk for preparation and issue of planning application response letters.
 10. 🖐️ **Resolved:** Approved the Play Area Invitation to Tender, Covering letter and Schedule of Contractors to be invited to bid.
 11. 🖐️ **Resolved:** Approved the renewal of Parish Council Insurance as per 2014 Came & Co offer.
 12. 🖐️ **Resolved:** Approved the Doddinghurst Parish Council annual report for 2013/14.
 13. 🖐️ **Resolution:** Approved a revised set of Doddinghurst Parish Council Financial Regulations 2014 complete with Annex A statement of compliance to The Audit and Accounting Practitioner's Guide, Appendix 11.
 14. 🖐️ **Resolution:** Approved the Council's Bank Signatories as detailed in the attached document "Doddinghurst Approved Bank Signatories" as per Clause 5.3 of the Financial Regulations 2014.
 15. 🖐️ **Resolution:** To approve repairs and refurbishment to Parish Room doors - withdrawn as no quote available.
 16. **Other urgent information** (No council actions/letters/undertakings permissible on this item). None raised.

The meeting closed at 21.35

Minutes signed:

Date: 3rd July 2014

Comments in public session:

- The development of the old doctor's surgery was raised as the site is currently a pile of brick rubble and as a consequently, an ongoing eyesore.
- The Neighbourhood Action team work list had been requested by BBC. Noted that the Dagwood Triangle area is heavily overgrown, in common with other grassed verge side areas around the village.

The meeting was attended by two members of the public.