

**Minutes of the Meeting of Doddinghurst Parish Council held on Thursday 8th June 2023 at 19.30
in the Village Hall, Church Lane, Doddinghurst, Essex, CM15 0NJ.**

**Present: Cllrs. Mrs D. Dicker, Mrs D Rogers-Harrison, Mrs. J Le Page, Mr G Smith, Mr A. Smith,
Mr D. Potter, Mr M. Capon and Mr P. Arnell**

**Also Present: Mrs C Fuller – Clerk/RFO
Mrs A Davies – Deputy Clerk**

1. Apologies for Absence

Apologies received from Cllr. R. McCheyne. Also from Borough Cllrs. C. Poppy and K. Parker who were attending Kelvedon Hatch Parish Council's meeting.

2. Declaration of interests in items arising on the agenda

None.

3.  Minutes of Annual Parish Council Meeting on the 11th May 2023

Approved and signed as a correct record.

4. Clerk's Report

- Total funds held as at 31st May 2023 = £161,358.48
- Bank signatory changes for Barclays and Santander are still pending.
- Allotments – annual inspections to take place on 6th June. The Scribe allotments package has been purchased and is up and running.
- Parish Office – Second quote for the gents' toilet refurbishment is awaited, new filing cabinet purchased, annual inspection of fire extinguishers, village hall has been reimbursed for electricity and trade waste, Facebook admins updated, Deputy Clerk's laptop has been updated, doorbell purchased to aid accessibility.
- Risk Assessments – all except footpaths have been completed and submitted to the Deputy Clerk.
- Recreation Ground – Small issues of wear and tear have been renewed or replaced.

5.  Financial Reports

Noted and approved

- a) Financial Reports for May 2023
- b) Schedule of Payments & Receipts for May 2023

(Cllr. Arnell arrived at the meeting)

6. Public Participation

None.

7. Feedback from Committees

- a) Planning Committee – 17th May 2023

Cllr. Potter reported on the site meeting held on 1st June at Waterworks Spring with the

developer Blueprint Properties. The purpose of the meeting was to discuss the developer's recent application to alter two of the the planning conditions and members were assured that the land remediation works and construction works would be phased to achieve a quicker delivery with less traffic disruption. The developer agreed to provide monthly updates which would be disseminated to residents and a public meeting. Members were pleased to note that trees will be replanted, the footpath link to the village was still planned, and ecologists were on site.

It was further noted that the date for the Planning Committee meeting to determine the Land South of Baskevyns application (22/01734/FUL) had not been set. Cllr. Potter will advise on the content of the Parish Council's verbal statement.

b) Finance & Resources Committee – 17th May 2023

c) Feedback from members relating to other meetings attended. The Clerk provided a written report on the following

- i) BBC Planning 17th May.
- ii) BBC Planning Training 24th May
- iii) Doddinghurst Village Bus 16th May
- iv) Essex Police & Chair of Village Hall 10th May

Cllr. Capon mentioned that the No. 61 bus is now using a minibus occasionally.

8. 🖐️ Committee Membership

Resolved that Cllr. Arnell will continue to serve on the General Purposes Committee and Allotment Committee.

9. 🖐️ Internal Audit Report

Resolved to note and accept the Internal Audit Report for the year ending 31st March 2023.

10. 🖐️ Annual Governance Statement 2022-23

Resolved to approve and sign upon recommendation from the Finance & Resources Committee.

11. 🖐️ Accounting Statements 2022-23

Resolved to approve and sign.

12. Councillor Resignation

It was noted that Katie Pond had resigned from the Parish Council with immediate effect. The Clerk had informed Electoral Services at Brentwood Council and the vacancy will be publicized.

13. 🖐️ Financial Regulations

Resolved to approve with no changes.

14. 🖐️ Standing Orders

Resolved to approve with no changes.

15. 🖐️ Risk Assessment Task Assignments

Resolved that the following Councillors would carry out the Risk Assessments:

- a) Children's Play Area, Small Car Park and Scout Path Field – Cllrs. Dicker & Capon
- b) Football Fields – Cllrs. Dicker & Capon
- c) Nature Trail – Cllr. G. Smith
- d) Burial Ground – Cllr. Dicker & Potter
- e) Allotments – Cllr. Dicker
- f) Footpaths – Cllr. Capon
- g) Peartree Field/Pond – Cllrs. Dicker & Potter
- h) Street Furniture – Cllr. Dicker
- i) Parish Office – Cllr. A. Smith

The Clerk will distribute the relevant forms.

16. 🖐️ Winter Salt Scheme

Resolved to participate in Essex Highways' 2023-24 Scheme.

17. 🖐️ Coronation Plaque

Resolved to purchase a plaque (£199.00 + VAT) as long as the vicar can supply a suitable location.

18. Information

- a) Coffee with Cops – 14th June at 1pm in the Parish Room
- b) General Purposes Committee meeting – 14th June
- c) Planning Committee meeting - 29th June
- d) Council meeting – 6th July
- e) Armed Forces Day – 19th June. Cllr.Dicker will attend the BBC ceremony
- f) BBPCA – 12th June

19. 🖐️ Exclusion of Press & Public

Resolved to exclude press and public in view of the confidential personnel business to be transacted Public Bodies (Admissions to Meetings) Act 1960.

(The Deputy Clerk left the meeting)

20. 🖐️ Deputy Clerk's Probation

Resolved that the Deputy Clerk had successfully completed her three month probation period.

The meeting closed at 21.00

Minutes signed:

Date: 6th July 2023

