

Minutes of the Meeting of Doddinghurst Parish Council held on Thursday 11th January 2024 at 19.30 in the Village Hall, Church Lane, Doddinghurst, Essex, CM15 0NJ

Present: Cllrs. Mrs D. Dicker (Chairman), Mr G. Smith, Mr P. Arnell, Mr R. McCheyne, Mr M. Capon and Mrs T. Brooks

**Also Present: Mrs C Fuller – Clerk/RFO
County Councillor L. Wagland
Borough Councillor K. Parker
Borough Councillor C. Poppy
Mr W. Russell
One member of the public**

1. Apologies for Absence

Apologies received from Cllrs. D. Rogers-Harrison, J. LePage, A. Smith and D. Potter. P. Arnell for lateness.

2. Declaration of interests in items arising on the agenda None

3. 🗳️ Minutes of Parish Council Meeting on the 2nd November 2023

The minutes were approved and signed as a correct record.

4. Clerk's Report

- Total funds held as at 2nd January 2024 = £166,832.32.
- Switch to Unity Trust Bank away from Barclays was completed in early December.
- CCLA fund yielded £108.12 in December
- 2023 Risk Assessments are almost complete
- Next Community Bus trip is to Bluewater on 25th March.
- Childrens Play Area – new aerial runway seat has been installed, two gate closures are not working correctly and are being monitored by Broadmead Leisure, MD Landscapes recommend leaving the snapped tree until the spring.
- Scout Path hedge was cut. KJF Electrical repaired the path lighting.
- MD Landscapes opened up two of the entrances to the woodland at the rear of the recreation ground and flailed the path around.
- Refurbishment of gents' toilet will begin on 15th January. Gents' toilet window had to be replaced due to vandalism.
- Fitness sessions continue to be run in the Parish Room.
- The Rectory, Church Lane. Working with the RCCE to try to ensure that the land is used for the benefit of residents, eg affordable housing or housing for the elderly.
- Flooding during heavy rainfall in early January caused problems for residents in Doddinghurst Road at the junction with Brook Lane and also in Outings Lane. Both have been reported to Cllr. Wagland.
- A £20 voucher was sent to each of the four volunteers who look after the village planters.

5. 🗳️ Financial Reports

- a) Bank reconciliation for November & December 2023 was noted and approved.
- b) Schedule of Payments & Receipts for November & December 2023 was noted and approved.

It was agreed to review general and earmarked reserves at a future meeting.

6. Public Participation

County Cllr. L. Wagland reported:

- The Village Hall has applied to the Locality Fund.
- The Clerk's reports of flooding had been received and a team has been asked to attend. If flooding is attributable to ECC they will deal with it. If not, the matter will be passed to BBC. ECC prioritises flood water affecting residential properties. Flooding needs to be reported on the ECC portal.
- Gritters will be out this weekend. It is possible to go online to see where they are. There are 49 gritting routes throughout the county.
- Potholes are being fixed gradually. If any are noted, please report them via the portal.
- She will take up any requests to fix kerbstones.
- The LHP programme of works was paused last year because of funding. LHP funds are depleted to around £5,000 as three large schemes have been completed.
- Yellow lines can be re-painted on application to the SEPP.
- All Councillors are welcome to contact her if required.

(Cllr. P. Arnell arrived during this item)

Mr W. Russell reported on the Waterworks Spring development:

- Highways have checked the passing bays on Dagwood Lane and have signed them off. They are all on highways land.
- Areas of contamination were 12m deep in parts. Some soil is being cleaned on site for use on site, but some is cleaned and then removed. This reduces truck movements.
- Wheel washers are on site and the full length of Dagwood Lane is swept twice a week.
- At the end of November piling for foundations started and we will start to see houses in about three months.
- A second newsletter has been finished and the Chairman suggested places that it could be left for residents to pick up.
- He agreed to Cllr. Smith's request to look into the provision of the Nature Trail through the woods.
- He suggested that a site visit to the development could be arranged in May.
- Any queries on public liaison can be referred to Mr Russell.

Cllr. K. Parker reported:

- Following recent boundary changes, the Borough Councillors for Doddinghurst & Blackmore being nominated to stand are C. Poppy, K. Parker and R. McCheyne. There will be 39 Borough Councillors, three in each ward.

7. Feedback from Committees and Other Meetings Attended

- a) Finance & Resources Committee 15th November. Minutes noted.
- b) Planning Committee 23rd November did not take place as there was no business to transact.
- c) BBPCA 30th November.

8. 🖐️ Community Bus

The Clerk's report was noted. Resolved to charge each passenger £5 per ticket regardless of destination in 2024.

9. 🖐️ Budget 2024/25

Resolved to approve the Budget for 2024/25 as recommended by the Finance & Resources Committee.

10. 🖐️ Precept 2024/25

Resolved to accept the recommendation from the Finance & Resources Committee to set the precept at £80,400 for the financial year 2024/25 (increase of £3,000), giving a Band D figure of £66.83 (increase of £3.44).

11. Planning Update

- a) New Applications, Pending Decision and Decided were noted.
- b) Members resolved to make no objection to the following new applications:
 - 23/01570/FUL 4-16 Wid Terrace
 - 23/01571/FUL 18-20 Wid Terrace
 - 23/01572/FUL 1-6 Outings Lane
 - 23/01573/FUL 17-23 Widbrook
 - 23/01574/FUL 25-33 Widbrook

All applications were for replacement of existing double glazed timber windows and rear doors, replacement of existing timber fascias and soffits, along with rainwater goods. Replacement of existing timber front door with composite uPVC door. All to be replaced with uPVC.

12. Councillor Emails

Members considered the Clerk's report with its recommendation to supply each Parish Councillor with a dedicated email address on their own devices and a Dropbox link. After discussion no decision was made. Members want to see definitive costs (upfront and annual) before making a decision and asked that Tracey Hinton of Bits & Bytes attends an information session to answer these queries.

13. Brentwood Borough Council – Call for Sites and Strategic Land Availability Assessment (SLAA)

- a) Call for Sites as part of the Local Plan Review. Sites to be submitted by 4th March 2024.
- b) Sites received through the Call for Sites plus any others, will be assessed through the SLAA, and BBC is consulting on the methodology.

14. Information

- Police Meeting in Parish Room – Monday 15th January at 6.30pm
- Next Planning Committee meetings – 25th January and 29th February
- Next General Purposes Committee meeting – 14th February
- Next Council meeting – 7th March

The meeting closed at 20.55

Minutes signed:

Date: 7th March 2024

Cash Payments		
Date	Details	Inc VAT
24/10/2023	2 Padlocks for Allotments	53.48
25/10/2023	Postage	3.49
27/10/2023	Fuel for Bus	37.93
22/11/2023	Office Diaries	5.90
	Fuel for Bus	22.89
13/12/2023	Fuel for Bus	17.67
	Dartford Crossing - Bus	6.00
	Gift Vouchers for Planter Volunteers	80.00
14/12/2023	Office Sundries	5.00

Bank Payments		
Date	Details	Inc VAT
27/10/2023	UK Safety Management - PAT Testing	193.18
	SJB Building - Gents Refurb Deposit	1200.00
	Mass & Co - Land Valuation Surveys	1140.00
	Blackmore PC - Bus Hire x 3	135.00
	Cut Above - Trees at Peartree Pond	1100.00
	Helen Pratt - Fitness Classes	200.00
30/10/2023	Wave - Sewerage	53.99
02/11/2023	Viking - Guillotine	86.93
	Dangecon Services - Entrance to P.Field	440.74
	PWLB Repayment	3782.07
08/11/2023	Styleworks - 2 Signs	344.40
	M D Landscapes - Grass Cutting	324.00
	Broadmead Leisure - Playground Repairs	714.00
15/11/2023	Tesco Mobile - Office Mobile	9.00
16/11/2023	Matthews Plants - Winter Planters	200.00
	R.McCheyne - Allotment Lease	310.73
	Village Hall - Electricity	1052.41
17/11/2023	Castle Water - Water Supply	52.24
22/11/2023	BBC - Waste & Dog Waste Clearance	571.59
	Leonard Gray Solicitors - Legal Fees	612.00
24/11/2023	BT - Office Phone & Broadband	63.54
07/12/2023	Scribe - Accounts Licence	673.92
15/12/2023	Tesco Mobile - Office Mobile	9.00
21/12/2023	Gurton Holmes - Window Repair	300.00
	Broadmead Leisure - Playground Inspect	78.00
	Broadmead Leisure - Runway Seat	162.00
29/12/2023	BT - Office Phone & Broadband	63.65
	Payroll Costs November	3609.88
	Payroll Costs December (inc Back Pay)	4977.57

Barclaycard Payments		
Date	Details	Inc VAT
24/10/2023	Royal British Legion - Poppy Wreath	20.00
02/11/2023	Fasthost - Email Addresses	171.16
16/11/2023	St. Francis Hospice - Donation A.Farrow	50.00
22/11/2023	TfL - ULEZ for Bus	12.50

Signed D Dicker	(Chairman)
Date: 11th January 2024	