

**Minutes of the Meeting of Doddinghurst Parish Council held on Thursday 13<sup>th</sup> June 2024 at 19.30  
in the Parish Room, Church Lane, Doddinghurst, Essex, CM15 0NJ.**

**Present: Cllrs. Mrs D Dicker, Mrs D Rogers-Harrison and Mr T Lockhart**

**Also Present: Borough Cllr. R McCheyne  
Mrs C Fuller – Clerk/RFO**

**1. Apologies for Absence**

Apologies received from Cllrs. A Smith and D Potter, and also County Cllr. L Wagland.

**2. Declaration of interests in items arising on the agenda**

None.

**3.  Minutes of Annual Parish Council Meeting on the 16th May 2024**

Approved and signed as a correct record.

**4. Public Participation**

Cllr. McCheyne reported that he is seeking advice from the Clerk of Blackmore Parish Council regarding the age of drivers of the community bus permitted by the insurance company.

**5. Clerk's Report**

- Play Area - RoSPA inspection was carried out during May (the full report had been previously emailed to members). No high-risk issues were identified. Broadmead Leisure Ltd will review the outcome with the Clerk and any defects will be rectified.
- Burial Ground – the pathway leading to The Gardens is overgrown and has been added to the list for the NATS team for clearance.
- Open Spaces – new hard surface at the entrance to Budgens Field, plus bollards, are awaited when weather improves. Extension to matted area in front of the goal should have been completed in May, but will now be completed before the end of June.
- Nature Trail – the office staff are seeking help with mapping the area and advising on surfacing.
- Councillor Emails – most councillors are now using the new email addresses. Any that are not yet set up were advised to contact the office.
- Internal Audit – Michael Raistrick carried out the internal audit on 20<sup>th</sup> May. His report and recommendations are on the agenda.
- Allotments – meeting of the committee is due at the end of June.
- Tesco Lorries – Cllr. Lesley Wagland is discussing the issue of damaged kerbs and verges with Essex Highways and the South Essex Parking Partnership. This may include a site visit.
- Fitness Classes – the grant from Active Essex has now been spent (£1,040) and attempts to secure future funding has been unsuccessful so far. June classes will take place and a request to fund them for a further six months is on the agenda. The classes are proving very beneficial to the participants, who are all live in Doddinghurst.

**6. 🖐️ Financial Reports**

- a) Resolved to approve the Bank Reconciliation for May 2024.
- b) Resolved to approve the Schedule of Payments & Receipts for May 2024.

**7. 🖐️ Councillor Vacancies / Co-Option**

- a) It was noted that Cllr. Julia LePage had resigned from the Parish Council. The Chairman had sent a bouquet of flowers (from the Chairmans Allowance) as a thank you for her long service, and particularly as she had supplied all the flowers in the community planters for free, and for her work arranging village events. It was agreed that Cllr. Rogers-Harrison will replace her on the Allotment Committee.
- b) Resolved to approve the Co-Option Procedure as presented and to begin the process to fill the four vacancies.

**8. 🖐️ Review of Council Policies**

- a) Resolved to adopt revised Standing Orders as circulated.
- b) Resolved to adopt reviews Financial Regulations as circulated.

**9. 🖐️ Internal Audit Report**

Resolved to note and accept the Internal Audit Report and to act on its recommendations.

**10. 🖐️ Review of Effectiveness of Internal Audit**

Resolved note and accept.

**11. 🖐️ Statement of Internal Control**

Resolved to note and accept.

**12. 🖐️ Annual Governance Statement 2023/24**

Resolved to approve and sign.

**13. 🖐️ Annual Accounting Statements 2023/24**

Resolved to approve and sign.

**14. 🖐️ Risk Assessment Task Assignments**

The task of carrying out risk assessment were assigned as follows:

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

Cllr. Lockhart will accompany Cllr. Dicker on her inspections.

**15. RoSPA Play Safety Inspection Report**

The report on the Church Lane Play Area dated 15<sup>th</sup> May 2024 had been previously circulated and was noted.

**16. 🖐️ Burial Ground Fees**

Resolved to add new prices for renewal of Exclusive Right of Burial for a period of 30 years.  
£630 for 30 Year Deed of Grant renewal for a burial plot (resident)  
£315 for 30 Year Deed of Grant renewal for a cremated remains plot (resident)  
£1,575 for 30 Year Deed of Grant renewal for a burial plot (non-resident)  
£735 for 30 Year Deed of Grant renewal for a cremated remains plot (non-resident)

**17. 🖐️ Litter Station**

Members considered the information on the purchase of a wall-mounted litter station to encourage residents to spend two minutes litter picking, and resolved to defer a decision to the next meeting.

**18. 🖐️ Outdoor Fitness Classes**

Resolved to fund the classes run by Helen Pratt for a further six months. Cost £25 per week. To continue to pursue grant funding.

**19. 🖐️ Winter Salt Scheme**

Resolved to participate in the 2024 Winter Salt Scheme, but it was noted that no further delivery of salt is required, as Cllr. McCheyne still has a stock of it.

**20. Grant Application**

Members considered an application from REACH for a grant, but required more information on the number of Doddinghurst residents who are benefiting from the organisation. The application to be considered at the next meeting.

**21. Other Urgent Information**

To note that the next events/meetings are:

- 25<sup>th</sup> July – Full Council Meeting
- Cllr. Lockhart reported that some directional finger posts in the village are in a sorry state. He will inspect and map them.
- The Clerk reported that a football team is playing regularly on Peartree Field and a resident has complained about parking. The team to be asked to move to Budgens Field.
- Next agenda - Parish Council meetings to start slightly earlier at 19.00.

**The meeting closed at 20.55**

Minutes signed:

Date: 25<sup>th</sup> July 2024