









**Minutes of the Meeting of Doddinghurst Parish Council held at 20.00 on Thursday 1<sup>st</sup> September 2011, Parish Room, (adj. Village Hall), Church Lane, Doddinghurst.**

**Present:** Cllrs. Mrs D Dicker (Chairman), Mrs J Le Page, Mr G Smith, Mr G W Bateson, Mr C Enderby, Mr A Farrow, Mr A Smith, Mrs D Rogers-Harrison, Borough Councillors Mr K Parker and Mr R McCheyne.

1. **Apologies for Absence.** Received from: Cllrs. Mrs A Richards, Mr. P Davenport, Mr. A Oliver. County and Borough Councillor Ann Naylor.
  2.  **Resolved.** Minutes of the meeting held on the 7<sup>th</sup> July 2011 approved and signed.
  3. **Declaration of Interests from Members.** Cllr G Smith declared a personal interest in item 9.
  4. **Noted: Clerk's report back on progress following the meeting of the 7<sup>th</sup> July 2011:**
    - i. 2010/11 Audit returned signed off with nil comment by the Audit Commission.
    - ii. Meeting held with Adrian Tidbury on proposed BBC discretionary grant process.
    - iii. Response to the proposed BBC new discretionary grant service process circulated and issued.
    - iv. Request for the baseline costs relating to potential grant claims sent to BBC Depot manager.
    - v. Meeting with Tony Sleep on the Discretionary Grant to be attended on 23<sup>rd</sup> August.
    - vi. Request to position the ex Post Office Public Notice Board on verge highway near the Bus Shelter sent and acknowledged.
    - vii. Quality Status renewal portfolio submission completed and readied for review on the 24<sup>th</sup> August.
    - viii. Newsletter for October in production and to feature an update on, and a call for support for, the Neighbourhood Plan.
    - ix. Neighbourhood Plan data capture spreadsheet developed and populated for all residential dwellings in Doddinghurst (1043 residences).
    - x. Letters issued to allotment owners who are letting their plots fall into disrepair.
    - xi. One ashes interment in July.
    - xii. Response to Gazette articles circulated for comment.
    - xiii. Response requesting Rangers work issued.
    - xiv. Response reference the bus shelter replacement sent.
    - xv. Planning application BRW/438/2011, which has been issued but not received, responded to using delegated powers. Representations made to the Council from neighbours on this revised application.
  5. **Noted: Schedule of Correspondence received up to the 24<sup>th</sup> August 2011.**
  6. **Financial Reports and Minutes and Feedback from Committees.**
    - a.  **Resolved:** Approved the Financial Reports for July and August 2011.
    - b.  **Resolved:** Approved the Schedule of Payments for July and August 2011.
    - c. **Information:** Noted: No Planning Committees held.
    - d. **Information:** Noted: No General Purposes Committees held.
    - e. **Information:** Feedback from Members relating to Committees attended in prior month. Cllr G Smith reported on a meeting hosted by the EALC to discuss rural broadband. The Clerk and Cllr G Smith attended a meeting chaired by Borough Councillor Tony Sleep to discuss the new discretionary grant arrangements - a revised discretionary grant scheme is to be issued following comments on the original proposals and Clerks were asked to submit updated Parish Council costs for the new concurrent grant.
  7.  **Resolved:** Approved in principle an element of funding support for repairs to the scout facilities. Tracy Levins is to provide written details for consideration by the Finance and Resources Committee.
  8.  **Resolved:** Approved in principle an element of funding support for Doddinghurst Community Preschool provided it can be demonstrated that the organisation is fundamentally viable. The Clerk is to liaise with the preschool (Vanessa Burns) to gather more information.
  9.  **Resolved:** Approved by majority vote to financially support a proposed Sunday Bus Service from Doddinghurst to Brentwood and beyond at a cost to Doddinghurst PC of up to £4000 for a one year trial.
  10. **Information:** Arrangements for the 2012 Jubilee celebration distributed.
  11.  **Resolved:** Approved; Quality Status renewal @ £120, due on the 17<sup>th</sup> September 2011.
  12.  **Resolved:** Approved: Neighbourhood action plan and requirement for support from 10 villagers needed to enable the plan to be progressed.
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13. 🖐️ **Resolved:** Approved; the October 2011 Newsletter and print/ distribution fee of £200.
14. 🖐️ **Resolved:** Approved for issue, draft letter to the editor of the Brentwood Gazette re: articles published in June and July 2011.
15. **Information:** Progress with Youth Forum/ Liaison activity - this item to be referred to the next meeting.
16. **Information:** Noted the sign off and closure of the 2010/11 External Audit with nil comments.
17. **Information:** Noted the next GP and Finance and Resource meeting will be on the 21<sup>st</sup> September 2011.
18. **Other urgent information** (No council actions/letters/undertakings permissible on this item). No items raised

**The meeting closed at 22.00**

**Minutes signed:**

**Date: 6<sup>th</sup> October 2011**

**Comments in public session:**

- The building work on the new Doctors surgery is due to start this month for completion by 01/08/2012.
- A moped rider had been arrested for, inter alia, exceeding the speed limit in Kelvedon Hatch.
- Action at Dale Farm, Crays Hill, to clear any illegally encamped travellers, was likely during September 2011.