

Minutes of the Meeting of Doddinghurst Parish Council held at 20.00 on Thursday 4th March 2010, Parish Room, (adj. Village Hall), Church Lane, Doddinghurst.

Present: Clrs: Mrs D Dicker (Chairman), Mrs J Le Page, Mr C Enderby, Mr G W Bateson, Mr A Farrow, Mrs Diane Rogers Harrison, Mr G Smith, Mr P Davenport; Mr A Smith; County Councillor Ann Naylor; Borough Councillors: Keith Parker and Roger McCheyne.

- 1. Apologies for Absence.** Received from: Clr Mrs A Richards, Borough Clr Keith Sparling.
- 2. 🖐️ Resolved.** Minutes of the meeting held on the 4th February 2010 approved and signed.
- 3. Declaration of Interests from Members of any item(s) on this agenda.** None declared.
- 4. Information: Clerks report back on progress and from decisions taken at meetings on the 4th February 2010.**
 - i. PWLB: Final borrowing drawdown of £60,000 received and overall annual payments on the £100,000 loan is £185 per annum less than initial estimates at £7564.14. Copy of fully signed 20 year lease (through to Nov 2029) for the Priest House received. Record of payments created to monitor grant fund expenditure. Schedule of expenses for Village Hall created.
 - ii. Feedback re: the request from BBC for Parish Council budget and account finance data and grant review circulated for comment with suggestion of possible courses of action for the Council.
 - iii. Scout Path lighting: One fitting replaced and one fitting repaired, now all functioning.
 - iv. Parish Councillor Vacancy – co-option arrangements confirmed for current applicant.
 - v. New Notice Board for burial ground - damaged board collected and returned.
 - vi. Website updated for Quality Status/ Power of Well Being/ Committee structures/ Senior Citizens Lunch/ Burial Ground Interment data and 2010/11 tariffs/ Parish Room 2010/11 tariffs/ New Village Correspondent and latest meeting minutes.
 - vii. Quotes for Playchip spreading and Picnic Bench fitting requested from new contractor (The Odd Jobbers).
 - viii. Data Security Policy and Security Review and Risk Assessment issued for comment.
 - ix. Chairman's annual letter circulated for comment prior to approval/ issue in the April link.
 - x. March Link Newsletter issued.
 - xi. Application for Data Commissioner Registration prepared and issued.
 - xii. Deputy Clerks Contract of Employment and Job Description updated and issued for signatures.
 - xiii. Victim Support application – reply sent.
 - xiv. Senior Citizens Lunch Waitress Helpers – A Thank You letter and £10 Game vouchers sent (2off).
 - xv. Allotment renewal letters issued.
 - xvi. Follow up letter to Planning Department relating to a Container on Green Belt opposite Brook Lane, since it has been there six months without any planning application being submitted.
 - xvii. Visit by PCSO Kevin Sanderson to advise that he was about to return to his Warley patch since a new permanent PCSO was being inducted for Doddinghurst.
 - xviii. CIF Fund judging panel attended. £100,000 09/10 pot available for community projects and ten applications reviewed. Not all the funds were allocated.
 - xix. "Hooks" for dog leads purchased – to be located near the new bike racks.
 - xx. Other matters in hand: Bus Shelters wood and metal work re-treatment, Lily Jefferies memorial bench cleaning, Risk Assessments, allotment plot marking out, allotment shed wood treatment, deep cleaning of Parish Room carpet, letters for May Day event sponsorship.

5. Information: Schedule of Correspondence received up to the 25th February 2010. Noted.

6. Financial Reports and Minutes and Feedback from Committees

- (i) 🖐️ **Resolved:** Approved, the Financial Reports for February 2010.
- (ii) 🖐️ **Resolved:** Approved and signed, the Schedule of Payments for February 2010.
- (iii) **Information:** Noted: The minutes of the Planning Committee of the 9th February 2010.
- (iv) **Information:** Noted: The minutes of the GP meeting of 17th February 2010.
- (v) **Information:** Feedback from Members relating to Committees attended in January 2010. Noted feedback from Police NAP meeting attended by Clr C Enderby – low turnout with 7 members of the public. Antisocial behaviour in Kelvedon Hatch set as priority with a review every 3 months. No meetings planned in Doddinghurst. Clr Enderby observed that no representation from Doddinghurst would be interpreted as

meaning that we had no concerns and the village would be taken into account when setting policing priorities. (NB. KH seen as geographic centre of the Ward.) Crime levels up on last year. Noted feedback from Highways localism feedback from Clr G Smith. Priorities are set ahead of the meeting and little opportunity to influence work to be done. Swallows Cross set as low priority but some clearance work done to improve sight lines. CIF outcome awaited for funding other works. Noted: The Chairman advised the meeting that the BBPCA planned to write to Borough Councillors (especially the 30 out of 37 that represent urban areas) to appraise them of the work of done by the Parishes.

7. 🖐️ **Resolved:** Approved the co-option of Mr Adrian Oliver as a Councillor by majority vote. Mr Oliver completed the declaration of acceptance of office and joined the Council.
8. 🖐️ **Resolved:** Approved the Data and Information Security Review and Risk assessment with recommendations to be considered in detail at the next General Purpose meeting.
9. 🖐️ **Resolved:** Approved Doddinghurst Parish Council Data and Information Security Policy.
10. 🖐️ **Resolved:** Approved, the Chairman's Annual Letter (for issue in April link).
11. 🖐️ **Resolved:** Approved: To take no action relating to the RCCE Best Kept Village Competition.
12. **Information:** Noted: Diane Rogers-Harrison (doddinghurstnews@googlemail.com) is the new Village Correspondent.
13. 🖐️ **Resolved:** Approved a request for management plan information for to Local Wildlife sites & Essex Wildlife Trust for areas relating to Parish Council managed land.
14. **Information:** Noted: Brentwood Borough Council "Schedule of Savings" 2010/11 Appendix 5.
15. 🖐️ **Resolved:** Approved the adoption of a standing order to make it permissible to deliver full Parish Council Committee meeting summons and related paperwork by email under exceptional circumstances (e.g. adverse weather) and for other committee meetings agenda and draft minutes (e.g. GP and Planning) to be delivered by email under normal circumstances.
16. 🖐️ **Resolved:** Approved that "Fund Raising" would be added to the constitution of the Finance and Resource Committee to ensure regular annual attention to this activity.
17. **Information:** Noted: The new Annual Calendar of Meetings 2010/11.
18. **Other urgent information** (No council actions/letters/undertakings permissible on this item). None recorded.

Comments during the public session: The new PCSO David Creckendon attended the meeting together with PCSO Moira Kennedy who was helping to induct the new PCSO into his role. The loss of the pest control services and dog wardens in the Borough Council cuts in services for 2010/11 was noted with concern. The lack of the planning application for the doctors surgery was also noted with concern since several months had now passed since the plans were shown to the Councillors for comment and an early presentation of the plans for approval had been promised. Councillor Parker advised that no change to the 5 year Parish Council grant reduction plan had been agreed and the original plans still stands.

Minutes signed:

Date: 1st April 2010