

DANBURY PARISH COUNCIL

**Minutes of the Meeting held on Wednesday 31 January 2007**

**at 7.45 pm in the Parish Office**

Present: Cllrs S Berlyn (Chairman) J Langley  
A Allen D Powell  
D Bolwell M Telling  
J Brooks J Thomson  
D Hawkins Mrs J Wells  
A Keeler D Whiteing

In attendance: Mrs M Saunders, Clerk  
Mrs E Blyth, Assistant Clerk  
Mrs M Moss, Assistant Clerk

**Public Question Time**

One member of the public was present. She expressed concern over the condition of Little Badow Road in respect of the road, pavements, litter and lighting. She has been in communication with Essex County Council, Highways and was not satisfied with the response and hoped that Danbury Parish Council could help. The Chairman advised that the Parish Council has no power over highways but it would continue to speak to Essex CC about improvements.

**110 Clean Neighbourhoods and Environment Act 2005**

A presentation was given by Mr B Saunders, Chelmsford Borough Council. A hard copy of the presentation is provided with these minutes.

**111 Apologies for Absence**

Apologies were received and accepted from Cllrs A Wells and M. Wood.

**112 Declarations of Interest**

Cllr Telling declared an interest in Minute 128 on the basis that he is a school governor and has sat on the Travel Plan committee.

**113 Minutes**

**113.1** Minutes of the meeting held on 26 November 2006

RESOLVED that the Minutes of the meeting held on 26 November 2006 were approved and signed as a correct record.

**113.2** Minutes of the Extraordinary Meeting held on 11 December 2006

It had already been noted that an amendment to Minute 109 was required to show that in all places they should read Hitchcocks Field and that the spelling of Cllr Derick Hawkins name should be as stated here. It was further noted that Cllrs Brooks and Telling were not at the meeting.

RESOLVED that the Minutes of the Extraordinary Meeting held on 11 December 2006 along with the amendments mentioned were approved and signed as a correct record.

#### **114 New Councillors Appointment to Committees**

Cllr D Bolwell had requested to serve on Environment and Planning

Cllr J Langley had requested to serve on Environment and Facilities

Cllr A Wells had requested to serve on Environment and Planning

RESOLVED that the councillors be appointed to their chosen committees.

#### **115 Grants**

Members considered the changes that Cllr Allen, in consultation with the Clerk, had rephrased and an additional paragraph added for the Guidance for Parish Council for Grants. Discussion followed on other changes.

RESOLVED that a) At point 9 to add the word 'normally' between the words 'not ...be'.

b) At point 19 remove the word 'all' between 'benefit ... the'.

c) Paragraph at point 24 that starts 'A successful applicant for a grant must ...' be deleted as it is covered in the following point.

d) The revised version to number the bullet points.

e) Cllr Allen and The Clerk to be authorised to make the changes and re-word the paragraph "In the event of an in principle award being in excess of the final invoice value: the amount of the award will be reduced to the same percentage level of the original estimated sum relative to the principle sum award."

#### **116.1 White Paper**

Members had been circulated with the briefing given at the EALC Conference on 28 November 2006.

RESOLVED that the information be noted.

#### **116.2 Charters**

A report on the latest position regarding the Local Strategic Partnership had been included on the agenda. The Bill raised a number of issues and these will be discussed by Members and Officers at Chelmsford Borough Council. Discussion on the Local Charter will resume once the Cabinet has agreed on how to respond to the issues presented in the Bill. This was likely to be in April of this year. Then Officers will be recommending to the Cabinet that CBC hosts a conference for all Parish Councils in May. The Clerk pointed out that there is no parish council representation on the Local Strategic Partnership but that this is being pursued.

RESOLVED that the information be noted.

#### **117 Leases**

##### **117.1 Bowling Club Lease**

Notes of the meeting of the working party that was held with the Bowling Club on 17 January 2007 had been circulated with the agenda.

RESOLVED that the information be noted.

##### **117.2 Lingwood Common**

Essex County Council had been advised by the resident that the area was fenced to protect it. After communication with EALC and with ECC Enforcement Section they advised that they could not help. The Clerk is currently checking the situation with Chelmsford Borough Council.

RESOLVED that the information be noted.

### **117.3 DCA Lease and Sub Lease**

The Charity Commissioner's Order had now been received and the sublease with Eves Corner Trader Company was signed on 12 January 2007. Copies are held in the Parish Office.

RESOLVED that the information be noted.

### **118 Corporate Identity of Parish Council**

This item was deferred.

RESOLVED that the item be deferred to the next meeting.

### **119 Danbury Medical Centre**

Chelmsford Borough Council had been advised of the comments from the Extraordinary Council Meeting held on 11 December 2006 regarding the Medical Centre. A copy of the letter has been held on file at Chelmsford Borough Council for when the planning application is made.

RESOLVED that the information be noted.

### **120 Publicity**

#### **120.1 Publicity**

The Clerk had received the following response from EALC and NALC regarding publication of material in the four weeks prior to an election.

"The Code is not concerned with the interpretation of section 2 of the Local Government Act 1986. (That section provides that a local authority shall not publish (or assist others to publish) material which, in whole or in part, appears to be designed to affect public support for a political party.) The Code is concerned with all the other publicity which a local authority may publish. In particular, it highlights factors which should be borne in mind in decisions on publicity which deals with matters or issues which are, politically or otherwise, controversial, but which are not prohibited by section 2.

The Code does not affect the ability of local authorities to assist charities and voluntary organisations which need to issue publicity as part of their work, but it requires local authorities, in giving such assistance, to consider the principles on which the Code is based, and to apply them accordingly."

It would be useful for the Council to familiarise itself with the Code, Section 43:-

#### **"Timing of Publicity**

43. Particular care should be taken when publicity is issued immediately prior to an election or by-election affecting the authority's area to ensure that this could not be perceived as seeking to influence public opinion, or to promote the public image of a particular candidate, or group of candidates. Between the time of publication of a notice of an election and polling day, publicity should not be issued which deals with controversial issues, or which reports views or policies in a way that identifies them with individual members or groups of members."

The Clerk had sought further advice as to what could be published. The first Danbury Times meeting will take place on Tuesday 13 February 2007 at 2.15 p.m. at the Parish Office.

RESOLVED that the information be noted.

#### **120.2 Annual Parish Meeting.**

Members considered who they would like to speak at the next Annual Parish Meeting to be held on 2 May 2007. An offer had been sent from Chelmsford Borough Council offering a presentation on litter/recycling.

RESOLVED that a) The offer from CBC be accepted.

b) The Clerk to invite Inspector Kilgallen and a Community Support Officer from South Woodham Ferrers Police Station to be the second speakers.

### **121 Election**

It was reported that dates had been changed. The Notice of Election will now be published on Tuesday 27 March 2007 and nomination papers may be received by the Democracy Team Manager at Chelmsford Borough Council between 28 March and noon on Wednesday 4 April 2007. The Clerk advised that a nomination form had been put in the members' folders prior to this meeting.

RESOLVED that the information be noted.

### **122 Reports from Village Organisations**

Cllr Whiteing reported that the Twinning newsletter had been circulated by email. He advised that the representatives from Croissy-sur-Seine had invited the Twinning team to visit them in May for a special event. They had asked if they could visit Danbury for any special event that it is holding. The Clerk suggested that the burial of the Time Capsule (should it go ahead) may be a potential opportunity.

RESOLVED that an article be published in the next edition of the Danbury Times asking residents for ideas for a village event.

### **123 NALC Local Democracy Week (16 – 20 October 2006)**

Cllrs Allen and Whiteing attended Heathcote School to give a presentation on Thursday 25 January 2007.

RESOLVED that the information be noted.

### **124 Post Office**

Correspondence from John Whittingdale MP and the Department of Trade and Industry had been received. Correspondence had also been received from Chelmsford Borough Council; requesting that all Parish Councils reply to the consultation. A reply had been forwarded stating that Danbury had already responded.

RESOLVED that the Clerk provide a further response to incorporate the questions.

### **125 Junk Swap – Saturday 17 February 2007**

It was reported that a Junk Swap is being held at the Village Hall on Saturday 17 February 2007 between 10 a.m. and 1 p.m. Members of the Parish Council had been invited to attend. The Junk Swap is being held by the Environment Partnership.

RESOLVED that the information be noted.

### **126 Litter Pick 28 April 2007**

It was reported that Mrs C Lambert had agreed to carry on with the Annual Litter Pick and to go into the schools. Members were asked if they were prepared to help. The date for the Annual Litter Pick will be Saturday 28 April 2007, further details will follow through the Environment Committee.

RESOLVED that the information be noted.

### **127 Christmas Tree**

This item was placed on the Agenda at the request of the Chairman of the Council. The Clerk had sought some preliminary information from Essex County Council regarding sourcing power for Christmas Tree Lights. Permission would have to be sought from the National Trust to run an electricity supply to a power bollard. A power bollard would cost in the region of £650.00, plus the installation of the pillar, possible £60.00. EDF would have to be contacted to supply an underground supply to the bollard which could be in the region of £450.00 making a total of £1160 plus VAT. The bollard would be on Danbury Parish Council inventory and would have to be

maintained by the Parish Council. All electricity supply bills would have to be paid. No budget had been set in Parish Council budget for these works.

Cllr Bolwell advised that this matter could be discussed at the next meeting of the Danbury Society.

It was proposed by Cllr Hawkins and seconded by Cllr Telling that Danbury Parish Council offer assistance to Danbury Society. It was a unanimous decision by members to offer assistance.

RESOLVED that the Clerk write to the Danbury Society to offer assistance in the management of the tree.

### **128 Travel Plan St John's Primary School**

Further to Minute 77 Environment Committee held on 10 January 2007 the Travel Plan was considered. Cllr Whiteing advised that there is a meeting of the Travel Plan committee on 1 February. It was suggested that a separate working group be established to detail a response.

RESOLVED that a) Cllr Whiteing attend the committee meeting and express the sympathy of the Parish Council with the travel problems. However, its procedures do not allow the Council to meet the deadline required.

b) A working group consisting of Cllrs, Allen, Berlyn and Whiteing to be established to consider a detailed response to the Travel Plan.

### **129 Emergency Planning**

**129.1** The Clerk is currently writing a plan for the office.

**129.2** Cllr Brooks is working on updated accommodation for the Village.

RESOLVED that the information be noted.

### **130 Trees adjacent to Dawson Memorial Field**

It was reported that, on Thursday 18 January 2007, branches from the conifers adjacent to Dawson Memorial Field started to break, due to high winds, over the car park at the Sports and Social Centre. The Assistant Clerk Facilities, the Groundsman and the Clerk spent the afternoon clearing the car park of cars so that no damage to vehicles occurred. The car park was closed off. The adjacent landowner was contacted and a tree surgeon completed works to make the car park safe. The Gardener from the adjacent property came and inspected the work in the absence of the landowner as he had just commenced a two week holiday.

Concerns had been raised by the Groundsman that the trees required additional work as the bottom of the trees were unstable and in another strong wind may collapse. The Clerk had written to the landowner as a matter of urgency, stating that there were still concerns regarding the trees.

RESOLVED that the information be noted.

### **131 Reports from Committees and Sub-Committees**

Nothing was reported.

### **132 Next Meetings in 2007**

Parish Council - 28 March 25 July 26 September and 28 November.

Annual Parish Meeting - 2 May.

Annual Parish Council Meeting - 9 May.

**133 Exclusion of Press and Public**

RESOLVED: that pursuant to S.1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting be not now open to the public and press for the following items of business and they were instructed to withdraw.

**134 Drainage and Car Parking Project**

Members of the Drainage and Car Parking Improvements Working Group held on 17 January 2007 at Danbury Bowling Club submitted a verbal report for Parish Council's attention.

RESOLVED: a) The Working Group be increased by two further members, Cllrs Berlyn and Langley.

b) The preferred consultant be invited to attend a further meeting. **NB A meeting has now been arranged for Wednesday 21 February 2007 for the consultant to attend. The Working Group will then report to an Extraordinary Meeting of the Parish Council on Wednesday 28 February 2007 at 8.00 pm.**

The Meeting closed at 10.20 p.m.

S Berlyn  
Chairman

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Signed

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Date