

DANBURY PARISH COUNCIL



Minutes of the meeting held on Wednesday 26 September 2007

At 7.45pm in the Parish Office

Present: Cllrs S Berlyn (Chairman) M Telling
 A Allen J Thomson
 D Bolwell A Wells
 H Clacy Mrs J Wells
 D Hawkins D Whiteing
 A Keeler M Wood

In attendance: Mrs M Saunders, Clerk to the Parish Council
 Mrs A Abbott, Assistant Clerk

Public Question Time

56 PC Bill Evans to speak to Parish Council

The Committee welcomed PC Bill Evans, who reported on the following various issues:-

- Crime and Disorder
- Involving the local community and encouraging local businesses to help to prevent crime
 - Installing CCTV
 - Improving Lighting
- Publicity in Danbury Times listing crimes, criminal damage, assaults and appealing for parents help
- Neighbourhood Watch
 - Subsequently after the meeting a full breakdown of statistics had now been provided and passed to Neighbourhood Watch.*
- PCSO presence in Danbury who had powers to stop and search
- Youth Shelter continued investigation

Members thanked PC Evans for an improved police presence in the village and a pro-active approach by the Police Community Support Officers.

57 Apologies for absence

Apologies were received from Cllr J. Brooks, Cllr J. Langley and Cllr D. Powell.

58 Declarations of Interest

Members were reminded that they must declare any personal or prejudicial interests they know they may have in items of business on the meeting's agenda.

No declarations were made.

59 Minutes

RESOLVED: that the minutes of the meeting held on 25th July 2007 be approved and signed as a correct record.

It was agreed to bring forward Agenda item 27 to this point in the meeting.

60 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 item of business and they were instructed to withdraw.

61 Drainage and Car Parking Project

This item was discussed under Private and Confidential Business due to the sensitivity of prices and the tendering process.

A report had been circulated from the Council's Consultant outlining the proposal for pitch improvements and car park improvements. The consultant had asked specific questions to be answered. Members discussed the edging to the car parks. A proposal was put forward for some bollards with lights which would prevent entry onto the fields. 10 members voted for this proposal, 1 against and 1 abstained. A second proposal was put forward for using kerbing 1 member was for this proposal and 1 abstained. Therefore the proposal for bollards with lighting was agreed with the spacing to be determined by the Drainage and Car Park Working Group. Members unanimously agreed that metal tops should be used for the drains. Members also unanimously agreed that the Consultant investigate the underground irrigation water tanks with costings.

Members considered the report further and Cllr Max Telling proposed that the Council's Consultant write the specification for all the elements outlined on the basis to accept any or none of the responses. This was seconded by Cllr M Wood. This was unanimously agreed.

RESOLVED: that a) some bollards with lights which would prevent entry onto the fields with spacing to be determined by the Drainage and Car Park Working Group,

b) Metal tops were to be used for the drains

c) The Council's consultant to investigate the underground irrigation tanks with costings,

d) The Council's Consultant be instructed to write the specification for all elements of the report and to prepare the appropriate tenders.

The meeting was opened to the Public.

62 Leases

62.1 Bowling Club Lease

It was noted that the Bowling Club had taken forward the original lease document supplied to them and have tried to understand and accept as much

as possible, and that any queries had been passed to their Solicitor who they plan to meet at the end of October or the beginning of November.

RESOLVED: that the information be noted.

62.2 Lease for Eves Corner

It was reported that the National Trust had sent a revised lease to cover the way-leave for the electricity cable for the Christmas lights. Members were asked to agree the document.

Members were to note that when the Clerk contacted EDF regarding the installation of the cable, they were not prepared to dig the trench between the mains supply and the pillar as this was on private land. These works would have to be completed by another contractor - the Clerk was investigating costs for this and details would be taken to Facilities Committee.

RESOLVED: that the revised lease was agreed and signed by Chairman and the Clerk as a witness.

63 Parish Action Plan

It was noted that the updated version was to be placed on the web.

64 Parish Plan Review

Parish Councillors were asked at the last meeting to come forward to organise the review, however to date no-one had contacted the Clerk. Parish Councillors were asked at the meeting that if they knew anyone useful then to let the Clerk know.

65 Danbury Medical Centre – development proposals

If and when a detailed planning application was received there would be an Extraordinary Parish Council Meeting to discuss the proposal.

RESOLVED: that the information be noted.

66 Publicity

66.1 Timetable of Meetings for 2008

66.1.1

It was requested that the frequency of Planning Meetings be changed to every 3 weeks in 2008 to help with staff workloads.

Cllr Hawkins proposed that the Council adopt this procedure and Cllr Allen seconded the change with the proviso that a 6 month trial period would be implemented from January.

RESOLVED: that the frequency of Planning Meetings change to every 3 weeks from January 2008.

66.1.2

Due to the fact that Easter falls at the end of March next year, Parish Council has been placed on 19th March, with the Annual Parish Meeting falling at the

beginning of April. Members discussed the venue for the Annual Parish Meeting and it was decided to return to the Village Hall.

RESOLVED: that a) the timetable of meetings be adopted for 2008
b) the Annual Parish Meeting for 2008 be held in the Village Hall

66.2 Danbury Times

Cllr Wood reported that there was a further meeting of the Publicity Group, with a short deadline. Items were required by 5th October, for publishing in the next edition of Danbury Times at the end of November.

It was hoped that information on police activity in Danbury could be reported, also if there were any developments regarding the medical centre.

Autumnal colours were suggested for the colour scheme for Danbury Times.

Cllr Wood thanked committee members for their input.

67 Parish Council Meeting 28th November, 2007

It was reported that the Clerk was unable to be present at the next Parish Council Meeting on the 28th November, 2007 and members of the Drainage and Car Parking Group had thought that it was essential that the Clerk be present at the Precept request meeting. Therefore it was requested to suspend Standing Order 3b) and hold the Parish Meeting on Wednesday 5th December, 2007 and the Environment Meeting on Wednesday 28th November, 2007.

Cllr Hawkins put the above proposal and Cllr Clacy seconded the above proposal.

RESOLVED: that Standing Order 3b) to hold the Parish Meeting on Wednesday 5th December, 2007 and the Environment Meeting on Wednesday 28th November, 2007 be adopted.

68 Standing Order 31a)

It was reported that Item 31a should read "observe the Code of Conduct which was adopted by the Council on 9th May, 2007".

RESOLVED: Members ratified the change in the Standing Orders.

69 Reports from Village Organisations

69.1 Twinning Association

Cllr Whiting reported that there had been a champagne reception at the recent Twinning visit to Germany. It was suggested that Danbury Parish Council should reciprocate next year, possibly at Whitsun, but no dates had yet been set.

RESOLVED: that Cllr Whiteing forward the date to the Clerk once finalised and Danbury Parish Council should consider what form the event should take.

There were no reports from other village organisations.

70 Corporate Identity of Parish Council

This item was deferred as no further work had been completed.

71 Youth Council

A report and recommendation by Cllr Wells regarding a Youth Council was circulated at the meeting. Formal thanks were given to Cllr Wells for the work he had put in. It was unanimously decided that the recommendation not to progress the Youth Council be adopted.

It was also proposed that Myrtle Fisher, the full time Youth Leader be invited to talk to the Parish Council when she has time.

Cllr Hawkins was to attend the Annual General Meeting of the Youth Club which was to take place on next night and would report on the meeting in due course.

RESOLVED: that a Youth Council was not progressed.

72 Field above the Cricketers

It was reported that concerns had been raised by a resident that this land may be acquired for development.

The land in question was owned by the Diocese of Chelmsford and managed for them by Strutt and Parker, who have, if requested, completed remedial works to footpaths and trees. The land had also been leased out within the last twenty years when animals were permitted to graze on the land.

To register the land as Village Green, statements would have to be obtained from several residents stating that the land was used by residents for lawful sports and pastimes. Application forms and statements would then have to be forwarded to the Essex County Council for their decisions. The land would then fall to Parish Council to look after, including the safe upkeep. There would of course be a cost to this e.g. tree survey, upkeep of trees and hedges, footpath. It was doubtful whether the Diocese of Chelmsford would permit this to occur. It is understood that the previous Clerk had investigated this matter prior to obtaining the licence for the footpath and had been unable to collect enough evidence via statements for the use of the past twenty years.

Parish Council does hold a licence for the footpath which runs between Dawson Memorial Field and the adjacent field in question, which is adjacent to the mast site, and pays an annual fee.

RESOLVED: that Parish Council keeps a watchful eye on this piece of land.

73 Public Conveniences

Further to Minute 52 Parish Council 25th July, 2007 and Minute 32 Environment Committee held on 5th September, 2007, Clerk had checked whether the Public Conveniences could have a closing and opening time. Chelmsford Borough Council had informed the Parish Council they had no resources to implement this, but if Parish Council would like to take this on they were welcome to do so.

Members stated that this had been requested before. Members did not agree a course of action for this.

RESOLVED: that no further action be taken.

74 Draft Essex School Organisation Plan 2007 – 2012

Documentation had been circulated prior to the meeting. Members made no comments.

RESOLVED: that the information be noted and that no comments be returned on the document.

75 Mid-Essex Area Forum 5th September, 2007

Cllr Clacy reported on a meeting held in Maldon on the 5th September, at which the Chief Superintendent of Police had given a talk. It was reported that Mid-Essex had the lowest crime rate out of 100 districts.

Accessibility to the venue in Maldon was raised, with discussions around moving the location or improving public transport.

It was suggested that Essex Strategy Questionnaires were obtained and circulated with the Danbury Times. The questionnaire could also be accessed on line.

RESOLVED: that Cllr Clacy would write a report for the Danbury Times.

76 Campaign to Protect Rural Essex

It was reported that the Annual General Meeting was on Saturday 6th October, 2007 with a guided tour of Kings Seed Factory, Monks Farm Coggeshall Road Kelvedon prior to the meeting commencing at 2pm. Costs for tour were £1.50 each and costs for tea were £3.50 per head. The offices of CPRE are now at Threshelfords Park, Inworth Road, Feering.

RESOLVED: that Members would let Clerk know if they were interested.

77 Emergency Plan for Village

It was noted that Cllr Brooks and the Clerk had met with Gerry Richardson from the Emergency Planning Department of Chelmsford Borough Council. The document so far was being formatted on the correct lines but there was still a tremendous amount of work to complete.

RESOLVED: that work would continue on the document.

78 The Local Area Agreement

A document had been provided by the Essex County Council which described Local Area Agreements. A shortened form of explanation was circulated at the meeting.

RESOLVED: that the information be noted.

79 Chelmsford Partnership

There was now a representative on this through the Association of Chelmsford Parish Councils. Currently a revision was taking place of the Partnership and a structure and focus was being implemented.

RESOLVED: that the information be noted.

80 Community Awards 2008

It was reported that The Mayor of Chelmsford wished to recognise voluntary service to the community. The categories were voluntary service by young people, voluntary service by adults, outstanding achievements and achievement over adversity.

The Clerk had received a nomination from Cllr Powell this was put to the meeting but no nominations were agreed.

RESOLVED: that no nomination be placed for Danbury this year.

81 Reports from Committees / Sub Committees

81.1 Planning

Cllr Allen reported that he had attended the Examination in Public for the Local Development Framework Core Strategy at the Civic Centre. It was noted by the Inspector that site specific documents currently being prepared would not be valid until the Core Strategy was approved.

Cllr Allen also stated that Green Belt /Green Wedges were not discussed and would be considered a later session.

81.2 Resources

A list of the Parish Council staff's work schedules was circulated to the Parish Council Meeting as request by Resources Committee. This was thought to be a good idea.

The Chairman thanked management and staff for the work they put in to ensure the village continued to receive a high standard of service.

81.3 Environment

Cllr Whiting reported that the Environment Committee were investigating Speed Watch. Information was recorded on the Police computer. More volunteers would be required to initiate this in Danbury. It was suggested that an article in Danbury Times could request this.

Cllr D. Bolwell and John Bowen had been nominated to visit East Hanningfield to observe their Speed Watch Team, A report would be forwarded to Environment Committee in due course.

The Police had been in Danbury the previous weekend and only one person had been caught speeding out of the village.

81.4. Facilities

Cllr Hawkins reported that it had been agreed to fund some essential maintenance works at the Sports and Social Centre, and orders would be placed in the next couple of weeks. The committee had decided against employing a consultant to survey the premises, and it had been decided to spend the funds available on progressing urgent works.

82 Next Meetings

Change of dates were agreed in Minute 67 – the next Parish Council Meeting is on Wednesday 5th December, 2007.

83 Matters to Report

83.1 Awards

The Chairman reported that he and the Parish Clerk had attended the EALC Annual General Meeting / Annual Awards last week. Danbury was commended on their Annual Report for 2006, and was awarded a further plaque that will be displayed with pride in the Parish Office. Chairman expressed his thanks, particularly to Cllr M. Wood Chairman of the Publicity Group and his team.

The Chairman also reported a Certificate had been awarded to the Parish Clerk by the University of Gloucester for completing Module E110 Procedures for Council Administration – one of 10 modules towards a Degree. The Chairman congratulated the Parish Clerk and commented that the award would benefit the Parish Council.

83.2 Applications for Grants

Parish Clerk reported that to date 2 applications for grants had been received. The closing date for receipt of applications was Monday 1st October. All applications would be considered by the Grants Working Party meeting at 7.30pm on the 15th October.

Business having been concluded, the Chairman closed the meeting at 10.00 pm.

Signed: Chairman

Date: