DANBURY PARISH COUNCIL
A Quality Council

Minutes of the meeting held on 30 July 2008 at 7.45pm in the Parish Office

Present: Cllrs	S Berlyn (Chairman)	D Powell
	D Bolwell	J Thomson
	H Clacy	A Wells
	A Keeler	M Wood

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

47 Apologies for absence
Apologies were received and accepted from Cllrs A Allen, S Freeman, D Hawkins, J Langley, M Telling, D Whiteing and J Wells.

48 Declarations of Interest
Members were reminded that they must declare any personal or prejudicial personal interests in any items of business on the meeting's agenda. They were reminded that they would need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest was a prejudicial one. Unforeseen interests must similarly be declared at the appropriate time.

Cllr Clacy declared an interest in the item relating to the proposed new medical centre by virtue of being acquainted with the applicant.

49 Public Question Time
No members of the public were present.

50 Minutes of Meetings: 7th May, 19th May and 18th June
50.1 The minutes of the Annual Parish Council meeting held on 7th May 2008 were received.

RESOLVED: that the minutes of the Annual Parish Council meeting on 7th May 2008 be approved and signed as a correct record.

50.2 The minutes of the Extraordinary meetings held on 19th May and 18th June 2008 were received. It was noted that in minute 37.5 of 19th May the voting figures on an amendment to a resolution had been reversed and should read "Voting on the amendment was 2 in favour, 9 against and 3 abstentions."

RESOLVED:
a) that, with the above amendment, the minutes of the Extraordinary meeting on 19th May 2008 be approved and signed as a correct record;

b) that the minutes of the Extraordinary meeting on 18th June 2008 be approved and signed as a correct record.

51 Police
Sergeant Perry Land, who had been invited to attend a Parish Council meeting, was away on holiday but hoped to be present at the meeting on 24th September. The following information received from the Police was reported:

- A new PCSO, Kay Fleming, had been appointed to Danbury to work with Lynda Samways;
- Monthly Police Surgeries would be held at the British Legion Hut from 9.00am to 1pm on Saturdays 26th July, 6th September, 4th October and 8th November 2008;
- Meetings of the Neighbourhood Action Panel (NAP) would take place on Wednesdays 10th September and 26th November 2008 and 21st January 2009, at 5.00pm at the Meeting Room at Sandon School.

RESOLVED: that the information be noted.

52 Annual Return for 2007/2008
Council was asked to approve the signing of the Annual Return and Supporting Notes by the Chairman and the Clerk following the internal audit. The documents had been reviewed by the Resources Committee (minute 7.6 of 21st May 2008) and referred to Parish Council for ratification.

RESOLVED: that the Chairman and the Clerk be authorised to sign the Annual Return and Supporting Notes for 2007/2008.

53 Tennis Club Lease
No further approach had been made by the Tennis Club regarding the Lease.

RESOLVED: that the information be noted.

54 Review of the Parish Plan 2003
Cllr Alan Wells updated the report he made to the Council on 7th May 2008 (minute 12 refers). He and the Clerk had met with a representative of Barclays Bank and discussed setting up a separate bank account for the project. The Review Group had drawn up a strategy document and separate questionnaires would be required for residents and businesses. He had concerns about the financing of the project which needed to be resolved before further progress could be made.

RESOLVED: that the information be noted.

55 Emergency Planning
Members expressed their thanks to Cllr Steve Freeman for agreeing to take on the Emergency Planning role for the Parish Council in place of the late Cllr Brooks.

RESOLVED: that Cllr S Freeman be appointed as Emergency Planning representative for Danbury Parish Council.

56 Cllr S Freeman: Appointment to Committees
Having attended a number of meetings, Cllr Freeman had expressed the wish to serve on the Planning and Environment Committees.

RESOLVED: that Cllr S Freeman be appointed as a member of the Planning Committee and the Environment Committee with immediate effect.

57 Code of Conduct Training: 16th September 2008
A briefing session for Parish and Town Councillors on the revised Code of Conduct and new arrangements for dealing with complaints was to be held on Tuesday 16th September at 7pm at the Civic Centre in Chelmsford. Chelmsford Borough Council was now responsible for the complaints procedure under changes which came into effect in May 2008 (minute 21 of 7th May 2008 refers). Parish Charters would also

be discussed at the briefing. The Clerk had attended a briefing on the new complaints procedure on 18th July. Clerks had also been invited to a September briefing on the subject of Parish Charters. The Chairman indicated that he would attend the briefing, however the date clashed with a Resources Committee meeting. After discussion, it was agreed that the Resources meeting be changed to the following day, subject to the Clerk checking the date of the EALC Annual General Meeting.

RESOLVED: that, if there was no clash with the EALC AGM, the date of the next Resources Committee meeting be changed from Tuesday 16th to Wednesday 17th September.

[Note: There was no clash and the meeting date was changed as agreed.]

58 Mid-Essex Forum

Cllr Clacey reported that he had been away on holiday and unable to attend the last Forum meeting. He expected to be able to attend the next meeting.

RESOLVED: that the information be noted.

59 Danbury Country Park Forum

A meeting of the Forum was held at the Parish Office on Wednesday 28th May 2008, preceded by a guided viewing the Country Park. Cllrs Keeler and Thomson attended representing the Parish Council.

Cllr Keeler said that it had been a good meeting and drew attention to his report to the Environment Committee on 4th June 2008 (minute 19 refers). Members were concerned at the proposed large increase in visitor numbers and the effect this would have on the Park environment and ambience.

Next year's meeting of the Forum had been arranged for Wednesday 27th May 2009.

RESOLVED: that the information be noted, and that the Clerk ensure that a copy of the minutes of the Forum was obtained as soon as available.

60 Larger Local Councils Forum

The Clerk and Cllr Telling had attended the meeting at Great Dunmow on 17th June 2008 and the Clerk's report was received. A major item discussed related to the enhanced requirements in the re-accreditation scheme for Quality Parish Councils. Some information was still awaited. Members noted that Danbury's accreditation would expire in January 2009. The Chairman proposed that the Council should reapply for Quality Status at the appropriate time, and this was unanimously agreed.

RESOLVED: that the Parish Council apply to renew its accreditation as a Quality Parish Council at the appropriate time, the associated costs (currently £235) being met from parish funds.

61 Publicity

Cllr Wood reported that the Publicity Group aimed to publish the autumn edition of the Danbury Times in late November 2008.

Cllr Wood asked the Council to approve a reprint of the Danbury tourist leaflets. The leaflet had been widely issued within the village and to tourist offices and other locations in south Essex, and there were regular requests for further supplies. He proposed that 2000 copies be printed by Maldon Printing Co Ltd with funding from the Publicity budget, and this was agreed unanimously

RESOLVED: that a further 2000 copies of the Danbury tourist leaflet be printed, the cost of £358 being charged to the Publicity budget.

62 Reports from Committees
In addition to minutes which had been circulated, the following reports were made:

62.1 Environment:
Consideration of Cllr Freeman's report on the meeting arranged by Essex County Council regarding the new bus stop infrastructure planned for Essex was deferred as he was not present.

RESOLVED: that the item be deferred to the next meeting.

62.2 Facilities:
Attention was drawn to the essential repair work being carried out at the Sports & Social Centre and to the renovation of the War Memorial at Elm Green which was now under way. The British Legion planned a rededication service at the Memorial once the work was complete.

RESOLVED: that the information be noted.

62.3 Planning:
63.3.1 Policy on Stansted Expansion: Following a talk at Planning Committee by the Chairman of the Stop Stansted Expansion Campaign (arranged at his request), Planning had asked the Council to draw up a policy in response to BAA's plans for the expansion of Stansted Airport. A report was received of the Council's previous deliberations on the subject in March 2006 (minute 130) when it had opposed any expansion on environmental grounds.

After discussion, Cllr Thomson proposed that the Council's previous policy to oppose expansion be re-affirmed, and this was seconded by Cllr Keeler. Cllr Powell proposed an amendment that the vote on policy be deferred to allow a speaker from the business community to address the Council in support of the expansion plans so that the Council could come to a balanced view. The amendment was seconded by Cllr Clacy and carried by a majority vote. The possibility of consulting village for its views was considered but rejected in view of the short time-scale and because the issue did not directly affect Danbury.

RESOLVED: that a speaker in favour of the expansion of Stansted Airport be invited to attend a meeting of the Parish Council in order to enable the Council to come to a balanced view in formulating its policy.

63.3.2 Status of Advisory meetings: A report from the Clerk resulting from a query raised at Planning Committee was noted. In relation to councillors speaking individually to members of the public, they were reminded that the Council must always act as a corporate body.

RESOLVED: that the information be noted.

63.3.3 Danbury Planning Framework: Cllr Allen and the Clerk had met with Derek Stebbing of CBC regarding a way forward with the Planning Framework. Some revisions and a period of public consultation were needed before the document could be submitted to CBC Cabinet for approval as Supplementary Planning Guidance. A sustainability appraisal was no longer required. Once the revisions were agreed, the document would be placed on the village website for consultation with residents.

RESOLVED: that the information be noted.

63.3.4 Danbury Medical Centre: Council received the Clerk's written report of the meeting held on 28th July 2008 between the Chairman, Vice-Chairman, Cllr Allen, Cllr Keeler and representatives of the medical centre. The architect, in consultation with CBC, had made a number of revisions to the plans in preparation for the new planning application. The revisions took into account the points raised at the public meeting on 19th May. A traffic plan from ECC Highways was still awaited. The Chairman proposed that it be left to the Planning Committee to make comments on the new application in the usual way, and this was agreed unanimously.

RESOLVED: that Planning Committee consider the revised application, when received, and make comments to CBC on behalf of Parish Council.

62.4 Resources:

62.4.1 Danbury Mission: Resources Committee recommended a donation of £75 to Danbury Mission for the use of the hall and provision of refreshments for the public meeting on 19th May 2008. Cllr Clacy, proposed that the sum be paid as a Section 137 payment, and this was agreed unanimously.

RESOLVED: that, under Section 137 of the Local Government Act 1972, a donation of £75 be paid to Danbury Mission in respect of the public meeting on 19th May 2008.

62.4.2 British Legion Hut: Three quotations been received by Resources Committee to carry out a survey of the British Legion building to assess the feasibility of converting it for use as a Parish Office. Cllr Clacy proposed that the cost of £1600 be authorised for the purpose and this was agreed unanimously.

RESOLVED: that Messrs Ingleton Wood be appointed to carry out a survey of the British Legion Hut in accordance with their quotation for the sum of £1600 + VAT, and Resources Committee be asked to determine which budget be used.

64 NALC Competitions

Council noted that Danbury had been unsuccessful this year in the national competitions.

65 Reports from Village Organisations

65.1 Landisdale Charity:

The death was reported of Mr Ken Stebbings, one of the Parish Council's representatives on the Board of Trustees. Cllr Keeler reported that the occupant of one of the almshouses had also died after a long illness. Council noted that Mr Stebbings was named as a representative of the Parish Council, along with Mrs Laurette Guest, and members agreed that the appointment of a replacement representative should be left to the Charity.

RESOLVED: that the information be noted, and that the appointment of a representative of the Parish Council to serve in place of Mr Stebbings be left to the Landisdale Charity.

65.2 No other reports from village organisations were received.

66 Financial Regulations

Resources Committee had approved changes to the Council's Financial Regulations and requested that Parish Council ratify the revised document, which had been circulated to members.

RESOLVED: that the revised Financial Regulations be ratified and published.

67 ECC Community Initiatives Fund (Highways)
Council took note of this new initiative and agreed that the details be referred to Environment Committee for consideration.

RESOLVED: that the matter be referred to Environment Committee.

68 Mid-Essex Primary Care Trust consultations
68.1 Out of hours health care: Details were received of proposals to increase GP-led health care to cover 24 hours a day, 7 days a week, in the Mid-Essex area. The plans included a new primary health care centre in North Chelmsford which would provide appointment and drop-in services from 8am to 10pm every day, including weekends and bank holidays. Out-of-hours care would also be based at the new centre so that 'round the clock' care was available. The out-of-hours service currently offered in Braintree and Maldon would be offered from 8am to 1pm only.

Members were concerned at the proposed reduction in out-of-hours coverage at Maldon, bearing in mind the remoteness of some parts of the area from Chelmsford. They agreed to make a representation in response to the consultation asking that the current service in Maldon be maintained.

RESOLVED: that the PCT be informed that the Parish Council would like the out-of-hours service in Maldon to continue to be offered from 8am to 10pm on Saturdays, Sundays and Bank Holidays in view of the travelling distance from some parts of south-east Essex to Chelmsford.

68.2 Review of Neonatal care in Essex: Members received the Clerk's report on the changes being proposed to improve specialist care for new-born babies.

RESOLVED: that the Council had no comments to make on this consultation.

69 Report on NALC Conference, May 2008
The report of the Chairman of the Essex Association of Local Councils, Cllr John Buchanan, on the National Association's Annual Conference was received and noted. Cllr Buchanan stressed the resources and information available at the Conference and the opportunity to hear from senior government speakers, and recommended that Councils send at least one delegate in 2009. The Chairman indicated that he would like to attend.

RESOLVED: that Resources Committee be asked to allocate funding in the 2009/10 budget to allow the Clerk and the Chairman to attend the NALC Conference at Scarborough in June 2009.

70 Environmental Awards 2008
The Pride in Cleaner Chelmsford Committee had written to the Council seeking nominations for three awards: the Community Award, the Recycling Award and the Youth Environmental Award. No recommendations were forthcoming at the meeting.

RESOLVED: that nominations for any of the awards be passed to the Clerk.

71 Suspension of Standing Orders
The Chairman proposed that Standing Orders be suspended to allow the meeting to continue beyond 10pm. The proposal was duly seconded and put to the vote, and was carried by 7 votes to 1.

RESOLVED: that Paragraph 44 of Part I of the Council's Standing Orders be suspended and that the meeting continue.

72 Exclusion of Press and Public
RESOLVED: that, in accordance with S1 of the Public Bodies (Admission to Meetings) Act 1960, in view of the nature of the business to be discussed members of the Press and the Public be asked to withdraw from the meeting.

73 Bowling Club Lease
The report of the Clerk on advice provided by the Auditor regarding rent payments was received and two alternative revisions to the terms of the Lease were considered. After discussion, the Chairman proposed that the Council proceed with Option A. This was seconded by Cllr Wood and agreed unanimously.

RESOLVED: that Option A in the Clerk's report be adopted.

74 Drainage & Car Park Project
74.1 The report of the Project Group meeting held on 19th June 2008 was received, along with the report of the meeting with representatives of CBC regarding the resurfacing of the car parks held on 22nd July. Cllr Powell expressed disappointment that the TTS contractor's personal circumstances had led to delays in the project as the company had been unable to provide cover.

After discussion the recommendations below were agreed.

74.2 Phase II:

RESOLVED:
a) that new invitations to tender for Phase II works be sent out in August 2008 with a closing date in mid-September so that a recommendation can be put to Parish Council at its meeting on 24th September 2008;

b) that an additional part be added to the tender to include maintenance work for pitches 1, 3 and 4 for Spring 2009;

c) that the tender again be sent to 5 contractors;

d) that an administration charge by TTS for re-tendering be accepted.

73.3 Phase III:

RESOLVED:
a) that TTS be asked to submit a design for the car parks using rolled aggregate surfacing with black top in line with the recommendation of the meeting with CBC officers on 22nd July 2008;

b) that TTS be asked to provide a 'ball-park' figure for the car park costs based on the revised plan;

c) that the Clerk and the Project Group be authorised to submit a planning application for the car parks to CBC once specifications and plans were received.

75 Dawson Field projects list
A revised list of projects was circulated. The list had been updated in relation to the Drainage & Car Park project and by the inclusion of a Youth Shelter and removal of the all-weather pitch to reflect decisions made at previous Parish Council meetings. After discussion the following further amendments were agreed:

- Adventure playground – to be referred to Facilities for consideration;

- Storage facilities on Dawson Field – to be removed from the list as storage was being arranged within the Sports & Social Centre;
- Skateboard/bike park – to be removed from the list as the mobile skateboard sessions arranged in conjunction with CBC had been poorly attended;
- Separate Pre-School facility and play area – to be removed from the list;
- Indoor bowls, basketball and hockey – to be removed from the list as the Sports & Social Centre had now arranged to offer courses.

RESOLVED: that the above amendments to the Dawson Field project list be agreed and that the revised list be circulated.

76 Dates of remaining Meetings in 2008
24th September and 26th November

Business having been concluded, the Chairman closed the meeting at 10.15pm.

Signed: ……. Chairman

Date: ……