



Minutes of the Meeting held on 6th May 2009 at 7.45pm in the Parish Office

Present: Cllrs S Berlyn (Chairman)
 M Wood (Vice Chairman) J Langley
 A Allen A Pemberton
 D Bolwell D Powell
 S Freeman M Telling
 D Hawkins J Thomson
 A Keeler D Whiteing

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

1 Welcome

Cllr Berlyn welcomed members to the first meeting of the Council year, and in particular Cllr Pemberton who was attending his first meeting.

2 Election of Chairman

Cllr Hawkins nominated Cllr Berlyn to serve as Chairman of the Parish Council for the current year. Cllr Wood seconded the nomination. There were no further nominations and Cllr Berlyn was elected unanimously.

RESOLVED: that Cllr Stuart Berlyn be elected as Chairman of the Parish Council for the municipal year 2009-10.

3 Chairman's declaration of acceptance of office

Cllr Berlyn signed the Chairman's declaration of acceptance of office.

4 Election of Vice Chairman

Cllr Hawkins nominated Cllr Wood to serve as Vice-Chairman of the Parish Council for the current year. Cllr Telling seconded the nomination. There were no further nominations and Cllr Wood was elected unanimously.

RESOLVED: that Cllr Mike Wood be elected as Vice-Chairman of the Parish Council for the municipal year 2009-10.

5 Apologies for absence

Apologies were received and accepted from Cllrs H Clacy and Mrs J Wells.

6 Declarations of Interest

Members were reminded that they must declare any personal or prejudicial interests they had 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.

No declarations were made.

7 Public Question Time

No members of the public were present.

8 Minutes

The Minutes of the meeting held on 25th March 2009 were approved and signed as a correct record.

9 Appointment of Committees and Working Groups

Council reviewed and agreed the membership of Council committees and working groups. Cllr Pemberton was appointed as a member of the Environment Committee, with a decision on any further committees deferred to allow him time to attend meetings.

RESOLVED: that the appointment of Councillors and others to serve on Committees and working groups be agreed as shown in Appendix A.

10 Appointment of Representatives on outside bodies

Members noted that there were vacancies for a Health Representative and a Youth Representative.

RESOLVED: that the appointment of Councillors and others to serve as representatives on outside bodies be agreed as shown in Appendix B.

11 Annual Parish Meeting held on 22nd April 2009

Council considered points raised during public question time at the Annual Meeting and any follow-up action needed. The items below were considered:

11.1 Payment should be required for car parking at Dawson Memorial Field:

This item would be referred to the Drainage & Car Parks Working Group.

11.2 Improvements needed to current surfacing of car parks to reduce mess:

This will be resolved in Phase 3 of the project.

11.3 Staff at Danbury Sports and Social Centre were praised for their helpful attitude:

It was agreed that a letter be sent to the Centre passing on this compliment.

11.4 Helpfulness of ECC Highways' staff during recent resurfacing of Bicknacre Road:

It was agreed that a letter be sent to Highways to pass on this compliment.

11.5 Request for the area outside Public Toilets to be landscaped:

This request would be referred to ECC Highways.

11.6 Request for a bus shelter on the north side of Maldon Road:

This was an ongoing issue with ECC Highways. It would be followed up and the resident informed of the outcome.

11.7 Request to try to speed up the decision-making process for the proposed quarry at Tyndales Farm:

It was agreed that a letter be sent to ECC, with a copy to John Wittingdale MP.

11.8 Request that the timing of the Pedestrian Crossing outside Coop be altered to give more priority to pedestrians:

ECC Highways would be asked to look into making this change.

11.9 Request for action on Wickham House, derelict property at Runsell Green:

As was reported at the meeting, there had been recent contact with officers at CBC who had confirmed that there was no further action they could take.

RESOLVED: that the actions described above be taken and that the residents in each case be informed of the action taken.

12 Parish Councillors' Allowances

Further to Minute 70 of the Parish Council meeting of 28th January 2004, members considered whether they wished to change the current policy of not paying an allowance to councillors. No monies had been placed in the budget for this item in 2009-10.

RESOLVED: that the present policy of not paying allowances to councillors be continued.

13 Review of the Parish Plan 2003

No action was being taken at the present time. The item had been left on the agenda at the request of Council for action when appropriate.

Concern was expressed that the Plan was becoming out of date, particularly as it had contributed to Danbury's re-accreditation as a Quality Council. Members noted that when a review had last been looked at it had not proved possible to assemble a village group.

RESOLVED: that anyone interested in taking part in a review of the Parish Plan should contact the Clerk.

14 Reports from Village Organisations

14.1 Landisdale Charity: A written report by the Chairman of the Trustees had been circulated. There was nothing further to report.

RESOLVED: that the report be noted.

14.2 Danbury Connecticut: A letter had been sent explaining why the Council felt that a formal relationship between the two very different communities was not appropriate while expressing appreciation of the informal association which already existed. Information leaflets about the village and copies of Danbury Times had been enclosed with the letter. No response had yet been received.

RESOLVED: that the information be noted.

14.3 Twinning Association: Cllr Whiteing reported that a group of 15 people would shortly be making an unofficial trip to Altenglan. The Association would like to recruit more young people and families to membership, and it was suggested that an item be placed in the next edition of Danbury Times.

RESOLVED: that the information be noted.

15 Leases

15.1 Bowling Club lease: It was reported that the new lease had now been signed.

RESOLVED: that the information be noted.

15.2 Tennis Club lease: The Clerk reported that a meeting of the Leases Working Group had been arranged for Tuesday 19th May 2009. A first draft of the lease had been written. Council would need to give consideration to the rental charged to the Club: currently £3,675 for the year 2009/2010.

RESOLVED: that the Leases Working Group be asked to consider how the rent should be determined as part of its brief in negotiating the lease.

16 Publicity

There was nothing to report.

17 Appointment of Auditor and Solicitor

17.1 Appointment of Internal Auditor:

RESOLVED: that Heelis & Lodge be appointed as the Council's Internal Auditor for 2009-10.

17.2 External Auditor: Council was reminded that the Audit Commission had appointed Mr Alun Williams of its Specialist Unit as the Council's External Auditor for five years from 2007-08.

RESOLVED: that the information be noted.

17.3 Solicitor:

RESOLVED: that Hill & Abbott be appointed as the Council's solicitors for 2009-10.

18 Drainage & Car Parks Project

Phase II of the project had now been completed. An additional 50 metres of pipework had to be laid under Pitch 2 as a result of the Council's earlier decision not to level the pitch. The cost of approximately £500 would be taken from contingency monies in the project budget, though it may be partly offset by savings. A 'snagging' meeting with TTS and CH Grounds would be held in three weeks time.

TTS was working to amend the specification for Phase III to incorporate changes requested by the Council. This would be at additional cost. The specification should be ready mid-May and would include low level lighting at the edge of both car parks, drainage to the already installed oil interceptors, and a new DDA-compliant path to the Bowling Club, the Parish Office and the Tennis Club.

Once the specification was received the Council would need to apply to CBC for a 'Certificate of Lawfulness of Proposed Use or Development' (CLOPUD). Following the granting of the Certificate invitations to tender would be issued.

RESOLVED: that the information be noted.

19 Emergency Plan / Pandemic Flu Plan

Cllr Freeman updated the Council on the progress of the Emergency Plan and of a draft Pandemic Flu Plan. On the latter he reported advice received from a Consultant to ECC. Both Plans required a number of volunteers within the village, eg to act as Street Marshalls. No formal advice for Parish Councils in the event of a flu pandemic had yet been issued.

RESOLVED: that the information be noted and Cllr Freeman be thanked for his on-going work on the Plans.

20 Reports from Council Committees

In addition to the minutes received, the following reports were made:

20.1 Resources Committee: The new financial software package approved by the Committee was to be installed shortly;

20.2 Planning Committee:

20.2.1 At its meeting on 27th April 2009 the Committee asked Parish Council to pursue the question of speeding up the decision on quarry sites as requested at the

public meeting on 23rd February and at the APM. This was dealt with under minute 11.7 above;

20.2.2 At its meeting in April, CBC Cabinet had praised the Danbury Planning Framework but had not been able to accept it as a Supplementary Planning Document at that point. This was understood to be because CBC needed to carry out further consultation, but further information was awaited.

20.3 Facilities: There was nothing to report;

20.4 Environment: There was nothing to report.

RESOLVED: that the reports from Committees be noted.

21 Parish Charter

As part of its work on a Charter for Parish Councils CBC had issued a questionnaire to establish Councils interest in the devolving of services. Councils were asked to indicate the services they already offered and those they might be interested in taking over from CBC. Members considered the list of items and noted that any interest expressed was in no way binding on Councils.

RESOLVED:

a) that the Parish Council express an interest in pursuing all the items in the questionnaire and that additional items identified in discussion be added to the final section of the form;

b) that a covering letter be sent with the form stressing that the Council would only take over new functions if appropriate funding were forthcoming.

22 Danbury Park Forum

The yearly meeting of the Forum had provisionally been arranged for 27th May 2009.

RESOLVED: that the information be noted.

23 'Power of Well-Being'

The Clerk had completed the required training but had yet to submit the written module. She had registered the Council for training. A minimum of 12 councillors must attend training in order to meet the Power of Well-Being requirements, the training to be carried out in Danbury over 2 hours. More information was expected and would be taken to the next Parish Council meeting.

RESOLVED: that the information be noted.

24 Revision of Standing Orders

The Clerk was still investigating appropriate revisions to the Standing Orders.

25 Matters for information (report only)

No reports were made.

26 Dates of Meetings in 2009

- Extraordinary PC Meeting, Monday 11th May 2009: Development of Parish Council properties
- Extraordinary PC Meeting, 23rd June 2009 to ratify accounts for 2008-09 (7.30pm, prior to Resources Committee)
- Wednesday 29th July 2009

- Wednesday 30th September 2009
- Wednesday 25th November 2009

Business having been concluded, the Chairman closed the meeting at 9.55pm.

Signed: Cllr S Berlyn, Chairman

Date:

Danbury Parish Council

Appendix to the Minutes of the Meeting held on 6th May 2009**MEMBERSHIP OF COMMITTEES AND WORKING GROUPS
FOR THE YEAR 2009-2010**

The Parish Council Chairman (Cllr S Berlyn) and Vice-Chairman (Cllr M Wood) are *ex officio* members of all Committees.

Environment Committee

Cllr D Bolwell
Cllr S Freeman
Cllr A Keeler
Cllr J Langley
Cllr A Pemberton *Additional member:*
Cllr J Thomson Mr J Bowen
Cllr J Wells (Danbury Society)
Cllr D Whiteing

Facilities Committee

Cllr A Allen
Cllr H Clacy
Cllr F Hawkins
Cllr J Langley
Cllr D Powell
Cllr M Telling
Cllr J Wells

Planning Committee

Cllr A Allen
Cllr D Bolwell
Cllr H Clacy
Cllr S Freeman *Additional Members:*
Cllr A Keeler Mr J Alexander
Cllr M Telling Mr P Watts (Danbury Soc)
Cllr J Thomson

Resources Committee

Ex officio:
Chairman of Environment Committee
Chairman of Facilities Committee
Cllr H Clacy
Cllr F Hawkins
Cllr D Powell
Cllr D Whiteing

Publicity Working Group

Cllr A Allen
Cllr S Berlyn
Mrs E Blyth
Mrs C Lambert
Mrs S Saunders
Mr C Tressider
Cllr D Whiteing
Cllr M Wood

Grants & Donations Working Group

Cllr A Allen
Cllr S Berlyn
Cllr H Clacy
Cllr F Hawkins
Cllr D Whiteing
Cllr M Wood

Drainage & Car Parks Improvements Working Group

Cllr A Allen
Cllr S Berlyn
Cllr F Hawkins
Cllr A Keeler
Cllr J Langley
Cllr D Powell
Cllr J Thomson

DCA Working Group

Chairman of Facilities Committee
Vice-Chairman of Facilities Committee
The Clerk

Leases Working Group

Cllr S Berlyn
Cllr D Hawkins
Cll J Langley
Cllr M Wood

Danbury Parish Council

Appendix to the Minutes of the Meeting held on 6th May 2009**APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES
FOR THE YEAR 2009-2010**

Assoc of Chelmsford District Parish Councils (ACDPC)	Cllrs S Berlyn, D Whiteing, and the Clerk
Larger Local Councils Forum	Cllr M Telling and the Clerk
Contact Magazine and The Journal	The Clerk
Danbury & District Twinning Association	Cllr D Whiteing
Danbury First Responders	Cllr S Berlyn
Danbury Lakes Forum	Cllrs A Keeler and J Thomson
Danbury Society	Cllr D Bolwell
Essex Association of Local Councils (EALC)	<i>ex officio</i> the Chairman and the Clerk
Essex Wildlife Trust, Danbury Ridge Reserves Committee	Cllr J Thomson
Emergency Planning Officers	Cllrs S Freeman and A Pemberton
Health Representative	<i>Vacancy</i>
Landisdale Charity	Cllr A Keeler, Mrs L Guest
Mid-Essex Area Forum	Cllr H Clacy
Neighbourhood Watch	Cllr D Whiteing
Parish Footpaths Officer	Cllr D Bolwell
Parishes Transportation Group	Cllr Mrs J Wells
Police Consultative Committee	Cllrs D Bolwell, D Whiteing, M Wood, and the Clerk
Neighbourhood Action Panel	Cllr D Whiteing
Public Transport	Cllr S Freeman
Village Hall	Mrs C Lambert
Youth Representative	<i>Vacancy</i>