



Minutes of the Meeting held on 5th May 2010 at 7.45pm in the Parish Office

Present: Cllrs S Berlyn (Chairman)
 M Wood (Vice Chairman) A Keeler
 D Bolwell A Pemberton
 Mrs Y Burton D Powell
 Mrs A Chapman M Telling
 H Clacy J Thomson
 S Freeman D Whiteing

In attendance: Mrs M Saunders, Clerk
 Mrs E Blyth, Assistant Clerk
 Mr C Tressider (for item 1)

1 Chris Tressider

The Chairman thanked Mr Tressider for coming to this meeting as he had been unable to attend the Annual Parish Meeting. The Vice-Chairman reminded members of Mr Tressider's significant role in the production of the Danbury Times over several years, a role he had now relinquished due to pressure of work. Cllr Wood thanked Mr Tressider on behalf of the Council and presented him with a digital photo frame. Mr Tressider thanked the Council for the gift, which included an appropriately worded plaque to be attached to the photo frame. Mr Tressider then left the meeting.

2 Election of Chairman

Cllr Wood nominated Cllr Berlyn to serve as Chairman of the Council for the current year and this was seconded by Cllr Powell. There were no further nominations, and Cllr Berlyn was elected unanimously.

RESOLVED: that Cllr S Berlyn be elected to serve as Chairman of the Council for the municipal year 2010-11.

Cllr Berlyn thanked members for their support and reported that it was now 10 years since he had first been elected as Chairman.

3 Declaration of acceptance of office

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

4 Election of Vice-Chairman

Cllr Telling nominated Cllr Wood to serve as Vice-Chairman of the Council for the current year, and this was seconded by Cllr Berlyn. There were no further nominations and Cllr Wood was elected unanimously.

RESOLVED: that Cllr M Wood be elected to serve as Vice-Chairman of the Council for the municipal year 2010-11.

5 Apologies for absence

Apologies were received and accepted from Cllr J Langley.

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 Parish Council meeting on 31st March 2010 and of the Extraordinary Parish Council meeting on the 19th April 2010 were received and considered.

RESOLVED: that both sets of minutes be approved and signed.

9 Appointment of Committees and Working Groups

The Council reviewed and agreed the membership of its committees and working groups for the coming year.

RESOLVED: that the appointment of councillors and others to serve on committees and working groups be approved as shown in Appendix A to these minutes.

10 Appointment of Representatives on outside bodies

The representation of the Council on outside bodies was reviewed and agreed.

RESOLVED: that the appointment of councillors and others to serve as representatives on outside bodies be approved as shown in Appendix B to these minutes.

11 Annual Parish Meeting held on 21st April, 2010

Items brought to the Parish Council's attention at the Annual Parish Meeting were raised and discussed as follows:

Cleanliness issues at the Public Conveniences: The comments had been passed to the Borough Council for response.

Noisy drain covers on the A414, especially outside the Management Centre: This matter had been referred to Essex County Council Highways Department who had agreed to inspect and monitor the drain covers.

The slow timing on the pedestrian crossing outside the Co-op: ECC Highways had passed this query to the company monitoring the lights for them to investigate.

Repeated flooding on Little Baddow Road outside the United Reformed Church: ECC Highways had arranged for a drainage engineer to investigate blocked gullies at this location.

RESOLVED: that the issues raised and the action taken be noted.

There was further discussion relating to the public conveniences. This was raised again under item 23 below.

12 Parish Councillors' Allowances

Further to Minute 70 of the Parish Council meeting on 28th January 2004, the Council considered whether to continue its policy of not paying allowances to members. No monies had been placed in the budget for this item. The Chairman proposed that allowances should not be paid in the current year and this was seconded by Cllr Freeman and agreed unanimously.

RESOLVED: that no allowances be paid to councillors in the current year.

13 Parish Plan Review – village questionnaire

Cllr Pemberton reported that around 200 responses to the questionnaire had been received so far, by post or online. This represented about 10% of households in the village. The Chairman thanked Cllr Pemberton and the Review Group for their on-going commitment to the project.

RESOLVED: that the information be noted.

14 Reports from Village Organisations

The following reports were made:

14.1 Landisdale Charity: The minutes of the meeting held on 18th November 2009 were received, along with the agenda for the meeting on 12th May 2010. Cllr Keeler reported that there had been a debate at the November meeting about the future of Sandpit Field, land owned by the Charity adjacent to Little Fields.

RESOLVED: that the information be noted.

14.2 Twinning: Cllr Whiteing had recently circulated the latest Twinning Newsletter. He reported that a group from Altenglan, Danbury's twinned town in Germany, would be arriving shortly for a visit. He noted that the numbers taking part in visits were dropping each time.

RESOLVED: that the information be noted.

15 Leases

15.1 Tennis Club Lease: The Clerk reported that the lease had now been signed.

RESOLVED: that the information be noted.

15.2 British Legion Lease: The British Legion had accepted a quotation for work to the building and this should be carried out in June 2010. The Clerk had checked the quotation against the agreed list of works and found that the painting was missing. The British Legion and the contractor had been informed of the omission and the British Legion had confirmed verbally that their committee had agreed to the painting being included.

RESOLVED: that the information be noted.

16 Publicity

16.1 Danbury Times: Cllr Wood, who was retiring as Editor, had circulated a list of the tasks involved in the role. Chris Tressider had also resigned from the production side due to pressure of work. The Publicity Group needed to meet under a new editor to decide on the best way forward. Cllr Telling volunteered to be Editor and was thanked by the Chairman. Cllr Freeman indicated that he might be able to assist on the production side.

RESOLVED: that Cllr Telling be appointed as Editor of Danbury Times and that a meeting of the Publicity Group be arranged to decide the way forward.

16.2 Danbury Leaflet: A separate group would look at updating the leaflet. Cllrs Wood and Bolwell had already volunteered for this, and Cllr Mrs Chapman also offered to be on the group.

RESOLVED: that the Working Group be convened to consider revision of the Danbury leaflet.

17 Appointment of Auditors and Solicitor

17.1 Appointment of Internal Auditor:

RESOLVED: that Heelis & Lodge be appointed as the Council's Internal Auditor for 2010-11.

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 Appointment of Solicitor:

RESOLVED: that Hill & Abbott be appointed as the Council's solicitors for 2010-11.

18 Vacancy for Parish Council

There having been no requests for a bye-election, applications had been invited for co-option to fill the vacancy caused by the death of Cllr Hawkins. The closing date was Monday 5th July 2010.

RESOLVED: that the information be noted.

19 Reports from Council Committees

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

19.1 Resources: The Chairman of Resources reported that the end of year accounts showed a surplus of around £16,000 which had been left in reserves. This surplus was quite normal and was in addition to the £30,000 already in reserves. The Council Chairman congratulated the Committee and the Clerk on their monitoring role and prudence.

19.2 Planning: The Chairman of Planning reported that the Committee had been sorry to lose Arthur Allen as a member and as Chairman. The Working Group for the Danbury Planning Framework was due to meet shortly with representatives of CBC to take this forward.

19.3 Facilities: There was nothing further to report.

19.4 Environment: Chairman of Environment reported that the Committee had not met since the last Parish Council meeting. He updated members on measures proposed to alleviate parking problems on Copt Hill caused by mountain bikers using part of The Common.

RESOLVED: that the information in points 19.1 to 19.4 above be noted.

20 Parish Council Charters

There was nothing further to report at the present time.

RESOLVED: that the information be noted.

21 Danbury Park Forum

The Clerk reported that she had rung to request a date for the next meeting. It was unclear whether the minutes of the last meeting had been received. Members noted that the Senior Ranger was due to retire this year.

RESOLVED: that the Clerk follow up enquiries regarding the date for the next meeting and the minutes of the last meeting.

22 Revision of Standing Orders

A meeting of the Working Group appointed under item 9 above would be arranged in the near future.

RESOLVED: that the information be noted.

23 Public Conveniences

An email from Chelmsford Borough Council regarding cleanliness issues was received. The email also mentioned that the Borough was considering closing some high-cost facilities.

The Council discussed ways to reduce vandalism and improve cleanliness at the toilets, including closing them overnight, either with a timed lock or by employing someone to do this. It was agreed that the toilets were well used, especially during the summer months, and should be kept open. Closing them permanently would also impact on the Sports & Social Centre. It was felt that further information was required before decisions could be made.

RESOLVED: that the following information be brought to a future meeting:

- a) the proportion of the ground rent cost which would be transferred to the PC if it took over the toilets;
- b) the annual cost to CBC of the toilets (cleaning, maintenance and repairs) in the last 5 years;
- c) the feasibility and cost of a timed lock and of employing someone to open and close the toilets;
- d) the possibility of using people under the Community Payback Scheme for cleaning the toilets.

24 Parishes Event – 12th April

Copies of the presentation had been circulated to all members.

RESOLVED: that the information be noted.

25 NALC Report – Development of Sector

The report had been circulated to all members. Cllr Powell asked that copies of the booklet on the work of Quality Councils and the Councillors' Guide to Using Social Media be obtained when available.

RESOLVED: that these publications be obtained by the Council when available.

26 Mid Essex Forum

There was nothing to report from the meeting.

RESOLVED: that the information be noted.

27 Name of Parish Council

The Chairman explained that since a change in the law Parish Councils could now choose to call themselves by a different designation. Alternative options included 'Community Council' and 'Village Council'. In discussion there was some support for a change of name in order to avoid confusion with the Ecclesiastical Parish. Other members did not see any need for change. Information was requested as to what action other Parish Councils in Essex had taken, and it was agreed that the situation should be monitored and brought back to a future meeting.

RESOLVED: that the Clerk investigate any changes of name made by other councils and that the agenda item be brought back to a future meeting, at the latest by May 2011.

28 Matters for report (for information only)

The Council had not been successful in the NALC Employee of the Year competition.

The Chairman indicated that he planned to attend the next meeting of the Danbury Society Committee in connection with the Danbury Society Blog. He confirmed he would attend as a member of the Society, not as Chairman of the Council.

29 Dates of Meetings in 2010

An Extraordinary Parish Council meeting would take place on Wednesday 23rd June 2010 to ratify the accounts for 2009-10 (at 7.30pm, prior to Resources Committee).

Future meetings were scheduled for Wednesday 28th July, Wednesday 29th September and Wednesday 24th November 2010.

RESOLVED: that the information be noted.

30 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 it was in the opinion of the Council advisable that the Public and Press be excluded, and that they be instructed to withdraw.

31 Car Park and Drainage Project

31.1 Specification: The Clerk had obtained a quotation from TTS to rewrite the specification at a cost of £935.00 plus VAT. Cllr Pemberton proposed, seconded by Cllr Clacy, that this cost be agreed, and the resolution was passed by 12 votes to 0 with one abstention. A meeting of the Drainage and Car Park Working Party would be held on Tuesday 18th May 2010 at 7.30pm to review and agree the Specification.

RESOLVED: that the payment to TTS of £935 plus VAT for re-writing the specification be approved.

31.2 Attendance at meeting by TTS: TTS would charge £250 plus VAT to attend a meeting on site. There was no change to the original price for monitoring the project. Members did not believe it was necessary for TTS to attend the meeting to review the specification, but wished TTS to be represented at a subsequent Extraordinary Parish Council meeting to consider the tenders.

RESOLVED: that TTS be asked to attend an Extraordinary PC meeting to consider the tenders received at a cost of £250 plus VAT.

31.3 Advertising: After discussing options, members agreed not to advertise for expressions of interest for the tendering process in the local press but instead to suggest to TTS that use be made of available websites for this purpose.

RESOLVED: that the option of advertising in the local press be not pursued.

31.4 Timetable: The following dates were agreed:

- Thursday 24th May 2010: Registering of expressions of interest
- Monday 19th July 2010 by 12 noon: Return of Tenders
- 21st July 2010 at 7.30pm (before Resources Committee): Opening of tenders – Cllr Powell and either the Chairman or Vice-Chairman of Council to be present with the Clerk
- Monday 26th July at 7.30pm: Extraordinary meeting of Parish Council with representative of TTS present to decide on next steps.
- Autumn 2010: Work to be carried out. TTS had indicated that October was the best month for laying tarmac.

RESOLVED: that the above timetable and the members to be present at the opening of tenders be agreed.

32 Parish Office/Meeting Room

Members discussed their recent visit to the Youth Centre and agreed to pursue the matter further. A meeting of the Leases Working Group would be arranged.

RESOLVED: that a meeting of the Leases Working Group be arranged.

Business having been concluded, the Chairman closed the meeting at 10.04pm.

Signed: Cllr S Berlyn, Chairman

Date:

Danbury Parish Council

Appendix to the Minutes of the Meeting held on Wednesday 5th May 2010**MEMBERSHIP OF COMMITTEES AND WORKING GROUPS
FOR THE MUNICIPAL YEAR 2010-2011**

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

Environment Committee

Cllr D Bolwell
Cllr Mrs A Chapman
Cllr S Freeman
Cllr A Keeler
Cllr J Langley
Cllr A Pemberton
Cllr J Thomson
Cllr D Whiteing

Additional member:
Mr J Bowen
(Danbury Society)

Facilities Committee

Cllr Mrs Y Burton
Cllr H Clacy
Cllr J Langley
Cllr A Pemberton
Cllr D Powell
Cllr M Telling

Planning Committee

Cllr D Bolwell
Cllr Mrs Y Burton
Cllr Mrs A Chapman
Cllr H Clacy
Cllr S Freeman
Cllr A Keeler
Cllr M Telling
Cllr J Thomson

Additional Members:
Mr J Alexander
Mr P Watts (Danbury Soc)

Resources Committee

Ex officio:
Chairman of Environment Committee
Chairman of Facilities Committee

Cllr H Clacy
Cllr S Freeman
Cllr D Powell
Cllr D Whiteing

Publicity Working Group

Cllr S Berlyn/Cllr M Wood
Cllr Mrs A Chapman
Cllr H Clacy
Mrs C Lambert
Cllr A Pemberton
Cllr M Telling (Editor)
Cllr D Whiteing

Grants & Donations Working Group

Cllr S Berlyn
Cllr H Clacy
Cllr D Powell
Cllr D Whiteing
Cllr M Wood

Drainage & Car Parks Working Group

Cllr S Berlyn
Cllr Mrs Y Burton
Cllr H Clacy
Cllr A Keeler
Cllr J Langley
Cllr D Powell
Cllr J Thomson

Danbury Planning Framework Working Group

Cllr S Berlyn
Cllr A Keeler
Cllr M Telling

Leases Working Group

Ex-Officio:
Chairman or Vice-Chairman of Facilities Cttee

Cllr S Berlyn
Cllr J Langley
Cllr M Wood

Standing Orders Revision Group

Cllr S Berlyn
Cllr Mrs Y Burton
Cllr Mrs A Chapman
Cllr H Clacy
Cllr D Powell

Danbury Parish Council

Appendix to the Minutes of the Meeting held on Wednesday 5th May 2010

**APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES
FOR THE YEAR 2010-2011**

Assoc of Chelmsford District Parish Councils (ACDPC)	Cllrs S Berlyn, D Whiteing, and the Clerk
Contact Magazine & The Journal	The Clerk
Danbury Community Association	Chairman or Vice-Chairman of Facilities
Danbury & District Twinning Association	Cllr D Whiteing
Danbury First Responders	Cllr S Berlyn
Danbury Lakes Forum	Cllrs A Keeler and J Thomson
Danbury Society	A councillor, as required
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	Cllr M Telling
Landisdale Charity	Cllr A Keeler, Mrs L Guest
Mid-Essex Area Forum	Cllr H Clacy
Neighbourhood Watch	Cllr D Whiteing
Olletts Sheltered Housing	Cllr S Berlyn
Parish Footpaths Officer	Cllrs D Bolwell, J Thomson and A Pemberton
Parishes Transportation Group	Cllrs S Berlyn, S Freeman
Police	A councillor, as required
Neighbourhood Action Panel	Cllr D Whiteing
Public Transport	Cllr S Freeman
Village Hall	Mrs C Lambert
Youth Representative	Cllr Mrs Y Burton