



## Danbury Parish Council

Parish Office Old School House, Main Road, Danbury, Essex, CM3 4NQ

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22 September 2022

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summonsed to attend a meeting of the Danbury Parish Council. The meeting will be held at the Parish Office on **Wednesday 28 September 2022** commencing at **7.30 pm**.

Yours sincerely

Ms M Harper  
Clerk to Danbury Parish Council

Distribution: Members of Danbury Parish Council as follows:

Councillors J Armstrong, S Berlyn, A Chapman, C Chaney, G Chapman, N Day, B Hallett, M Hessing, A Keeler, N Orange and P Sutton

Essex County Councillor J Spence  
Chelmsford City Councillors R Ambor and, I Wright

# AGENDA

**22/23.42 To mark the passing of HM Queen Elizabeth and the accession to the throne of King Charles III**

**22/23.43 Apologies for absence**

**22/23.44 Declarations of Interest**

Members are required to declare any personal or prejudicial interests they know they may have in items of business on the meeting's agenda. They are reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time. Members have dispensation to discuss and vote in respect of matters relating to the Precept.

**22/23.45 County Cllr John Spence**

**22/23.46 Public Question Time**

Members of the public are invited to address the Council, give their views and question the Council on issues on this agenda, or raise issues for future consideration (at the discretion of the Chairman). Members of the public may not take part in the Council meeting itself. At the close of this item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 5 minutes. Members of the public should address their representation through the Chairman of the meeting.

**22/23.47 To approve Minutes of the Parish Council meetings held 27 July 2022**

To approve the minutes of the Parish Council meetings held on 27 July 2022

**22/23.48 Reports from Committees**

**22/23.48.1 *Community Engagement and Health & Well-being Committee***

22/23.48.1.1 To note the minutes of the last meeting as published

22/23.48.1.2 To receive an update from the Chairman on the potential Christmas event

23/23.48.1.3 To note that the next meeting of the committee will be held on 3 October

**22/23.48.2 *Environment Committee***

22/23.48.2.1 To note the minutes of the last meeting as published

22/23.48.2.2 To note that the next meeting of the committee will be held on 12 October

**22/23.48.3 *Leisure, Activities & Facilities Committee***

22/23.48.3.1 To note the minutes of the last meeting as published

22/23.48.3.2 To note that the next meetings of the committee will be 1 November and 21 November

22/23.48.3.3 To delegate authority to the Clerk to make any necessary decision regarding the installation of emergency lighting at the Ground Store in conjunction with the Chairman of the Committee based on feedback from the Committee

22/23.48.3.4 To consider the request from the Bowling Club for a sign to be erected along the hedge line on Dawson Memorial Field facing Main Road (Appendix 1)

22/23.48.3.5 To receive update on the Play Project

22/23.48.3.6 To receive update on Sports & Social Centre and consider a potential name change

**22/23.48.4 *Planning Committee***

22/23.48.4.1 To note the minutes of the last meeting as published

22/23.48.4.2 To note the next meeting of the committee will be held on 17 October

22/23.48.4.3 To consider the recommendation that the following By Pass Policy be reviewed:

*A local Danbury By-Pass is not achievable due to the environment in which we live. The Parish Council supports a Maldon-Langford-Hatfield Peverel to A12 link, with a view to the current A414 being downgraded to B Status as recommended by the Ministry of Transport Inquiry at Danbury Palace in 1995." (adopted 27 July 2005 at the Parish Council Meeting, Minute 38)*

**22/23.48.5 Resources Committee**

22/23.48.5.1 To note the minutes of the last meeting as published

22/23.48.5.2 To note the next meeting of the committee will be held on 26 October

**22/23.49 External Audit for 2021-2022**

To note that the external audit for 2021 -2022 was completed and an unqualified audit was returned by the external auditor. The Conclusion of Audit notification has been made publicly available

**22/23.50 External Audit arrangements for 2022-2023**

To consider whether Danbury Parish Council wishes to opt out of the national arrangement for the appointment of an external auditor (Appendix 2)

**22/23.51 Code of Conduct**

To consider adopting the revised model Code of Conduct which has been adopted by Chelmsford City Council and amended to be relevant to parish councils (Appendix 30)

**22/23.52 Neighbourhood Draft Plan for Regulation 14**

To agree an extra ordinary Parish Council meeting to be held in October (suggested date Wednesday 19 October) to consider and approve the Neighbourhood Draft Plan for Regulation 14

**22/23.53 Appointment to Committees**

To consider requests from Cllrs to be appointed to Committees and Sub Committees

**22/23.54 Councillor Surgeries**

To confirm attendance at the following Farmer Markets held at the Sports & Social Centre:

1 October – Cllr Armstrong

5 November – Cllrs A Chapman and G Chapman

3 December (please note that the market will be 1.30pm to 6pm due to the Christmas Craft Fayre) -

**22/23.55 Reports from Village Organisations**

Members to report if they have attended any meetings on behalf of the Parish Council or any information regarding Village Organisations.

**22/23.56 Community Engagement**

To advise any issues raised that Members believe should be communicated to the village

**22/23.57 Matters for Report (for information only)**

To note information

**22/23.58 Dates of next meeting**

Wednesday 30 November 2022 at 7.30pm

**22/23.59 Exclusion of Press and Public**

In accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 to resolve that in view of the nature of the business to be discussed it is in the opinion of the Committee advisable that the Public and Press be excluded and they are instructed to withdraw

*Recommendation – to exclude the press and public to consider matters of a contractual nature*

**22/23.60 Sports and Social Centre**

To receive an update from the Sports & Social Sub Committee