



Danbury Parish Council

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

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21 January 2021

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summonsed to attend the Full Council meeting of the Danbury Parish Council. The meeting will be held remotely on **Wednesday 27 January 2021** commencing at **7.30 pm**.

To join the meeting, please use the log on details below;

Join Zoom Meeting

<https://us02web.zoom.us/j/83081940256?pwd=OEFteHNOK1k4SlI5Q1puUFhGQURSZz09>

Meeting ID: 830 8194 0256

Passcode: 804098

Dial by your location - calls are charged at Zoom rates and are payable by the user. More info at

<https://zoom.us/zoomconference/rates>

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Yours sincerely

Michelle Harper

Ms M Harper

Clerk to Danbury Parish Council

Distribution: Members of Danbury Parish Council as follows:

Councillors S Berlyn (Chair), A Chapman (Vice Chair), L Anstee, G Chapman, B Hallett, M Hessing, A Keeler, P Sutton and J Thombs

AGENDA

20/21.64 Apologies for absence

To receive and accept apologies for absence

20/21.65 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 and the DCA.

20/21.66 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.

20.21/67 Discussion with South Essex Parking Partnership

To discuss Traffic Regulations Orders with Mr N Binder, South Essex Parking Partnership Manager

20/21.68 To approve Minutes of the Parish Council meeting held 1 December 2020

To approve the minutes of the Parish Council meeting held on 1 December 2020

20/21.69 Co-option consideration

To consider applications from two candidates for co-option to the Parish Council and an opportunity for the candidate to address the members and answer questions (Appendix 1 – Private and Confidential)

20/21.70 Reports from Committees

20/21.70.1 Community Engagement Committee

To note the minutes of the last meeting as published

20/21.70.2 Environment Committee

20/21.70.2.1 To note the minutes of the last meeting

20/21.70.3 Facilities Committee

To note the minutes of the last meeting as published

20/21.70.4 Health & Wellbeing Committee

To note the minutes of the last meeting as published

20/21.70.5 Leisure & Activities Committee

20/21.70.5.1 To note the minutes of the last meeting as published

20/21.70.5.3 Leaflet drop for Working Party- Play Equipment

To approve consultation leaflet and distribution for the play equipment project at a cost of £150.00 with the February edition of the Focus (Appendix 2)

Proposal – that the consultation leaflet and distribution is approved

20/21.70.6 Planning Committee

20/21.70.6.1 To note the minutes of the last meeting

20/21.70.6.2 To approve the request that Mr M Scofield be co-opted onto the Planning Committee as the Danbury Society representative along with Mr J Alexander

20/21.70.7 Resources Committee

20/21.70.7.1 To note the minutes of the last meeting as published

20/21.70.7.2 To approve the continued use of variable direct debits and standing orders for utility supplies, recycling collection, photocopier, salaries and IT Support

Proposal – that the continued use of variable direct debits and standing orders for utility supplies, recycling collection, photocopier, salaries and IT Support be approved

20/21.70.7.3 To approve the re-adoption of the Financial Regulations (Appendix 3)

Proposal– that the Financial Regulations are approved

20/21.70.7.4 To approve the Financial Risk Assessment (Appendix 4)

Proposal– that the revised Financial Risk Assessment is approved

20/21.70.7.5 To approve the re-adopt of the System of Internal Control (Appendix 5)

Proposal – that the System of Internal Control is approved

20/21.70.7.6 To approve the re-adoption of the Adequate and Effective System of Internal Audit (Appendix 6)

Proposal – that the Adequate and Effective System of Internal Audit is approved

20/21.70.7.7 To approve Parish Council Policies

Proposal – that the following policies are approved

1. *Publication Scheme (Appendix 7),*
2. *Reserves (Appendix 8),*
3. *Safeguarding (Appendix 9)*
4. *Health & Safety (Appendix 10)*

20/21.71 Consultation - Essex County Council (Chelmsford City) (Covid-19 E-Scooter Trial) 2021

To note the trial of the Covid-19 E Scooter and that comments on the trial need to be returned to Essex County Council by 21 July 2021 (Appendix 11).

To discuss whether the response be delegated to the Environment Committee.

20/21.72 Consultation – Chelmsford City Council Community Governance Review

To discuss the response to the consultation (<https://www.chelmsford.gov.uk/cgr>) which needs to be submitted by 18 March 2021.

20/21.73 Open Gardens – Eves Corner

To discuss and agree if the Parish Council wish to grant permission for the Danbury and Little Baddow Open Gardens to use Eves Corner on Sunday 13 June 2021 for selling programs and refreshments, giving gardening advice and inviting other community groups to promote their clubs and activities, dependent upon the Covid-19 guidance in place.

20/21.74 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.

20/21.75 Matters for Report (for information only)

To note information

20/21.76 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

20/21.77 Consideration of candidates for co-option

To consider the applications

20/21.78 Dates of next meeting

Wednesday 31 March 2021 to be held remotely by Zoom at 7.30pm