



Minutes of the Parish Council Meeting held on 27th July 2016 at 7.30 pm at The Old School House, Main Road, Danbury

Present: Cllrs S Berlyn (Chairman) A Keeler
 Mrs A Chapman (Vice Chairman) B Kennewell
 D Carlin P Sutton
 G Gardiner M Telling
 Mrs A Gardiner R Wakefield

In Attendance: Mrs M Saunders, Clerk
 Mrs H Mayes, Assistant Clerk
 County Cllr John Spence

37 Apologies for absence

Apologies were received and accepted from Cllr Mrs B Hallett and City Cllr R Ambor.

38 Declarations of Interest

Members were reminded that they must declare any pecuniary or non-pecuniary 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 pecuniary one. Unforeseen interests must similarly be declared at the appropriate time. Councillors had a dispensation to speak on any items regarding the Danbury Community Association Trust Limited – Danbury Sports and Social Centre and the precept.

Cllr Telling declared a non-pecuniary interest in minute 48.2

39 Minutes of Parish Council Meeting held on 13th June 2016

RESOLVED: that the minutes of the meeting held on 13th June 2016 be approved and signed as a correct record.

40 Public Question Time

County Cllr Spence had attended and a copy of his recent update had been circulated. Cllr Spence outlined some of the current issues he was dealing with.

- The reorganisation of local government finances mean that the Council would become self-sufficient by 2020 and grants would disappear. This left a gap of £93 million to close.
- Local plans were due to be submitted by April 2017 from the various districts which all needed the view of the County Council.
- There had been issues with flooding following recent heavy rain. Damage had been caused to properties in Danbury which had caused some neighbour disputes. Cllr Spence advised that Danbury was due to receive inspections of its drains soon. Unfortunately, storms had increased debris even after drains have been cleared.
- It had been confirmed that the Children's Centre would be changing to a 0 to 19 year old service from next year. This would mean that the existing use of The Old School House for the current children's centre would cease by April 2017.

Officers would be contacting the Parish Council to discuss options for the building with a focus on future community use. The Parish Council would want to remain in the building and Cllr Spence thought it would be useful for the Council to start to consider any options to put forward for discussion.

- There had been some extra money allocated for work to footpaths. There was still an issue with a lack of Public Rights of Way Officer for Danbury.
- Cllr Spence had been involved with a strategic collaboration with the Arts Council which might be of interest in Danbury i.e. arts trails.

The Chairman thanked Cllr Spence who then left the meeting 7.39pm.

41 Vacancies for Parish Councillors

There had been no applications for new Parish Councillors despite regular adverts in local magazines, online etc. Cllr Berlyn suggested that the Council stops advertising for six months. Cllr Carlin suggested that an article could be produced for local papers and/or The Journal regarding what a Parish Councillor does. It was unanimously agreed to stop advertising for new Councillors for six months.

RESOLVED: that no advertising for new Councillors be undertaken for six months.

42 Post Office/Bank

Barclays Bank would be closing in September 2016. The new Post Office had now reopened in the Co-op but had had a recent system failure due to BT issues. It now appeared to be operational.

RESOLVED: that the information be noted.

43 Reports from Village Organisations

There were no reports from village organisations.

RESOLVED: that the information be noted.

44 Strategic Plan Working Group

There were no notes from this meeting but a general discussion was held. The group had met once only recently and due to the length of time between the meetings, the document needed to be re-evaluated. It was decided to revisit the projects and the projected budget. Once this had been completed the group would meet again and hopefully produce a very rough draft for the next meeting.

RESOLVED: that the information be noted.

45 Communications Group Meeting

Notes from the meeting held on 30th June 2016 were circulated and Cllr Sutton gave a brief outline.

- A rose bush had been delivered to Heathcote School. The other two schools would take them in September. The schools had been contacted to see if they would like the Parish Council to do a presentation in October with one school interested so far. Cllr Mrs Hallett and Cllr Sutton would compile this. The school summer visits to the Parish Office would hopefully take place next year.
- One school was interested in taking part in a Christmas Card competition to do a painting of a Danbury winter scene so this would go ahead.
- There had been a large number of new neighbour packs delivered. Councillors might be asked to deliver packs local to them in the future to make this more manageable it is was currently being done by one Cllr.

Cllr Berlyn suggested running a breakfast meeting for local business. Cllr Mrs Gardiner advised that this would need to be held early (7.30am) to allow attendees to have a full working day as she had been involved with these events previously. A speaker could be found to attract attendance, although it was more challenging to find a speaker who would appeal to a wide variety of businesses. The Neighbourhood Plan might be a good topic once it gets underway.

An additional member for the Communications Group was needed and anyone interested should contact the Clerk.

RESOLVED: that the information be noted.

46 Leases

The Old Pavilion

Directors of Danbury Sports and Social Centre (Trust) Limited had now agreed the Lease for the Old Pavilion which would run concurrently with the Lease already in place for the Sports and Social Centre. Cllr Carlin proposed that Members ratified the Chairman of the Council and the Chairman of Facilities Committee to sign the lease. This was seconded by Cllr Kennewell and all were in favour.

RESOLVED: that the Chairman of the Council and the Chairman of Facilities Committee were ratified to sign the lease.

47 Reports from Committees

47.1 Resources Committee

The Chairman advised the following:

47.1.1 VAT

Chairman and Clerk updated those present regarding VAT rules for Parish Councils.

RESOLVED: that the information be noted.

47.1.2 Renewal of Insurance for 1st October 2016

Came and Company had carried out a Core Cover Comparison on the Insurance policy with the best alternative being the Hiscox quotation in the sum of £5453.82 for 3 years. This was cheaper than the current insurance which was £6418.85. The Clerk advised that the Insurance Act would be covered by Came and Company. Key person cover was in case the Clerk was on long term sick and would assist in funding a locum. Any Councillor or member of staff driving for Parish Council business would get help with reclaiming insurance excess in case of an accident.

Cllr Kennewell proposed that the Hiscox quotation for £5453.82 was accepted for the next three years. This was seconded by Cllr Gardiner and all were in favour.

RESOLVED: that the Hiscox quotation for £5453.82 was accepted for the next three years.

47.2 Planning Committee

The Chairman advised the following:

47.2.1 Neighbourhood Plan

A copy of the application and plan approved by CCC on 9th June 2016 had been circulated at a previous meeting. Cllr Carlin had offered to take the lead on Neighbourhood Planning on behalf of the Parish Council. There had been some resident interest in joining a Steering Group. Members discussed the need to recruit another member of staff to specifically work on the Neighbourhood Plan. Some money had been set aside and there were grants available as well. Additional funds may be required in the future.

The Clerk had researched job descriptions and Members discussed whether it would be more appropriate to recruit an administrator or someone with planning experience. The Clerk felt that initially the role would need twelve hours per week (over two days) although this was likely to increase as the plan progressed. This would be a fixed term contract. Members agreed that the role required a good administrator and someone who would be able to organise events. The skills available in a Steering Group were unknown at the current time. The role would be based at the Parish Office but there would be occasions where it would be necessary to work outside of these times to facilitate meetings, workshops etc. A cost of £12 per hour had been determined which included the cost of employment. A mobile phone would need to be purchased but the current laptop could be used.

It was suggested that an informal meeting of people interested in joining a Steering Group be held in September to keep the interest going and give residents some more information about Neighbourhood Plans. The Clerk advised that it was important the Group operated independently from the Parish Council with regular updates given from the Council's representative on the Group. Hatfield Peverel had offered to visit Danbury on the 24th August to talk about their experiences with producing a Neighbourhood Plan. Members were asked to confirm attendance to the Clerk as soon as possible.

There was also an information event on 17th August being held by the RCCE. Cllr Carlin would be attending on this day. The RCCE had advised that for a fee of £50, the Parish Council could join a Community Led Planning Network which gave additional benefits and information.

Cllr Berlyn proposed that the Clerk is authorised to recruit a member of staff to co-ordinate the Neighbourhood Plan on an initial 18 month fixed term contract (with a possibility of extending) at a cost of £12 per hour inclusive of employment costs. This was seconded by Cllr Telling and all were in favour

RESOLVED: that the Clerk is authorised to recruit a member of staff to co-ordinate the Neighbourhood Plan on an initial 18 month fixed term contract (with a possibility of extending) at a cost of £12 per hour inclusive of employment costs.

Cllr Telling proposed that the Parish Council join the RCCE Community Led Planning Network at a cost of £50. This was seconded by Cllr Gardiner and all were in favour.

RESOLVED: that the Parish Council join the RCCE Community Led Planning Network at a cost of £50.

47.2.2 Piece of Land at Copt Hill

Mr Vardy had attended the Planning Meeting on the 4th July 2016 regarding a proposal to improve the access to Hill House, 28 Maldon Road. This would impact on Parish Council land (VG106). Mr Vardy had outlined the reasons for the change and given different options to improve the access to the property. The Clerk had carried out some further research on this at Essex County Council and the Open Spaces Society and had been advised that the Parish Council would be unable to give permission for any alteration to the village green. This was due to it being protected under Section 12 of the Inclosure Act 1857 and Section 29 of the Commons Act 1876.

Cllr Telling proposed that the Parish Council cannot give permission for any changes to the Village Green 106 at Copt Hill. This was seconded by Cllr Berlyn and agreed unanimously.

RESOLVED: that the Parish Council cannot give permission for any changes to the Village Green 106 at Copt Hill.

47.2.3 Permissive Footpath Danbury Palace

A date was awaited for a visit to the Palace. There were some concerns about the listed gardens being returned to their original state.

RESOLVED: that the information be noted.

47.2.4 Land adjacent to The Chantry

Cllr Telling did not take part in this item. St Johns Church had approached the Parish Council as they would need to obtain planning permission to erect a temporary sign on this land. They had also asked if the Parish Council would consider allowing the Church to lease the land and maintain it in its current state. Cllr Berlyn suggested bring forward item 12 on the agenda as this also related to the same area of land. This was agreed.

Further correspondence had also been received from a resident who had previously asked to purchase the land which had been refused (see minute 18.4.10.2, 11th May 2016). She now had asked if it would be possible to lease it. Members had a lengthy discussion regarding the advantages and disadvantages of leasing the land to either party.

Cllr Keeler proposed that the land was not leased to either party. This was seconded by Cllr Carlin. An amendment was made to the proposal by Cllr Kennewell to lease the land to the church with the condition that they would maintain it in its current condition. There was no seconder for the amendment so it was lost. A vote was taken on the original proposal by Cllr Keeler. There were nine in favour and one abstention.

RESOLVED: that the land adjacent to The Chantry is not leased to the neighbouring resident or St Johns Church.

Members then discussed the second request from St Johns Church regarding the placement of a temporary banner on the land adjacent to The Chantry. The Church would need planning permission from CCC due to the size of the banner. Most Members felt that this would be acceptable with certain conditions in place.

Cllr Gardiner proposed that the Parish Council gave St Johns Church permission to display its banner with the following conditions

- That the Parish Council were notified when it was to be used.
- The banner was not to be used permanently.
- The banner could be put up 3 – 4 days before the event and taken down immediately after the event.
- That the appropriate Planning Permission from Chelmsford City Council should be obtained.

This was seconded by Cllr Carlin. There were eight in favour, one against and one abstention.

RESOLVED: that the Parish Council gave St Johns Church permission to display its banner with the following conditions

- That the Parish Council were notified when it was to be used.
- The banner was not to be used permanently.
- The banner could be put up 3 – 4 days before the event and taken down immediately after the event.
- That the appropriate Planning Permission from Chelmsford City Council should be obtained.

47.2.5 Hitchcocks Meadow

Oakland Primecare and RPS Group had attended a planning meeting regarding a proposal to put a care home facility on the land adjacent to the new medical centre. No further updates had been received.

RESOLVED: that the information be noted.

47.2.6 CIL

Officers from CCC had attended to make a presentation on CIL (Community Infrastructure Levy)

RESOLVED: that the information be noted.

47.2.7 Old Medical Centre Site

An application had been received to build 7 houses on this site. The Committee had sent objections. A recent Danbury Society newsletter had showed the impact on Hopping Jacks Lane.

RESOLVED: that the information be noted.

There was a five minute adjournment of the meeting.

47.3 Environment Committee

The Chairman made the following report.

47.3.1 Project Danbury Working Group had held a meeting on Thursday 30th June 2016. The notes had been circulated with the last agenda and recommendations approved at the Environment Committee. Updates would be discussed at the next Committee meeting.

47.3.2 Traffic counts had been carried out in Woodhill Road and Bicknacre Road. The Local Highways Panel would now look at the results to determine if the speed limit should be reduced.

47.3.3 Posts had been ordered for Elm Green to prevent parking on the verge. The Groundsman would put these in.

47.3.4 A one way system at the entrance to The Heights had had funding approved by the LHP for the feasibility and design stage.

47.3.5 The proposed footpath along Mayes Lane had been put back onto the potential scheme list for 2017/18.

RESOLVED: that the information be noted.

47.4 Facilities Committee

The Chairman made the following report.

47.4.1 Two further CCTV cameras had been installed. The CCTV Protocol had been sent to the Police, added to our web site and put into our Policy folder.

47.4.2 Additional Security at Robins Nest had been activated. On Monday 18th July 2016 there was a break in at the Bowling Club. A sum of float money for petty cash was stolen.

47.4.3 Lighting bollard LED lights had been installed and decorated.

47.4.4 The repairs to roof of Sports and Social Centre would take place on 3rd August 2016.

47.4.5 Village Fayre Sunday 10th July 2016 had not be as successful as hoped due to bad weather.

47.4.6 Two sessions of Play in the Park were booked for Wednesday 3rd August and Wednesday 17th August with the Mobile Zoo.

47.4.7 Verti-draining and sanding together with seeding and fertilising had been completed on the football pitches.

47.4.8 The bench had arrived for installation and the Clerk would arrange a small ceremony when installed.

47.5.9 Quotes were to be obtained for the removal of Practice Wicket on Dawson Memorial Field.

47.5.10 Allotment sheds had been renovated.

47.5.11 A meeting had been arranged in August regarding Legionella.

47.5.12 The Clerk was trying to obtain Civil Engineers who could give a report regarding the area of the Path down to the Bowling/Tennis clubs. It had been difficult to find people able to visit the site. One had been to look and a quote was awaited. A second engineer had wanted to charge £350 for a visit and £5000 for a survey. Cllr Carlin would forward the Clerk some contacts to assist.

RESOLVED: that the information be noted.

48 The Chantry Main Road Danbury

See minute 47.2.4.

RESOLVED: that the information be noted.

49 Danbury Medical Centre

This had now been opened at its new location.

RESOLVED: that the information be noted.

50 Children's Centre

Cllr Spence had discussed the issues at the beginning of the meeting and confirmed that the Children's Centre would be withdrawing from the Old School House at the end of March 2017. They would use the library on the days that it is not open to the public. The Baby Clinic might move into the new Medical Centre. The Clerk was requested to put this onto the September agenda to discuss ideas for the rest of the building. Cllr Carlin suggested adding it to the Committee agendas for September to encourage discussion before the Parish Council meeting and this was agreed. It would also need to be considered as part of the Strategic Business Plan.

RESOLVED: that this item was placed on the next Parish Council agenda and any committees held beforehand.

51 Danbury Fireworks (5th November 2016)

Correspondence from the organisers was circulated. The organisers hoped to use the park and ride facility more this year which was welcomed. Members wished to see Elm Green fenced off and the area supervised throughout the event to prevent it being destroyed and to assist in pedestrian safety. There was concern regarding parking issues in other areas close by which had occurred last year. It was suggested that a police presence would be useful to deal with this. Members wished to thank the organisers for contacting the Council at this early stage.

Cllr Gardiner proposed that the organisers were requested to fence off Elm Green and supervise the area on the night of the fireworks. This was seconded by Cllr Telling and all were in favour.

RESOLVED: that the organisers were requested to fence off Elm Green and supervise the area on the night of the fireworks

Cllr Carlin proposed that the Clerk writes to Essex Police regarding the issues with pedestrian safety last year and request a police presence. This could be copied to the local paper. This was seconded by Cllr Telling and agreed unanimously

RESOLVED: that the Clerk writes to Essex Police regarding the issues with pedestrian safety last year and request a police presence.

52 Chelmsford Community Transport

The Clerk had responded to the request for a grant. It would be difficult to give this organisation a grant now as they were covering the whole of Chelmsford and the PC were unable to cover on-going maintenance costs as per the grants procedure.

Members were in agreement with the response by the Clerk.

RESOLVED: that the information be noted.

53 EALC AGM 22nd September, 2016

53.1 Notice of Motion

There were no notices of motions given. Members should let the Clerk know if they wished to attend the AGM.

RESOLVED: that the information be noted.

53.2 Council of Year

Members unanimously agreed that the Clerk should submit an entry for the Council of the Year.

RESOLVED: that the Clerk should submit an entry for the Council of the Year.

54 Parish Update from Cllr Johns Spence

An update was circulated

RESOLVED: that the information be noted.

55 Eves Corner Traffic Lights

These lights were in operation now and as part of the grant there would be a review.

Two comments had been received on the Council's Facebook page but ECC had not received any adverse comments. Members remained concerned about the usage and practicality of the traffic lights.

RESOLVED: that the information be noted.

56 Danbury Times

Cllr Mrs Chapman thanked those who had delivered the Danbury Times. Any difficulties should be notified to her for the future.

RESOLVED: that the information be noted.

57 Councillors' Surgeries

6th August Cllrs Keeler & Telling

3rd September Cllrs Berlyn & Wakefield

1st October Cllrs G and Mrs A Gardiner

5th November TBA

3rd December Cllrs Sutton & Mrs Chapman

RESOLVED: that the information be noted.

58 Correspondence

St Johns Church had thanked the Parish council for their grant.

RESOLVED: that the information be noted.

59 Matters for Report (for information only)

Members reported that the hedges in the following areas were overgrown.

Main Road

Woodhill Road/Penny Royal Road (outside Copperbeech)

Butts Lane

60 Dates of Meetings: May 2016 – Dec 2016

28th September and 30th November.

61 Exclusion of Press and Public

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

RESOLVED: that the information be noted.

62 DCA

The Parish Council had been requested by DCA to ask when to commence negotiation of the new lease. The present lease runs until 2021. Members felt that the DCA should consider their options first and then contact the Parish Council to begin negotiations. There was still a long time until the lease expired. Members agreed unanimously that the Parish Council would be happy to consider any suggestions or proposals from the DCA regarding the lease.

RESOLVED: that the Parish Council would be happy to consider any suggestions or proposals from the DCA regarding the lease.

There being no further business the meeting was closed at 9.31pm

Signed:

Cllr S Berlyn, Chairman

Date: