

The Chairman asked Members for their thoughts on making a donation to Cancer Research in memory of Mike Wood. Cllr Gardiner proposed that £100 was donated and this was seconded by Cllr Telling. All were in favour. The money would be taken from the Chairman's budget.

RESOLVED: that £100 from the Chairman's budget was donated to Cancer Research in memory of Mike Wood.

A CV had been received from a Danbury resident who had applied to be a Parish Councillor. He spoke briefly about his background and what he felt he could contribute to the Council. Members asked a few questions and the Chairman advised of the procedure of co-option and that the Clerk would notify him of the outcome of the vote on Monday.

RESOLVED: that the information be noted.

161 Post Office

The Clerk had been in contact with the Chief Executive at the Co-op and the Co-op was in the process of signing a contract.

RESOLVED: that the information be noted.

162 Reports from Village Organisations

There were no reports made.

RESOLVED: that the information be noted.

163 Strategic Plan Working Group

The meeting to be held on Wednesday 24th February 2016 at 2 p.m. had to be cancelled.

RESOLVED: that the information be noted.

164 Leases - The Old Pavilion

The comments had now been received from the Danbury Community (Trust) Limited and had been forwarded to Solicitors for action.

RESOLVED: that the information be noted.

165 Review of Standing Orders

A new item was added at the Parish Council meeting on 27th January 2016 (Minute 155 refers). It was subsequently felt that the words 'in detail' should be added for clarity. Cllr Carlin proposed that the words 'in detail' be added after 'submitted'. This was seconded by Cllr Keeler and all were in favour.

RESOLVED: that the following wording in bold and underlined be added to the Standing Orders.

*If any Councillor wishes to table a topic on an agenda it must be submitted **in detail** to the Clerk in writing no less than seven days prior to the meeting so that it can be circulated in the paperwork circulated with the Agenda.*

166 Reports from Committees

166.1 Resources Committee

The Chairman reported that:

166.1.1 The Committee had placed an order for the upgrade of a new server.

166.1.2 The office had now been transferred to fibre optic cable.

166.1.3 A review of the valuation of the Buildings for Insurance purposes had been completed.

166.1.4 Risk Assessments had been reviewed by the Committee.

RESOLVED: that the information be noted.

166.1.5 Adequate and effective system of Internal Audit to be ratified.

166.1.6 Statement of Internal Control to be ratified.

Cllr Carlin thanked the Clerk for producing a clearly laid out document to read. Cllr Kennewell proposed that the adequate and effective system of Internal Audit and the Statement of Internal Control be ratified. This was seconded by Cllr Carlin and all were in favour.

RESOLVED: that the adequate and effective system of Internal Audit and the Statement of Internal Control be ratified.

166.2 Planning Committee

The Chairman reported that:

166.2.1 The Parish Council had registered its interest in producing a Neighbourhood Plan with Chelmsford City Council.

166.2.2 Developers had attended meetings to give information on proposals for developments at Old Chase Farm (59 dwellings) and Hammonds Farm (up to 5000 dwellings).

166.2.3 The Committee had objected to an outline application at Old Chase Farm, a full application at Carnoy, Pump Lane (four houses) and a CLEUD at Hyde Farm Nursery. There were all to be referred to the local Ward Members.

166.2.4 The Committee had also objected to a development at Wycke Hill in Maldon of 370 homes and associated amenities.

166.2.5 The Tree Grant had been agreed for the two trees to be planted as part of Project Danbury.

The Chairman of the Council advised that it had recently been announced that the DCLG had ratified Maldon District Councils Local Plan.

RESOLVED: that the information be noted.

166.3 Environment Committee

The Chairman reported that:

166.3.1 A request had been made to the LHP to reduce the speed limit in Woodhill Road to 30mph. Residents had also subsequently requested the same for Bicknacre Road.

166.3.2 The new footway for Mayes Lane, Penny Royal Road to Woodhill Road had been approved and it was expected that work would be completed by August 2016.

166.3.3 Project Danbury: a further meeting took place on 29th February. Planting would take place shortly. Weeding had been done and the compost was being delivered tomorrow. Volunteers were required to assist with digging from 11am on Friday 18th March and, if necessary, again on Saturday 19th March. The Allotment Society had been asked if they could assist. It was hoped the bags would be

emptied by Sunday. Cllr Berlyn advised he had looked at the verge near to the Tesco Garage and it would be a good area of bulb planting.

166.3.4 A Parish Cleansing day had been agreed for 18th August and litter picking had been requested at Eves Corner, Maldon Road to The Avenue and Main Road.

166.3.5 Parking issues had been reported at Elm Green Lane/Parkdale/The Spinney.

166.3.6 Litter had increased around the village, particularly at Eves Corner. CCC had reported several of the litter bin liners were damaged and required replacement. These had now been purchased and delivery was awaited. The litter bin at the junction of Hopping Jacks Lane and Butts Lane was damaged on the outside.

RESOLVED: that the information be noted.

166.4 Facilities Committee

The Vice Chairman reported that:

166.4.1 Installation of the CCTV camera was due to take place on the 21st March 2016

166.4.2 Quotes were being obtained for additional security at Robins Nest.

166.4.3 There would be two cricket clubs playing at Danbury for the 2016 season.

166.4.4 Quotes had been accepted to investigate Sports Hall roof and to repair the gym roof.

166.4.5 The drain in the changing room at the Sports and Social Centre was to be repaired.

166.4.6 The Village Fayre was planned for 10th July 2016.

166.4.7 The lighting bollard trial was to continue and prices were to be sought for LED Lights for all the bollards.

166.4.8 Two Sessions of Play in the Park had been booked for Wednesday 3rd August and Wednesday 17th August with the Mobile Zoo.

166.4.9 Urgent tree works had been booked from the tree survey.

RESOLVED: that the information be noted.

166.4.10 The Policy for the Memorial Benches had been completed. Cllr Mrs Chapman proposed that the Memorial Bench Policy be adopted by the Parish Council. This was seconded by Cllr Carlin and all were in favour.

RESOLVED: that the Memorial Bench policy was adopted.

167 Recording at Parish Council Meetings

Details were circulated regarding recording meetings. Essex County Council were now having their Council Meetings recorded. Members discussed if this was something they wished to consider in the future. The Clerk advised that following the Larger Local Council Forum, the company that provided this service was looking at ways to assist smaller councils. A mobile phone would need to be purchased to achieve this.

Some Members felt that recording meetings would be beneficial to both the Council and the public and would offer protection and evidence in a dispute. It could also assist the staff with minute taking. There was an option to webcast meetings in real time so residents could listen in.

Some Members did not think recordings were necessary and that this would be inappropriate in a Parish Council environment. It would be difficult to identify individual voices. There was concern that Members may not feel free to speak on a topic if they were being recorded.

There was some discussion about the different methods of recording meetings and where they would be stored. There were other companies that could offer this facility. The Clerk advised the Council that the minutes would still be the legal record of the meetings. If recordings were made, a protocol would need to be produced on their usage and storage.

Cllr Carlin proposed that the Clerk undertakes some further research into the options available for recording Parish Council Meetings in order for a decision to be made at a future meeting. This was seconded by Cllr Gardiner. There were seven in favour, one against and two abstentions.

RESOLVED: that the Clerk undertakes some further research into the options available for recording Parish Council Meetings in order for a decision to be made at a future meeting.

168 Communications Working Group

No Communications Group Meetings had been held since the last Parish Council Meeting.

RESOLVED: that the information be noted.

169 Old Pavilion Toilet Refurbishment

The Facilities Committee had authorised works to insulate the roof and repair the shingles at the front of the building. The work to the roof was currently being undertaken. Once this had been completed, quotes would be obtained for the flooring. Signs had been made with the help of one of the Directors of the Sports and Social Centre to advertise the lottery grant.

RESOLVED: that the information be noted.

170 A414 Road Works

An update had been received from Essex County Highways. There was still an issue with British Telecom and the data handling of the CCTV cameras. The Chairman advised that new barriers had been put in outside Heathcote School.

RESOLVED: that the information be noted.

171 Danbury Medical Centre

The Medical Centre was due to open on Monday 21st March 2016. This had now been delayed and a new opening date was not yet available.

RESOLVED: that the information be noted.

172 Danbury Times

Cllr Mrs Chapman reported that there was a need for an additional member on the Danbury Times editorial group. This needed to be someone who was available during the day and who could write occasional articles. If anyone was interested they should inform the Clerk. The delivery rounds were being redistributed. Mike Woods neighbour had kindly offered to take over his deliveries. Cllr Sutton would do Cllr Berlyns round on this occasion. Cllrs Carlin and Wakefield would assist with

some extra deliveries as well. It is hoped the next issue would be delivered to Robins Nest on 1st April with collection from there on the 4th between 10am and 10.30am. Cllr Mrs Chapman would deliver those boxes that were not picked up. Empty boxes were requested to be returned to the Parish Office.
RESOLVED: that the information be noted.

173 Councillors' Surgeries

Members were reminded of the Councillors Surgeries at the Farmers Market.

Councillors volunteered as follows:

2nd April Cllrs G Gardiner and Mrs Gardiner

7th May Cllrs Berlyn and Telling

4th June Cllrs Mrs Chapman and Kennewell.

2nd July Cllrs Mrs Hallett and Sutton

6th August Cllr Keeler (further volunteer required).

3rd September

174 Queens 90th Birthday

174.1 Members discussed whether to hold an event for the Queens 90th Birthday. Cllr Mrs Chapman advised that as part of Project Danbury it had been agreed to purchase three Queen Elizabeth Roses for the bed. Little Baddow were holding a dinner dance. Members discussed various options for events but unanimously agreed not to hold an event in Danbury.

RESOLVED: not to hold an event in Danbury for the Queens 90th Birthday.

174.2 Members discussed whether to purchase a Queen Elizabeth Crown Coin for the schoolchildren in Danbury. The Clerk had written to the schools to see if they were marking the occasion. Danbury Park School were holding an event. Members thought the cost of the coin would be too high to give to each schoolchild. Cllr Mrs Gardiner proposed that the Parish Council purchased three additional Queen Elizabeth Roses for the schools to plant. This was seconded by Cllr Carlin and agreed unanimously.

RESOLVED: that the Parish Council purchased three additional Queen Elizabeth Roses for the schools to plant.

The Chairman adjourned the meeting for five minutes at 8.30pm

175 Cllr Spence's Monthly Report

The most recent update from County Cllr Spence was circulated at the meeting. He had noted issues regarding the Children's Centre which would be discussed during the next item. It was suggested that the Danbury Mission be contacted to see if they would consider taking on Meals on Wheels for Danbury. The Mission already has a lunch club and kitchen facilities and the customers would pay a charge. The Mission also did outreach work and could identify vulnerable people. Cllr Berlyn proposed that Danbury Mission be contacted to see if they would consider taking on Meals on Wheels for Danbury. This was seconded by Cllr Gardiner and all were in favour.

RESOLVED: that Danbury Mission be contacted to see if they would consider taking on Meals on Wheels for Danbury.

176 Children's Centre Consultation Events

Cllr Sutton declared a non-pecuniary interest at this point. The consultation event document was circulated. It was noted that it had been proposed that the Children's Centre in Danbury would move out of its current location at The Old School House and become a Family Hub Outreach site within Danbury Library. Cllr Berlyn gave a brief background to the Children's Centre. In recent years, demand had reduced in Danbury and staff had been moved to other centres. The Danbury Library was only open four half days a week and could be used outside of these times.

A suggestion had been made for the current Children's Centre to become a nursery as there were a lack of places in the village. It would be likely to be leased to a preschool provider. An outside space would be required for this to happen.

Members had concerns about these proposed changes. It was felt that the library was too small to contain the type of children's activities carried out at present and there was no area for confidential discussions to take place. Members would not wish to see the library and its building weakened by the addition of the children centre as it was an important assets to the village. The Chairman reminded Members that the library had been registered as a community asset by the Parish Council. It was also suggested that by adding other services into the library, it might help to keep a library service in the village.

There was a consultation event on 18th March at South Woodham Ferrers. Cllr Berlyn would see if he was able to attend and obtain further information. Members agreed unanimously that comments should be sent to the consultation.

RESOLVED: that the comments below are sent to the Children's Centre Consultation.

The Parish Council is concerned about the loss of the children's centre facilities at the Old School House and the implications on the service currently provided. The Danbury Library building would be inappropriate for a children's centre hub as it does not offer the practical facilities required. The Parish Council is concerned about the risk to the current library facility which is an asset to the village and should not be lost. The Old School House building is not suitable for a nursery as there is no outside space and the building is surrounded by car parking and close to the main road.

177 City of Quincy in Northern France

A letter had been received by the Parish Council to request whether Danbury would like to be twinned with them. Members had a brief discussion and were reminded that Danbury had been twinned with towns in Germany and France before. This was successful in the past but the Twinning Society had been disbanded due to lack of support from younger people. Cllr Gardiner proposed that Danbury did not take up the offer of twinning with Quincy and this was seconded by Cllr Mrs Hallett. All were in favour.

RESOLVED: that Danbury did not take up the offer of twinning with Quincy.

178 Vulnerable Residents and Power cuts

A letter had been circulated from UK Power Networks regarding extra support for vulnerable people during power cuts. The Clerk was asked to publicise this on the website.

RESOLVED: that the information is publicised on the website.

179 Better Statistics for English Civil Parishes

A document from the Office of National Statistics were circulated.

RESOLVED: that the information be noted.

180 Larger Local Councils Forum

The Chairman of the Council attended the Larger Local Councils Forum. The following points were raised.

- Local Highway Panels were having their budgets cut by 50% although Cllr Bass said this would not make any difference as the process takes such a long time to go through.
- Cllr Bass holds a surgery at County Hall every Tuesday. Access was via Cllr John Spence to ensure we had a valid/worthwhile reason to go.
- Money was being made available for the first 50 applicants for a grant of around £400 for village halls and sports centres etc. for Wi-Fi. This was a 'one-off' amount to help with installation costs and parish councils would be notified shortly. This could be from next year's budget. The village hall and DCA could be notified of this grant and the Parish Council could consider doing the Old Pavilion. The Parish Council would have to pay revenue costs.

Members had discussed putting Wi-Fi in The Old Pavilion in the past as part of a 'wish list' for the future. There would be an ongoing monthly charge for this and any extra costs would need to be considered before going ahead. The opening date of the grant was not yet confirmed. Cllr Carlin proposed that the Parish Council applied for the grant in respect of fitting Wi-Fi in The Old Pavilion and also to notify the Village Hall Committee and the DCA of the grant when it became available. This was seconded by Cllr Mrs Chapman and all were in favour.

RESOLVED: that the Parish Council applied for the grant in respect of fitting Wi-Fi in The Old Pavilion and also to notify the Village Hall Committee and the DCA of the grant when it became available.

181 Consultation Document Essex Fire Authority Options for change 2016 – 2020

The consultation document had been circulated to Members. Some Members were concerned about the impact on time taken to attend incidents if Great Baddow Fire Station was not available. Some Members had already made individual comments and Members agreed that this would be the most appropriate way to comment. Cllr Mrs Chapman proposed that Members should make individual comments if they wished and this was seconded by Cllr Carlin. All were in favour.

RESOLVED: that Members should make individual comments on the Essex Fire Authority Options for change 2016 – 2020 document if they wished.

182 Matters for Report (For Information Only)

There were no matters for report.

183 Dates of Meetings in 2016

Wednesday 27th July, 28th September, 30th November

ANNUAL PARISH MEETING 18th April 2016 commencing at 8 p.m. Members should arrive from 6.30pm to assist with set up of the hall.

ANNUAL PARISH COUNCIL 11th May 2016 commencing at 7.30pm

184 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 was in the opinion of the Committee advisable that the Public and Press be excluded and they were instructed to withdraw

The member of the public left the meeting at 21.20pm

185 Vote on Co-option of Parish Councillor

Members undertook a secret ballot and the resident was not duly co-opted onto the Council.

There being no further business the meeting was closed at 9.35 pm

Signed:

Cllr S Berlyn, Chairman

Date: