



**DANBURY PARISH COUNCIL**  
*A Quality Council*

**Minutes of the Parish Council Meeting held on 30<sup>th</sup> November 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  
                         C Baker     J Steele  
                         D Carlin     P Sutton  
                         Mrs B Hallett                                     M Telling

In Attendance: Mrs M Saunders, Clerk  
                         Mrs H Mayes, Assistant Clerk  
                         Mrs L Mitchelmore, Neighbourhood Plan Co-ordinator

**94 Apologies for absence**

Apologies were received and accepted from Cllr Hinken, City Cllr Ambor and County Cllr Spence

**95 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.

There were no interests declared.

**96 Minutes of Parish Council Meeting held on 28<sup>th</sup> September 2016**

RESOLVED: that the minutes of the meeting held on 28th September 2016 be approved and signed as a correct record.

**97 Public Question Time**

There were no members of the public present.

**98 Vacancies/Resignations/Committees for Parish Councillors**

Cllrs Mr and Mrs Gardiner had resigned from Parish Council. The Parish Office had also been notified that day that Cllr Wakefield had also resigned. The Parish Council now had four vacancies.

Cllrs C Baker and J Steele wished to be on the Planning and Environment Committees. Cllr Hinken wished to be on the Resources Committee.

Cllr Carlin proposed that Cllrs Baker and Steele be co-opted onto the Planning and Environment Committees and that Cllr Hinken be co-opted onto the Resources Committee. This was seconded by Cllr Sutton and agreed unanimously.

A CV was circulated from a resident interested in becoming a Councillor. He had not attended any Council meetings and was not present at the meeting. It was proposed that the CV be held in abeyance until the individual contacted the Parish Office in the future and this was agreed unanimously.

RESOLVED: that

- a) Cllrs Baker and Steele be co-opted onto the Planning and Environment Committees and that Cllr Hinken be co-opted onto the Resources Committee.
- b) The CV application from a resident be held in abeyance until the resident contacts the Parish Office.

### **99 Reports from Village Organisations**

Mrs Gardiner was the Council's representative on the Village Hall Committee and so another representative would now be required. If anyone wished to take on this role, they should let the Clerk know.

Cllr Keeler had attended the CPRE AGM which was interesting but did not have any relevant issues for Danbury.

RESOLVED: that the information be noted.

### **100 Strategic Plan Working Group**

The Clerk had circulated an updated document to Members for comments. The Clerk had received many comments and tried to include as many as possible that were of a strategic nature. It was now important that the document be put in place. Cllr Mrs Chapman would proof read the final document and then it could be published. This was agreed unanimously by all those present.

RESOLVED: that Cllr Mrs Chapman proof read the Strategic Plan and that it then be published.

### **101 Communications Group Meeting**

#### **101.1 Schools Visits**

Cllr Mrs Hallett and Cllr Mrs Chapman had visited St Johns School in October to do a session with the year six class. They were given a tour of the school by the School Councillors and the teacher had asked the children to come up with three questions. Cllrs Sutton and Mrs Hallett had reviewed the presentation and this was given to the children. St Johns School were interested in visiting the Parish Office in the summer which can be arranged. Cllr Mrs Chapman was thanked for standing in for Cllr Sutton on the visit.

Cllr Mrs Chapman reported that the rose trees for the Queens 90<sup>th</sup> Birthday had been delivered to the schools that were all very happy with them.

RESOLVED: that the information be noted.

#### **101.2 Schools Christmas Card Competition**

The winner of the competition was from Heathcote School and the picture of the robin would be on the front cover of the Danbury Times. Prizes would be presented to the winner and to the school on Friday afternoon.

RESOLVED: that the information be noted.

## **102 Reports from Committees**

### **102.1 Resources Committee**

The Chairman reported that:

#### **102.1.1 Neighbourhood Plan**

The Neighbourhood Plan Co-ordinator had commenced her role on 1<sup>st</sup> November 2016 and had a fixed term contract for 18 months until 30<sup>th</sup> April 2018.

RESOLVED: that the information be noted.

#### **102.1.2 Interim Internal Audit**

This took place on 9<sup>th</sup> November 2016. There were no items to address.

RESOLVED: that the information be noted.

#### **102.1.3 Precept Request**

There were two issues with the budget. The Local Council Tax Grant was being withdrawn which would mean a loss of £5000 of income to the Parish Council. An allowance also had to be made for the Neighbourhood Plan. Therefore the Parish Council would not be able to stay within a 1% to 2% increase unless substantial cuts were made. It was felt that it would be clearer to the residents to explain the costs which would show an actual increase of 3.5% although Chelmsford City Council would present the increase as 6% on the bills next year. In order for the increase to be straightforward and transparent to residents, the Parish Council had requested an explanation for residents to be included on the Council Tax bill. However, in the past this had not been added. Residents needed to be made aware that there would be future costs for items such as producing a Neighbourhood Plan and repairing the path on Dawson Memorial Field. Members discussed the potential for holding a referendum for precept increases over 3% but at present it was not known if this would be introduced. Any referendum would be a cost to the Parish Council. NALC and the EALC had both written in opposition to this. The Resources Chairman hoped that next year the Parish Council would be able to hold the precept at a more comfortable level. The proposed increase would mean an increase to a band D Council Tax Bill of 41p per month or £4.92 per year.

Cllr Kennewell proposed that the precept request for 2017/2018 was £196,596. This was seconded by Cllr Carlin. There were no amendments and all were in favour.

RESOLVED: that the precept request for 2017/2018 would be £196,596.

### Grants (General Power of Competence) (Prescribed Conditions) Order 2012/965

It had been recommended from the Resources Committee, under the Power of Competence, to grant St Johns Church £1,500 towards the maintenance of the graveyard and Church Green. This was the only grant application received. Cllr Kennewell proposed that £1,500 was granted to St Johns Church for the maintenance of the graveyard and Church Green. This was seconded by Cllr Carlin and all were in favour.

RESOLVED: that £1,500 was granted to St John the Baptist Church for the maintenance of the graveyard and Church Green under the Power of Competence.

## **94.2 Planning Committee**

The Chairman reported that:

### **94.2.1 Neighbourhood Plan**

Cllr Dan Carlin reported that an initial meeting was held in October which was well attended and that a further meeting had been arranged for the 5<sup>th</sup> December 2016 to formalise a Steering Group. Cllr Carlin introduced Lesley Mitchelmore, the recently appointment Neighbourhood Plan Co-ordinator. The Neighbourhood Plan Co-ordinator advised that she had sent out a skills audit to the group and had drafted a constitution to be agreed on the 5<sup>th</sup> December. Thirteen people were confirmed to attend. The variety of skills in the group was good with just a few gaps that may need to be filled. Some funding was available which she would be applying for shortly.

Notes were circulated from a recent meeting with representatives from CCC Planning Department. This was attended by Cllr Carlin, the Neighbourhood Plan Co-ordinator, the Clerk and Assistant Clerk. CCC were very supportive of the Neighbourhood Plan and had an Officer who would support the process. CCC had requested that this item be discussed to gauge the feeling of the Parish Council regarding the New Local Plan.

The Neighbourhood Plan (NP) would have to identify potential sites for development but would also enable local people to have a greater say on where development could take place. If CCC's New Local Plan identified a specific number of homes for Danbury, this would have to be included in the NP. Any current planning applications prior to this would not be included within that figure. Option three in the most recent CCC consultation had identified 100 potential houses for Danbury over the 15 year period. Affordable housing could be included within the NP as long as there was robust evidence to back up the need. There was no CIL on affordable housing which would need to be understood by group. Sustainability appraisals would be needed for any new sites that come forward in addition to those already sent to CCC, which would have a significant cost implication.

CCC had to find 14,000 houses for the New Local Plan so if Danbury was allocated 100 this was not a huge amount over a 15 year plan. The NP would have the freedom to evidence where development was required or not required.

Cllr Mrs Chapman proposed that the following comment be sent to CCC: Danbury Parish Council was looking forward to working with Chelmsford City Council and the Danbury Neighbourhood Plan Steering Group to identify suitable site(s) for acceptable levels of development in the parish within the new local plan 2021 – 2036. This was seconded by Cllr Telling. There were no amendments and all were in favour.

**RESOLVED:** that the following comment be sent to CCC:

Danbury Parish Council was looking forward to working with Chelmsford City Council and the Danbury Neighbourhood Plan Steering Group to identify suitable site(s) for acceptable levels of development in the parish within the new local plan 2021 – 2036.

#### **94.2.2 Planning Applications 16/01810/OUT & 16/01770/FUL**

A public meeting was held on the 29<sup>th</sup> November to discuss the two applications and agree a response to CCC. Subsequently, emails had been received and were circulated from several residents who were unhappy with the format of the meeting. Some Members felt that Oakland Primecare could have had more opportunity to respond to the questions from the public. It was acknowledged that the representative from HOD did have more than two minutes to speak although this was due to the fact that he was speaking on behalf of a large number of residents. It was hoped that this would allow the time available for the meeting to be used more efficiently and reduce the number of comments from the floor. The Chairman had the right to amend the agenda if required. It was noted that the meeting was to discuss two significant planning applications where usually it would focus on one. This was due to planning deadlines and the availability of a suitable venue and could not be avoided, although the Parish Council would have preferred to hold them separately. It was also noted that the representatives from Oakland Primecare did not arrive for the meeting until a few minutes before it started which did not allow for any time to discuss the format with the Chairman.

The Chairman acknowledged that there were aspects of the meeting that could be improved and this would be taken into account at any future public meetings held by the Parish Council.

Members felt it was important to recognise that these meeting would always be difficult due to the nature of the agenda. Parish Councillors were volunteers who give their time to the Council and are not necessarily qualified in planning or any other matters. Residents were not always aware of the procedures that must be followed by the Parish Council.

It was suggested that the tables were not positioned in the most accessible way for residents as they were on the raised platform at the front. The Mission had set up in this way in order to maximise the number of residents that could be accommodated, as large numbers were expected. In future, Members agreed that the tables should be placed on the lower level, in front of the public seating, which would make it easier for the public to hear the debate after public questions.

It was suggested in one email that the Parish Council could issue information regarding material planning consideration along with any future agendas. The Clerk advised that this might be difficult as it is such a vast area and the Parish Council were not qualified planners. It might be possible to put a suitable link to CCC's website.

The Chairman advised that he had received thanks from residents after the meeting and that the Clerk would respond to any complaints or comments that had been made to the Office and circulated at the meeting. The Parish Council would learn from the experience and make appropriate changes if a similar meeting was needed in the future. The Chairman also wished to formally record thanks to the staff who had dealt with a large volume of work that had come into the Parish Office in the last few weeks.

The Clerk advised those present that the Danbury Mission had not charged the Parish Council for the use of the venue and that they had been extremely accommodating and helpful in the organisation of the meeting. Cllr Berlyn proposed that a donation of £250 was made to Danbury Mission. This was seconded by Cllr Carlin and all were in favour.

RESOLVED: that

- a) the Clerk responded to the emails received following the public meeting
- b) that £250 was donated to the Danbury Mission in thanks for providing the venue for the meeting.

#### **94.2.3 E Mail from Gt Baddow Parish Council**

An email had been received to see if Danbury would be interested in a combined approach with Great Baddow, Little Baddow and Sandon Parish Councils in relation to the New Local Plan. Members felt that each parish had different issues and that there was a risk of aggregation which could be detrimental to the village. The Council was tasked to look after Danbury and the Neighbourhood Plan Group would be looking at future planning matters in the village. Members felt that while there were common issues with Little Baddow and Sandon, Great Baddow was a different parish being closer to the City Centre and not a direct neighbour of Danbury. Members were unanimously agreed that they did not wish to participate in a combined approach to the New Local Plan.

RESOLVED: that Danbury Parish Council did not wish to participate in a combined approach to the New Local Plan with Great Baddow, Little Baddow and Sandon.

#### **94.2.4 Hill Residential**

Representatives of Hill Residential attended a meeting to discuss building 65 houses on land on Mill Lane. They were still in the early stages and were looking to engage with the Neighbourhood Plan process.

#### **94.2.5 Danbury Medical Centre Crossing**

The Crossing had been delayed but was now scheduled to be put in in early 2017.

#### **94.2.6 Eves Corner Traffic Lights**

The trial period would end in January 2017 and residents were asked to put forward any comments on the scheme which would be forwarded to Cllr Spence and ECC Highways.

RESOLVED: that the information in 94.2.4 to 94.2.6 be noted.

### **94.3 Environment Committee – Chairman to Report**

The Chairman reported that:

#### **94.3.1 Bus Shelter Cleaning**

The Committee had resolved to keep the current contractor Ecoclean for the next three years.

#### **94.3.2 Ash Die Back**

The Tree Warden had attended a meeting to speak about Ash Dieback. This was a project that the Project Danbury group could take on. It would be useful to publicise information to local people in the spring via Danbury Times, website etc.

#### **94.3.3 New Public Rights of Way Officer**

Danbury had now been allocated a new PRoW Officer (part time).

#### **94.3.4 CFIF Grant – Flooding in Riffhams Lane/Mildmays**

ECC had offered a 100% grant towards rectifying flooding in the above areas following complaints from residents. A meeting was to be arranged with ECC to discuss this in more detail.

#### **94.3.5 Project Danbury**

Danbury Garden Services had been engaged to maintain the bed from 1<sup>st</sup> October 2016 for one year. Some edging had been done but Cllr Mrs Chapman would contact them for an update. No invoices had been received. The Group had not met for some time but a meeting would be arranged in the New Year.

#### **94.3.6 Bay Green Meadow**

A request had been submitted from a Councillor to make this area a village green. This could not be done as the land was privately owned and the public had not had use and access to it for 20 years previously.

RESOLVED: that the information in 94.3.1 to 94.3.5 be noted.

#### **94.4 Facilities Committee – Chairman to Report**

The Vice Chairman advised that a Chairman would be required for the Facilities Committee. He reported the following:

##### **94.4.1 Roof Repairs Sports and Social Centre**

The gym roof had not leaked to date since the fan had been taken down. The results of the DCA survey of the Sports Hall roof were awaited.

RESOLVED: that the information be noted.

##### **94.4.2 Legionella**

Training was to take place in early January 2017. It has been agreed with the Clerk that two members of staff would attend the training session.

There had been issues with the Bowling Club which had been discussed at the Facilities committee. A copy of the proposed Water Hygiene Policy was circulated which the Facilities Committee had recommended for adoption by the Parish Council. Cllr Kennewell proposed that the Parish Council adopted the Water Hygiene Policy as circulated. This was seconded by Cllr Keeler and all were in favour.

Members were also provided with costs to insulate the Bowling Club tank. The total would be £1,308.00. Cllr Kennewell proposed that the quotation from Clearwater of £1,308.00 plus VAT be accepted to insulate the Bowling Club tank. This was seconded by Cllr Carlin and all were in favour.

RESOLVED: that

- a) the Parish Council adopted the Water Hygiene Policy as circulated
- b) the quotation from Clearwater of £1,308.00 plus VAT be accepted to insulate the Bowling Club tank

##### **94.4.3 Play Area**

Works had been ordered and were scheduled to take place tomorrow.

##### **94.4.4 Trees**

An updated tree survey had taken place during the week of 14<sup>th</sup> November 2016.

##### **94.4.5 Cricket Wicket**

This had been removed. It may require further reseeding in the spring during grass growing season.

##### **94.4.6 Essex Playing Fields Association Awards**

DPC was awarded 7 certificates including Runner Up for Pitch 1. Congratulations were expressed by the Council to the Groundsman for all his hard work.

RESOLVED: that the information in 94.4.3 to 94.4.6 be noted.

#### **94.4.7 Rabbits on Football Pitches 3 and 4**

The Groundsman had inspected the site with the Pest Control Contractor. It appeared that the rabbits had moved on as only limited old droppings were observed. Therefore, no remedial works would be required at this time but would be put on hold to see if the rabbits reappear in the future.

RESOLVED: that the remedial works of the rabbits is put on hold.

#### **94.4.8 Winter Salt Scheme**

The 2016/17 team was currently being confirmed. Cllr Carlin offered to assist with the scheme.

RESOLVED: that Cllr Carlin would assist with the Winter Salt Scheme.

Cllr Keeler was thanked for attending the Eves Corner pond clearance on a very cold day along with three volunteers from the TCV. Cllr Keeler reported that a lot of work was done whilst he was there. The actual volume removed was quite small so might not be noticeable to the public. A further pond day could be held. The Strategic Plan would be looking at the pond and discussions were being held with the National Trust to see what would be acceptable there. Cllr Mrs Chapman proposed that a further pond clearance day was held in January. This was seconded by Cllr Sutton with all in favour.

RESOLVED: that a further pond clearance day was held in January

#### **95 Children's Centre /Old School House**

No further information had been received. The Parish Council should know more in January when the new provider has been chosen.

RESOLVED: that the information be noted.

*The Chairman adjourned the meeting for five minutes at 9.20pm*

#### **96 Danbury Fireworks (5<sup>th</sup> November 2016)**

The Scouts had cordoned off Elm Green on the night. Visitors to the fireworks had removed the cordon and parked on Elm Green even though one side was additionally cordoned off by the Essex Water Company for works. It was reported that by quarter past five the cordon was already falling down. It was understood that there were further issues with the fireworks this year as there was not enough Park and Ride buses. People then abandoned their cars along the A414 thus making visitors to the fireworks walk in the road which was extremely dangerous. The Scouts had been informed of this situation. The Parish Council might like to consider employing a security firm next year to patrol Elm Green.

It was suggested an informal meeting should be held with the Scouts to discuss the wider issues and see if the Parish Council can assist in protecting Elm Green. The Scouts had received some complaints so would be looking at resolving any issues for next year. The Parish Office had only received one complaint regarding parking which had been forwarded to the Scouts. It was noted that this was a once a year problem and that the weather had been dry so minimal damage was done. Heras fencing could be put up to protect the green but there would be a cost to this. Cllr Mrs Hallett would be prepared to meet with the Scouts next year to try to find a solution. This was agreed unanimously.

RESOLVED: that Cllr Mrs Hallett liaise with the Scouts next year to try to resolve the issues at Elm Green.



### **97 Parish Update from Cllr Johns Spence (if available)**

There was no update available.

RESOLVED: that the information be noted.

### **98 Eves Corner Traffic Lights**

These were still being monitored by Essex County Highways. Two comments had been received from residents so far which would be sent to Cllr Spence in January (see minute 94.2.6).

RESOLVED: that the information be noted.

### **99 NHS New System for A & E Patients**

This covered Broomfield, Basildon and Southend on Sea Hospitals and would make Basildon a specialist A & E department for the area.

RESOLVED: that the information be noted.

### **100 Broadband Meeting at Essex Record Office - Wednesday 7<sup>th</sup> December 2016**

If anyone wished to attend they should let the Clerk know.

RESOLVED: that the information be noted.

### **101 NALC – Response to 2017/2018 Local Government Settlement Technical Consultation**

The response was circulated.

RESOLVED: that the information be noted.

### **102 Danbury Times**

Cllr Mrs Chapman advised that a summary of the public meeting and comments would be included. Delivery would be on the 9<sup>th</sup> December 2016 with deliverers to collect boxes between 12 and 1pm.

RESOLVED: that the information be noted.

### **103 Councillors' Surgeries**

3<sup>rd</sup> December - Cllr Baker and Cllr Mrs Hallett.

No Surgery in January 2017.

4<sup>th</sup> February – Cllrs Sutton and Berlyn

4<sup>th</sup> March – Cllrs Keeler and Steele.

RESOLVED: that the information be noted.

### **104 Correspondence**

Cllr Baker had contacted a number of local companies regarding sponsorship of the Christmas Tree. Bakers had promised £100 and the Danbury Society usually also made a contribution. Thanks would be given through The Journal, website etc. .

Cllr Baker had also spoken with the Co-op who had kindly offered some food for the Carols around the tree. This had been passed to the Churches. The Christmas Tree would be put tomorrow.

RESOLVED: that the information be noted.

**105 Matters for Report (for information only)**

Cllr Mrs Hallett advised that the Living Landscapes meetings had recently been moved to Tuesday daytimes which she cannot make. She would check to see if this is going to be a regular thing and if so another representative would need to take it over.

**106 Dates of Meetings 2017**

Wednesday 25<sup>th</sup> January, 29<sup>th</sup> March, 31<sup>st</sup> July, 27<sup>th</sup> September and 29<sup>th</sup> November.  
Annual Parish meeting - Monday 24<sup>th</sup> April.  
Annual Parish Council - 10<sup>th</sup> May.

**107 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

**108 Quotations for survey works to Dawson Memorial Field (near path to Bowling/Club Tennis Club)**

The Clerk had obtained Civil Engineers quotes regarding the area of the path down to the Bowling/Tennis clubs. She advised that it had been very difficult to get the three quotes. Money could be used from the drainage and car parks budget. Members discussed the quotes and Cllr Carlin proposed that Springfields Structural Engineering Consultants be appointed at a cost of £7850 plus VAT. This was seconded by Cllr Steele and all were in favour.

There being no further business the meeting was closed at 9.51pm

Signed: .....

Cllr S Berlyn, Chairman

Date: .....