

**Minutes of the Parish Council Meeting held on 15 May 2019 at 7.30 pm at The Old School House, Main Road, Danbury**

Present: Cllrs	Mrs L Anstee	Mrs B Hallett
	C Baker	Mrs M Hessing
	S Berlyn (Chair)	A Keeler
	Mrs A Chapman (Vice Chair)	P Sutton
	G Chapman	J Thombs
	D Chesterman	

In attendance: Ms M Harper, Clerk  
Mrs M Dyer, Assistant Clerk

**19/20 - 1 Election of Chairman**

Cllr P Sutton nominated Cllr Berlyn to serve as Chairman of the Council for the current municipal year, seconded by Cllr Mrs M Hessing. There were no further nominations and Cllr Berlyn was elected unanimously.

RESOLVED: that Cllr Berlyn be elected to serve as Chairman of the Council for the municipal year 2019-20.

**19/20 - 2 To receive the Chairman's declaration of acceptance of office**

RESOLVED: Cllr Berlyn signed the Chairman's declaration of acceptance of office.

**19/20 - 3 Election of Vice Chairman**

Cllr Mrs B Hallett nominated Cllr Mrs A Chapman to serve as Vice-Chairman of the Council for the current municipal year, seconded by Cllr C Baker. There were no further nominations and Cllr Mrs A Chapman was elected unanimously.

RESOLVED: that Cllr Mrs A Chapman be elected to serve as Chairman of the Council for the municipal year 2019-20.

**19/20 - 4 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.

There were no declarations of interest.

**19/20 – 5 Public Question Time**

There were no members of the public present.

**19/20 - 6 Approval of Minutes**

RESOLVED: that the Parish Council minutes of 27 March and 1 April 2019 be approved and signed as a correct record.

### **19/20 – 7 Power of Competence – Localism Act 2011**

RESOLVED: that the Parish Council would re-adopt the Power of Competence - under the Localism Act 2011 – proposed by Cllr S Berlyn and seconded by Cllr C Baker, all agreed.

Cllr D Chesterman arrived at 7.40pm

### **19/20 - 8 Standing Orders**

RESOLVED – that the alteration to Standing Orders, allowing Committee Chairman to be appointed at the first meeting of the committee in the council year be approved, proposed by Cllr S Berlyn and seconded by Cllr J Thombs, all agreed.

### **19/20 - 9 Terms of Reference for Committees**

After discussion it was agreed that there would be the following Terms of Reference be adopted:

- Environment – as per the distributed draft with no limitation on councillor membership, proposed by Cllr A Keeler and seconded by Cllr D Chesterman, agreed
- Facilities - as per the distributed draft with no limitation on councillor membership, proposed by Cllr A Keeler and seconded by Cllr Mrs M Hessing, agreed
- Planning - as per the distributed draft with no limitation on councillor membership, proposed by Cllr A Keeler and seconded by Cllr J Thombs, agreed
- Resources - as per the distributed draft, proposed by Cllr S Berlyn and seconded by Cllr Mrs A Chapman, agreed

RESOLVED – that the amended Committee Terms of Reference be approved and adopted as detailed above (Appendix 1).

### **19/20 – 10 Appointment of Committees and Working Groups**

It was agreed that Members be appointed to Committees as shown on Appendix 2.

### **19/20 - 11 Appointment of Representatives on Outside Bodies**

It was agreed that Members be appointed as Representatives on Outside Bodies as shown on Appendix 3.

### **19/20 - 12 Parish Councillor's Allowances**

After some discussion this item was deferred to the Parish Council meeting on 31 July for the Clerk to circulate further information.

### **19/20 – 13 Appointment of Auditors and Solicitors**

The following information was for the next council year:

Internal Auditor      Heelis and Lodge had been appointed for 3 years at the Parish Council Meeting held on 31st January, 2018 Minute 131.5.

Solicitor -              Hill and Abbott

External Auditor -      Littlejohn, 1 Westferry Circus, Canary wharf, London E14 4HD

### **19/20 - 14 Reports from Village Organisations**

Cllr D Chesterman updated the Parish Council with regards to the Hawks Close Residents Association works and rebates agreed with the Housing Association.

## **19/20 - 15 Reports from Committees**

### **15.1 Resources Committee**

The minutes of the last meeting as published were noted

### **15.2 Planning Committee**

The minutes of the last meeting as published were noted

### **15.3 Environment Committee**

The minutes of the last meeting as published were noted. There was some discussion relating to the Danbury Park Forum, the Clerk to contact our County Councillor

### **15.4 Facilities Committee**

The minutes of the last meeting as published were noted. Cllr G Chapman advised the Parish Council that an alternative, cheaper, location for the cricket roller had been located.

### **15.5 Communications Working Group**

15.5.1 Cllr Mrs B Hallett updated the Parish Council regarding the forthcoming school visits. There was some discussion on advertising the current vacancies on the Parish Council

15.5.2 After some discussion it was agreed that the Working Group should become a Committee of the Parish Council and be renamed Community Engagement

RESOLVED: that the Communications Working Group become the Community Engagement Committee, proposed by Cllr C Baker and seconded by Cllr L Anstee, all agreed

15.5.3 Danbury Times will be issued around mid-July – deadline for articles will be confirmed shortly

### **15.6 Land Slippage Sub Committee**

The Clerk advised that investigation work was underway with a desktop survey and onsite monitoring was due to start in June.

### **15.7 Health & Wellbeing Working Group**

15.7.1 A Dementia Friends Information Evening had been arranged for 10 June 2019 at 8pm at the DCA.

15.7.2 After some discussion it was agreed that the Working Group should become a Committee of the Parish Council

RESOLVED: that the Health and Wellbeing Working Group become the Health and Wellbeing Committee, proposed by Cllr Mrs M Hessing and seconded by Cllr L Anstee, all agreed

## **19/20 – 16 D Day Anniversary**

RESOLVED– that the Royal British Legion be given permission to display the Tank Trap at Eves Corner from 3rd to 9th June 2019, proposed by Cllr Mrs B Hallett and seconded by Cllr G Chapman, all agreed.

### **19/20 – 17 Councillors' Surgeries**

Attendance for Councillor Surgeries to be held in the Sports and Social Centre was agreed as follows –

6 July 2019 - Cllrs Mrs M Hessing and S Berlyn

3 August 2019 - Cllrs Mrs L Anstee and Mrs B Hallett

### **19/20 - 18 Matters for Report (for information only)**

There was some discussion regarding the recent flooding in Danbury which resulted in one of the Dr surgeries being closed due to water ingress.

The Chairman formally thanked the staff for the work undertaken in the past 12 months.

### **19/20 - 19 Annual Parish Meeting - Monday 20 May, 2019**

Cllrs were reminded that the Annual Parish Meeting would be held at the Danbury Sports and Social Club, refreshments available from 7pm with the meeting commencing at 8pm. Members to be available for setting up the venue from 6pm

### **19/20 - 20 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

### **19/20 - 20 Staffing Update**

Clerk advised on the return to work of the Groundsman

### **19/20 - 21 Dates of next meeting:**

Monday 3 June 2019 to be held at the Danbury Parish Committee Room, Old School House, Main Road, Danbury, CM3 4NQ at 7.00pm and

Wednesday 31 July 2019 to be held at the Danbury Parish Committee Room, Old School House, Main Road, Danbury, CM3 4NQ at 7.30pm

Meeting closed at 9.50pm

Chairman .....

Date .....