



## **6 Public Question Time**

A Member of the Public had attended as she had submitted a request to the Parish Council for consideration (Minute No. 18.4.10.2 applies) and at this point explained the history behind her family's request to purchase all or part of the piece of land owned by the Parish Council known as The Chantry. Cllr Berlyn explained that this piece of land was gifted to the Parish Council for the village and that at this point it was unclear whether this piece of land could be sold. The Resident was thanked and advised that the matter would be considered later in the meeting and that she was most welcome to remain and hear the discussions. The Resident declined due to family commitments and left the meeting at this point

## **7 Approval of Minutes**

RESOLVED: that the minutes of the meeting held on Wednesday 16<sup>th</sup> March 2016 be approved and signed as a correct record.

## **8 Vacancies for Parish Councillors**

Members had been advised that notices had been posted of the two further vacancies and that no election had been called; this now means that all 4 vacancies can be filled by co-option by the Parish Council.

RESOLVED: that the information was noted by Members

## **9 Post Office**

Members had been advised that the Co-op had signed contracts with the Post Office and supplied with copy of the letter advising that Danbury Post Office is now going to be a new Main Style Post Office with longer opening times. Members requested that details be posted on the Parish Council web site and sent to the local press.

RESOLVED THAT: i) the information was noted by Members

ii) details be posted on the Parish Council web site and sent to the local press.

## **10 Appointment of Committees and Working Groups**

RESOLVED: that Members be appointed to Committees and Working Groups as shown in Appendix A.

## **11 Appointment of Representatives on Outside Bodies**

RESOLVED THAT: i) representatives on outside bodies be appointed as shown in Appendix B.

ii) Cllr Carlin to contact Mr Whiteing regarding Neighbourhood Watch Reports and Essex Community Messaging (ECM)

## **12 Parish Councillor's Allowances**

Further to Minute 70 Parish Council 28<sup>th</sup> January 2004, the Council considered if they still wished *not* to receive any allowances. No monies had been placed in the budget for this item. Cllr Carlin proposed that the Council did not wish to receive allowances for 2016/2017. This was seconded by Cllr Gardiner and agreed unanimously.

RESOLVED: that the Council wished not to receive allowances for the municipal year 2016/2017.

### **13 Appointment of Auditors and Solicitors**

Members were asked to consider the following appointments for the next municipal year.

**13.1 Internal Auditor:** The Internal Auditor (currently Heelis and Lodge) was appointed for 3 years at the Parish Council Meeting held on 28th January 2015 as per Minute 130.1

RESOLVED: that the information was noted by Members

**13.2 Solicitor:** The Solicitor was currently Hill and Abbott.

Cllr Carlin proposed the Council continues to appoint Hill and Abbott as the solicitor for the Council. This was seconded by Cllr Telling and agreed unanimously.

RESOLVED: that Hill and Abbott were appointed for the next municipal year.

**13.3 External Auditor:** The External Auditor was Littlejohn, 1 Westferry Circus, Canary Wharf, London E14 4HD

RESOLVED: that the information was noted by Members

### **14 Reports from Village Organisations**

Members were advised that Cllr Mrs Gardiner had attended the Village Hall meeting on Monday 9<sup>th</sup> May 2016 – report will be given at a future meeting.

RESOLVED: that the information was noted by Members

### **15 Strategic Plan Working Group**

The group had been unable to meet due to the shortage of councillors.

RESOLVED: that the information was noted by Members

### **16 Annual Parish Meeting - Monday 18<sup>th</sup> April 2016**

**Below are the Questions asked at the Parish Council APM.**

Malcolm Read - asked about parking in Well Lane especially on the blind bend.

Photographs were provided. He felt that there should be double yellow lines.

He was also requested to send the photographs electronically so that they could be forwarded to Essex County Highways. The Parish Council had been lobbying for a number of years for something to be done in this area with no success. Currently consideration is being given to a one-way system at The Heights.

Pam Stubbs - Asked about the reduction in speed limit in Bicknacre Road.

Residents were horrified at the speed cars were travelling at. She wondered whether there could be flashing speed notices and the Highways measure the speed.

Cllr Berlyn remarked that the APM went well and that there were very few questions asked and all related to highways matters. It was noted that all questions had been answered on the night and followed up as appropriate by the Parish Office Staff.

RESOLVED: that the information was noted by Members

### **17 Leases**

#### **The Old Pavilion**

Members had been advised that comments had been received from both the Danbury Community Association Trust Limited and the Parish Council and the document had now gone to the solicitor.

RESOLVED: that the information was noted by Members

## **18 Reports from Committees**

### **18.1 Resources Committee**

The Chairman advised that:

**18.1.1** The End of Year document would be taken to the Parish Council Meeting to be held on Monday 13<sup>th</sup> June, 2016 prior to Planning.

**18.1.2** The Internal Auditor had visited on Tuesday 2<sup>nd</sup> May, 2016. Copies of the report were circulated to Members at the meeting. The Clerk was congratulated on a successful audit.

**18.1.3** Annual Return is a new version and Section 1 the Annual Governance Statement must be approved before Section 2. The Statement of Internal Control for the Council had already been adopted at the Parish Council Meeting held on 16<sup>th</sup> March, 2016 (Minute No. 166.1.6 applies) This will be completed at the 13<sup>th</sup> June, 2016 meeting.

**18.1.4** A new server had been due to be installed on Friday 13<sup>th</sup> May 2016, but now delayed until issues with staff computers were resolved.

RESOLVED: that the information was noted by Members.

### **18.2 Planning Committee**

The Chairman advised that:

**18.2.1** Awaiting results of the consultation on the Neighbourhood Plan area.

**18.2.2** Maldon District Council's Development Plan had been found not to be unsound. Further examination would now take place with a new inspector.

**18.2.3** The CIL Officer from CCC would be attending the Planning meeting on the 13<sup>th</sup> June as requested by the Committee.

RESOLVED: that the information was noted by Members.

### **18.3 Environment Committee**

Members were advised that:

**18.3.1** Project Danbury had planted 3 trees and further planting of the flowerbed had been carried out. Cllr Berlyn formally thanked Cllr Mrs Chapman, Mr Chapman and other volunteers for carrying out this work. Cllr Mrs Hallett requested help watering the area and it was agreed that a hose be purchased to water this new area.

**18.3.2** Letters regarding litter had gone out to Danbury Businesses and some more litter pickers have been purchased.

**18.3.3** The litter bin adjacent to the noticeboard at Elm Green was to be removed as it is too old to source a new liner (the current one is damaged at the bottom). There is another litter bin close by at the bus stop which can be used

**18.3.4** Still awaiting a final date for the traffic lights at Eves Corner to go live.

RESOLVED THAT i) the information was noted by Members

ii) a hose be purchased and Members able to assist with watering contact Cllr Mrs Hallett

### **18.4 Facilities Committee**

The Vice Chairman advised that:

**18.4.1** Installation of CCTV carried out and further cameras ordered. Members had been supplied with a CCTV Protocol for ratification. Subject to amendments agreed Cllr Berlyn proposed that the CCTV Protocol be ratified; Cllr Carlin seconded; all Members were in agreement.

**18.4.2** Additional security at Robins Nest had been ordered.

**18.4.3** Drain in changing room at DCA had been repaired.

**18.4.4** Problem with showers was being resolved.

**18.4.5** Lighting bollards - LED lights had been ordered.

**18.4.6** Issue with repair to roof due to solar panels. Clerk updated Members, advising that for safety reasons an electrician was required on site during these works. Cllr Berlyn proposed approval of electrician fee of £250 ex VAT; Cllr Gardiner seconded; all Members were in agreement.

**18.4.7** Village Fayre Sunday 10<sup>th</sup> July 2016

**18.4.8** Two sessions Play in the Park had been booked for Wednesday 3<sup>rd</sup> August and Wednesday 17<sup>th</sup> August with the Mobile Zoo.

**18.4.9** Old Pavilion works had been completed including a Fire Risk Assessment. Members had been supplied with quotes from carpet companies. Cllr Carlin proposed that Home Choose be appointed to supply and fit carpets in The Old Pavilion at a cost of £1,185.00 ex VAT; Cllr Sutton seconded the proposal; all Members were in agreement.

**18.4.10 Land at the Chantry** (in front of the church) owned by the Parish Council:

**18.4.10.1** Members had been advised that two concrete slabs had been installed without Parish Council permission. Clerk was requested to write to the Church to ascertain further information

**18.4.10.2** Members had been supplied with copy email from resident regarding purchasing all or part of the land at The Chantry. At this point Cllr Gardiner declared a general non pecuniary interest. Following lengthy discussion Cllr Carlin proposed that the Parish Council retain ownership on behalf of the village; Cllr Kennewell seconded the proposal; all Members were in agreement.

**18.4.11** Members had been supplied with a copy of the report from the Essex Football Association; at the meeting Members were supplied with quotes for Verti-draining etc. as recommended in the report. Cllr Gardiner proposed that Rigby Taylor be appointed to carry out these works at a cost of £10,440.72 ex VAT, prior to fertilising works; Cllr Carlin seconded the proposal; all Members were in agreement.

RESOLVED THAT:

- i) the information was noted by Members
- ii) Subject to amendments agreed the CCTV Protocol be ratified
- iii) electrician fee of £250 ex VAT authorised in connection with removal of fan/solar panel works
- iv) Home Choose be appointed to supply and fit carpets in The Old Pavilion at a cost of £1,185.00 ex VAT
- v) Clerk writes to the Church regarding the concrete pillars installed on land at The Chantry
- vi) The Parish Council retain ownership of land at The Chantry on behalf of the village
- vii) Rigby Taylor be appointed to carry out these works at a cost of £10,440.72 ex VAT, prior to fertilising works.

## **19 Communications Working Group**

This had not met due to shortage of councillors.

RESOLVED: that the information was noted by Members

**20 Danbury Medical Centre**

Nothing to report

**21 Children's Centre Briefing Paper**

Members had been supplied with a copy.

RESOLVED: that the information was noted by Members.

**22 Parish Update from Cllr John Spence**

Not available

**23 NALC Star Councils 2016 Awards**

Six entry categories:

Young councillor

Clerk

Councillor

CALC Outstanding Project

Local Council Outstanding Project

Council of the Year

RESOLVED: that Danbury Parish Council would not be submitting any entries

**24 Danbury Times**

Members were advised that an article regarding the printing error on graphs in the Spring 2016 issue would be included in the Summer 2016 edition and that the printing company would be compensating the Parish Council.

RESOLVED: that the information was noted by Members.

**25 Councillors' Surgeries**

7<sup>th</sup> May Farmers Market cancelled for a wedding.

4<sup>th</sup> June Cllrs Mrs April Chapman and Brian Kennewell

2<sup>nd</sup> July Cllrs Paul Sutton and Mrs Barbara Hallett

6<sup>th</sup> August Cllrs Keeler and Telling

3<sup>rd</sup> September Cllr Berlyn

**26 Recording of Parish Council Meetings**

At the meeting the Clerk advised further information regarding other councils and recordings of meetings. Based on this and previous information supplied, Cllr Telling proposed that Parish Council meetings were not recorded; this was seconded by Cllr Keeler; all Members were in agreement.

RESOLVED: that Parish Council meetings were not recorded

**27 Queens 90<sup>th</sup> Birthday**

Members were advised that there had been several enquiries from residents regarding lighting of the Beacon for the Queen's Birthday and that It had been explained to these residents that the Parish Council did not have enough councillors at the moment to undertaken this type of activity and that the Parish Council were looking for more councillors.

RESOLVED: that the information was noted by Members

**28 Correspondence** (copies supplied to Members)

**28.1** A letter of thanks had been received from Di Angel for the cheque received in memory of her husband Mike Angel

**28.2** Letter from Danbury Players requesting any help the PC could give them regarding storage of their equipment/staging. It was agreed that the Parish Council was unable to offer any assistance

**28.3** Response from Cllr Madden regarding Lunch Clubs

**28.4** 12<sup>th</sup> June 2016 Mayoral Civic Event – Cllrs Gary and Amanda Gardiner to attend

RESOLVED THAT: i) the information was noted by Members

ii) The Danbury Players be advised that the Parish Council was unable to offer any assistance

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

Cllr Gardiner advised that Cllr Mrs Gardiner had passed the 1<sup>st</sup> Responder Course and that he would now be undertaking the course.

**30 Dates of Meetings: June - December 2016**

Monday 13<sup>th</sup> June (ratification of accounts),

Wednesdays: 27<sup>th</sup> July, 28<sup>th</sup> September and 30<sup>th</sup> November.

There being no further business the meeting was closed at 9.06 pm

Signed: .....

Cllr S Berlyn, Chairman

Date: .....