



**Minutes of the Meeting held on 25<sup>th</sup> September, 2013 at 7.45pm at The Old School House, Main Road, Danbury**

Present: Cllrs    S Berlyn (Chairman)                    P Howe  
                      M Wood (Vice Chairman)                Mrs C Jacobs  
                      A Allen    A Keeler  
                      Mrs A Chapman                                    J Thomson  
                      D Harvey     M Telling

In attendance:   Mrs M Saunders, Clerk  
                          Mrs M Dyer, Assistant Clerk

**68    Apologies for absence**

Apologies were received and accepted from Cllrs Kennewell and Scott.

**69    Declarations of Interest**

All Members were reminded that they must disclose any pecuniary or non-pecuniary interests they knew they might have in items of business on the meeting's agenda and that they must do so at this point, or as soon as they become aware of the interest. 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. They were also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting if they had not previously notified the Monitoring Officer about it. Unforeseen interests must be declared similarly at the appropriate time. Members had dispensation to discuss and vote in respect of matters relating to the DCA and Precept.

None were declared at this point

**70    Public Question Time (Limited to 15 Minutes)**

There were no members of the Public present.

**71    Approval of Minutes**

To receive and consider the Parish Council Minutes of 31<sup>st</sup> July, 2013.

RESOLVED: that the minutes of the meeting held on 31<sup>st</sup> July 2013 be approved and signed as a correct record.

**72    Vacancy for Parish Councillor**

Members had been advised that Cllr W Scaife had resigned from Parish Council as he was moving out of the area, that Cllr Mrs Court had also resigned from Parish Council as she was no longer able to attend evening meetings, and that there have been no further applications to become a Parish Councillor. It was noted that there are now three vacant seats on the Council

RESOLVED that: i) the information was noted by Members  
                          ii) The Clerk write to thank Cllr Scaife and Cllr Mrs Court for all their hard work whilst Members of the Parish Council

### **73 Reports from Village Organisations**

Members had been advised that:

- The Twinning Association for Danbury had been dissolved.
- Neighbourhood Watch Bulletins were being placed on the web site.
- The Yellow Leaflet was currently being updated.

Regarding the yellow leaflet Members were requested to let the Parish Office know if they were aware of any clubs which needed to be added to the leaflet or any changes that needed to be made.

RESOLVED that: i) the information was noted by Members  
ii) Members to check and advise any changes or additions to the yellow leaflet

### **74 Communications Working Group**

Members had been supplied with the report, with recommendations, from the meeting held on 5<sup>th</sup> September, 2013 and requested to note the recommendations from the report. At the meeting Cllr Wood went through the various topics and recommendations:

#### **74.1 Postcard**

Members considered the proposed way forward in regards to number of designs, judges, selling outlets and outline costs.

RESOLVED: that the proposed way forward for this project was approved by Members.

#### **74.2 Danbury Times**

The update re delivery and next issue was considered.

RESOLVED: that the information was noted by Members.

#### **74.3 Annual Parish Meeting Monday 7<sup>th</sup> April 2013**

Members considered the recommendations and agreed the way forward

RESOLVED that: i) the date was approved by Members  
ii) the APM should continue to be held in the Sports Hall and that a PA system would be required  
iii) regarding speakers that the Clerk should investigate the availability of the High Sheriff, a representative of PIG (Patient Involvement Group – Danbury medical Centre) and the Sports Centre Choir Group

#### **74.4 Youth Council/Way Forward with Schools**

Members considered the report and agreed the next steps

RESOLVED that: i) what was meant by 'Youth Council' as proposed by the Teacher at St Johns – format etc. be clarified  
ii) all three village schools be contacted to discuss the continuation of a Local Democracy Programme/ school visits for this academic year

#### **74.5 Website Protocol**

Members considered the proposals for the website protocol as detailed in the report. Cllr Wood proposed that this proposal be adopted as Parish Council policy for the website. Cllr Mrs Chapman seconded the proposal. One Member abstained, all other Members agreed.

RESOLVED: that the below be adopted as Parish Council policy for the website:

- The website is to promote events and businesses within the village of Danbury
- Organisers of an event must approach Danbury Parish Council
- Organisers to refer to Website Disclaimer
- Should any club wish to advertise on the website to contact the Clerk
- Entries will continue to be supervised by the Parish Clerk as per the current procedure

## **75 Reports from Committees**

### **75.1 Resources Committee – Chairman’s Report**

Members had been advised that:

- Training - Short Course arranged for Thursday 17<sup>th</sup> October 10 a.m. – 12 noon. Members to confirm attendance as costs alter according to number of attendees.
- Cllr Mrs Chapman had completed her new Chairmanship training.
- Work on Budgets had commenced
- Receipt of Annual Return was awaited
- Grievance Procedure was being worked on
- Web Site had now passed back to Lodge for hosting.

RESOLVED: that the information was noted by Members.

### **75.2 Planning Committee – Chairman’s Report**

Members had been advised that:

- The recent applications for a stand-alone Medical Centre and Solar Farm were still to be determined.
- The Danbury Palace application was likely to go to CCC Planning Committee on 18<sup>th</sup> October 2013.
- The application to build a 2 bedroom property on land south east of Telecommunications Mast, Main Road was refused.
- There is a tree planting grant available from CCC if a suitable location can be found.
- In regards to the Maldon District Council Draft Development Plan Consultation that these comments were sent: *“The additional development will impact on Danbury by increasing the amount of traffic on the A414. Infrastructure needs to be put in place to accommodate this and route traffic away from the village. The A414 is already overloaded with traffic and an increase in usage would be detrimental to the village.”*

RESOLVED: that the information was noted by Members.

### **75.3 Environment Committee**

#### **75.3.1 Bus Cleaning Contract**

Members considered the quotes that had been received by the closing date of 20<sup>th</sup> September 2013. Cllr Thomson proposed that Ecoclean Essex be awarded the contract to December 2016 to clean the bus shelters for a fee of £522 ex VAT October to December 2013 and £2,088 ex VAT for each of the four years to December 2016. Cllr Allen seconded the proposal, all Members were in agreement.

RESOLVED: that Ecoclean Essex be awarded the contract to December 2016 to clean the bus shelters for a fee of £522 ex VAT October to December 2013 and £2,088 ex VAT for each of the four years to December 2016.

### **75.3.2 Other Environmental Matters – Chairman’s Report**

Members had been advised that:

- ECC and the SEPP would not fund various double yellow lines that had been requested around the village.
- Highways matters continued to be reported to ECC
- The Local Highways Panel would not be considering new requests at present as they were working through requests made prior to the establishment of the panel. The Parish Council has an on-going list of potential schemes for submission at a later date.
- The Royal Oak Quarry Liaison Meeting had been set for 15<sup>th</sup> October at 4pm at the Bell Pub. Cllrs Berlyn and Keeler would be attending.
- A consultation had taken place on changes to the Park and Ride fares.
- Danbury Park Lakes meeting had been set for 1 p.m. on Tuesday 29<sup>th</sup> October, 2013.

RESOLVED: that the information was noted by Members.

### **75.4 Facilities Committee – New Chairman’s Report**

Members had been advised that:

- The Play Area was to be refurbished. Applications were being submitted for grants.
- Discussion had taken place regarding the ramp and steps. Further information and discussion were still to be held on this project. Specification for the Steps had been requested.
- Planning Permission was required for alterations to the Old Pavilion.
- A new contract for the maintenance of the bowling green had been determined and an updated lease would follow.
- The Winter Salt Scheme would continue this year and that a volunteer was required. At this point Cllr Harvey offered to take on this role
- Play in the Park was well attended.
- Eves Corner Pond Work was scheduled for Tuesday 8<sup>th</sup> October, 2013, and that Volunteers were required. At this point Cllr Mrs Jacobs and Cllr Keeler advised they would assist.

RESOLVED that the information was noted by Members.

### **76 The Tennis Club**

Members had been advised that the Solicitor is to make contact with the Tennis Club so that the Tennis Club relinquishes the current leases and incorporates all elements of these into one lease to run until 2038.

RESOLVED that the information was noted by Members.

### **77 Postcard Competition/Danbury Times**

This had been covered earlier under Communications Working Group – minutes Nos.74.1 and 74.2 apply.

### **78 Bus Passenger Transport**

Members had been advised due to the resignation of Cllr Scaife that a representative was required for this, that it had been suggested that the representative appointed should attend the Maldon meetings and that the next scheduled meeting at Maldon was on Thursday 3<sup>rd</sup> October 2013. Members had been supplied with a copy of the Review of County Council’s Local Bus Strategy which was being carried out for 12 weeks from the 16<sup>th</sup> September, 2013, closing on Monday 9<sup>th</sup> December 2013.

RESOLVED that: i) Cllr Thomson would take on the role of Transport Representative for Danbury Parish Council  
ii) Members consider the Review of ECC Local Bus Strategy for discussion at the next PC meeting and to agree a PC response if appropriate

### **79 Emergency Planning Officer(s)**

Members had been advised that due to the resignations of Cllrs Pemberton and Cllr Scaife, DPC now has no one within the Council to hold the yellow box, or trained as the Emergency Planning Officer, therefore a representative or two were required. No volunteers were forthcoming.

RESOLVED: that the information was noted by Members.

### **80 Councillors' Surgeries**

Members had been advised that the following Cllrs were on the rota:

October Surgery: Cllr Berlyn

November Surgery: Cllr Keeler and Cllr Kennewell

December Surgery: (No Councillors booked in for this date)

RESOLVED: that the information was noted by Members.

### **81 Parish Update from Cllr John Spence**

Members had been supplied with a copy of this report dated 14<sup>th</sup> September 2013

RESOLVED: that the information was noted by Members.

### **82 Timetable of Meetings for the Year 2014**

Members had been supplied with the proposed timetable.

RESOLVED: that the proposed timetable be agreed.

### **83 Big Garden Festival**

In relation to the noise from this event, Members had been supplied with an e-mail report from Cllr Allen, details from Danbury Outdoors, details from Mr Lewis Mould, Environmental Health Officer at CCC, and copy of the letter sent to residents who had complained after the event to ascertain if they wished to have a review of the licence. At the meeting considerable time was devoted to this event. Cllr Allen went through his report in some detail supplying further information and comments; then all Members, plus the Clerk, in turn were invited to make comments. After this Cllr Berlyn summarised the foregoing and asked Members to consider whether a review of the Licence issued for this event should be requested. Members were advised that changes to the location/position of the stages at the V Festival at Hylands Park had made a difference to the 'travel of sound' in relation to homes in the vicinity. Members considered whether the direction of the sound stages would have made a difference at this event, but it was felt that it was unlikely to have made any difference in Danbury due to the proximity of homes to Danbury Outdoors Centre.

Cllr Allen declared that because of his on-going communication with CCC re this event, he would not participate in any proposals/decisions. Cllr Telling then proposed that DPC should apply to CCC for a review of the licence conditions in relation to the Big Garden Festival. Cllr Wood seconded the proposal. Cllr Allen abstained from the vote, all other Members agreed with the proposal

RESOLVED: that Danbury Parish Council apply to CCC for a review of the licence conditions relating to the Big Garden Festival.

**84 Superfast Essex (Broadband) - Briefing Note for Parishes on Contract Award 15<sup>th</sup> August, 2013**

Members had been supplied with a copy of above.

RESOLVED: that the information was noted by Members.

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

There were no matters reported

**86 Dates of Meetings in 2013**

Tuesday 26<sup>th</sup> November (Please note that this Meeting is on a Tuesday)

**87 Exclusion of Press and Public**

RESOLVED: that in accordance with S1 of the Public Bodies (Admission to Meetings) Act 1960, 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 be instructed to withdraw.

There were no Members of the Public present

**88 Old Pavilion**

Members had been supplied with a report relating to this building. The contents of the report were considered and discussed, but no way forward was agreed.

RESOLVED: that the information was noted by Members.

Business having been concluded, the Chairman closed the meeting at 9.55pm.

Signed: ..... Cllr S Berlyn, Chairman

Date: .....