

Minutes of the Parish Council Meeting held 29 September 2021 at 7.30 pm
at The Parish Office, Main Road, Danbury

Present: Cllrs J Armstrong, S Berlyn (Chair), A Chapman (Vice Chair), G Chapman, M Hessing, A Keeler, N Orange, P Sutton and J Thombs

In attendance: Ms M Harper, Clerk
Mrs L Mitchelmore, Assistant Clerk

1 member of the public

21/22.57 Apologies for absence

Apologies were received and accepted from Cllr B Hallett

21/22.58 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 interests

21/22.59 Public Question Time

Members of the public are invited to address the Council, give their views and question the Council on issues on this agenda, or raise issues for future consideration (at the discretion of the Chairman). Members of the public may not take part in the Council meeting itself. At the close of this item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 5 minutes. Members of the public should address their representation through the Chairman of the meeting.

There were no comments from the public

21/22.60 Delegated Powers to the Clerk

Following discussion, it was agreed to remove the delegated powers from the Clerk and resume face to face meetings. Cllr Berlyn formally thanked the Clerk and the Parish Office team for the support provided during the period of no meetings and for the work achieved since the Covid pandemic

RESOLVED: to remove the delegated powers from the Clerk and resume face to face meetings for all Parish Council and Committee meetings, proposed by Cllr Berlyn and seconded by Cllr Hessing, all agreed

21/22.61 To approve Minutes of the Parish Council meetings held 8 September 2021

RESOLVED: that the minutes of the Parish Council meeting held on 8 September 2021 be approved and signed as a correct record, proposed by Cllr A Chapman and seconded by Cllr A Keeler, all agreed

21/22.62 Co-option consideration

The prospective councillor and Parish Council discussed the co-option. The candidate for co-option was thanked for their interest and advised that the Clerk would contact them following the meeting

21/22.63 Reports from Committees

21/22.63.1 Community Engagement Committee

21/22.63.1.1 The minutes of the last discussion group were noted

21/22.63.1.2 Due to the present uncertainty the Committee advised there would be carols around the Christmas Tree and drinks/refreshments made available afterwards and that the larger Christmas Fayre would be postponed until next year.

21/22.63.1.3 The Committee outlined the proposed plans for the Queen's Jubilee celebrations in June 2022:

Thursday 2 June – lighting of the Beacon – it was agreed that the Parish Council would use the existing beacon if possible and that up to £4,000 will be allocated to refurbishment in the 2022/23 budget. It was also agreed that refreshments would be available at Sports & Social Centre

Friday 3 June – it was agreed that the Community Engagement Committee would invite local organisations, businesses and individuals to form a Working Party with the Committee to produce a formal plan and proposal for a Community Jubilee Fayre. It was agreed that the activities and event should be free for residents as far as possible.

Saturday 4 June – it was agreed that the Committee would look at providing a Jubilee Trail around the village and recreation ground.

Sunday 5 June – it was agreed that the Parish Council would host the Big Lunch, providing tables, chairs and soft drinks whilst participants would provide their own food.

RESOLVED: to refurbish the existing beacon up to cost of £4,000.00, proposed by Cllr G Chapman and seconded by Cllr Sutton, all agreed

Cllrs Hessing and G Chapman agreed to attend the Farmers Market on Saturday 2 October

21/22.63.2 Environment Committee

21/22.63.2.1 The minutes of the last discussion group were noted

21/22.63.2.2 There were no updates from the Committee

21/22.63.2.3 It was agreed that Cllr Hallett be elected as Council representative on the Sustainable Danbury Group

RESOLVED: that Cllr Hallett be elected as Council representative on the Sustainable Danbury Group, proposed by Cllr A Chapman and seconded by Cllr Thombs, all agreed

21/22.63.3 Facilities Committee

21/22.63.3.1 The minutes of the last discussion group were noted

21/22.63.3.2 There were no updates from the Committee

21/22.63.4 Health & Wellbeing Committee

21/22.63.4.1 The minutes of the last discussion group were noted

21/22.63.4.2 Updates from Committee were noted as follows:

- The first parish-based Citizens Advice Bureau has started in Danbury with a dedicated telephone number and website for residents. Cllr Hessing thanked the Clerk for the work that has gone into starting this initiative for the village
- Carers Group will hopefully become face to face with effect from the next meeting on 5 October
- Dementia Friendly Community initiative to be investigated during next year due to workload constraints at the present time
- Arthritis information evening to be arranged either by Zoom or in person for November

21/22.63.4.3 It was agreed that the Parish Council would support the establishment of a Men's Shed to support Men's mental and emotional wellbeing in conjunction with Essex Men's Sheds, by utilising the Grounds Store as a base. The Parish Council would meet the costs of maintaining the Grounds Store and would retain the use of the exterior compound and a designated space inside for the storage of small items such as the cut off figures, paint and hand tools

RESOLVED: that the Parish Council would support the establishment of a Men's Shed utilising the Grounds Store as a base and would meet the costs of maintenance, proposed by Cllr Sutton and seconded by Cllr Keeler, all agreed

21/22.63.5 Leisure & Activities Committee

21/22.63.5.1 The minutes of the last discussion group were noted

21/22.63.5.2 There were no updates from the Committee

- 21/22.63.5.3 The update on the Danbury Community Association Trust Ltd and the Sports & Social Centre was moved to a Private and Confidential section at the end of the agenda due to the nature of the discussion
- 21/22.63.5.4 Following discussion of the results of the play equipment consultation It was agreed that the Parish Council would commission the preferred design by Kompan and that 20/21 CIL monies would be allocated towards a contingency fee. The Clerk will circulate the results by social media. The Clerk will liaise with Kompan and the contractors for the ground works and safety surfacing. It is anticipated that the works would take place early 2022 depending on the weather and ground conditions.

RESOLVED: that the Parish Council commission the installation of the preferred play equipment and that the 20/21 CIL monies would be designated as contingency, proposed by Cllr Thombs and seconded by Cllr Armstrong, all agreed

21/22.63.6 Planning Committee

- 21/22.63.6.1 The minutes of the last discussion group were noted
- 21/22.63.6.2 Cllr Hessing noted that a representative from Chelmsford City Council Planning Department attended a recent meeting. The Assistant Clerk provided a brief update on the Neighbourhood Plan – a consultant had been employed to assist in finishing the draft plan, the sites working group are making progress on the draft allocations

21/22.63.7 Resources Committee

- 21/22.63.7.1 The minutes of the last discussion group were noted
- 21/22.63.7.2 There were no updates from the Committee
- 21/22.63.7.3 Following discussion it was agreed that the Parish Council approve the remaining Land Slippage Earmarked Reserve of £32.86 and ECC Drainage Earmarked Reserve of £1,768.73 be merged to create a Landscaping Earmarked Reserve; £6,500.00 be taken from CIL 19/20 Earmarked Reserve (currently £10,948.00) and added to the Landscaping Earmarked Reserve; that responsibility for the future landscaping of the area be passed to the Environment Committee who will manage the Landscaping Earmarked Reserve and propose a budget for 2022/2023 for further development works; and that the Land Slippage Committee be disbanded once the final invoice (less retention) has been agreed with the contractors

RESOLVED: that the Parish Council approve the remaining Land Slippage Earmarked Reserve of £32.86 and ECC Drainage Earmarked Reserve of £1,768.73 be merged to create a Landscaping Earmarked Reserve; £6,500.00 be taken from CIL 19/20 Earmarked Reserve (currently £10,948.00) and added to the Landscaping Earmarked Reserve; that responsibility for the future landscaping of the area be passed to the Environment Committee who will manage the Landscaping Earmarked Reserve and propose a budget for 2022/2023 for further development works; and that the Land Slippage Committee be disbanded once the final invoice (less retention) has been agreed with the contractors, proposed by Cllr Sutton and seconded by Cllr Keeler, all agreed

21/22.64 Strategic Planning

It was agreed that the Clerk would arrange an Extra Ordinary Meeting for councillors to review the draft plan and committee objectives.

21/22.65 Community Benefit Proposal

After lengthy debate it was proposed that if the solar farm development received planning permission from Chelmsford City Council the Parish Council would prefer the lump sum offer as opposed to an annual payment, proposed by Cllr Hessing and seconded by Cllr Thombs. Cllr Orange offered an amendment to the proposal that the monies received be placed into an earmarked fund for Community and Sustainability projects.

RESOLVED: that if the solar farm received planning permission from Chelmsford City Council, the Parish Council would prefer the lump sum offer and the monies would be placed in an earmarked fund for Community and Sustainability Projects, proposed by Cllr Orange and seconded by Cllr A Chapman, agreed

21.22.66 Code of Conduct

It was agreed that the Code of Conduct would be deferred to the next Parish Council meeting

21.22.67 Community Governance Review

Following discussion, it was agreed that the Clerk would respond to the Community Governance Review expressing the view that the Parish Council would prefer to remain at 15 Councillor seats as they currently had 10 Councillors and 1 prospective and it was felt that a reduction to 12 would be too restraining in the future and prevent diversity.

21/22.68 Reports from Village Organisations

Cllr Hensing provided an update on the Danbury Community Volunteers Group regarding assisting with the logistics of the vaccine clinics. Cllr Thombs advised of attendance at meetings with Low Carbon and Sustainable Danbury

21/22.69 Community Engagement

The Parish Council requested that the play equipment project, jubilee celebrations, Mens Shed and resolution of the land slip be advertised to the village

21/22.70 Matters for Report (for information only)

There were no matters for report

21/22.71 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

21/22.72 Consideration of candidates for co-option

RESOLVED: that Mrs N Day would be invited to join the Parish Council, proposed by Cllr Sutton and seconded by Cllr Thombs, all agreed

21/22.73 Danbury Community Association Trust Ltd (DCA) Lease update

An update on the lease was provided to Parish Council by the Leisure and Activities Committee

21.22.74 Griffin Meadow Lease

It was agreed that the Parish Council would continue the annually rolling lease with the Chelmsford Diocese for Griffin Meadow at the increased rent of £780.00. The Clerk will contact the managing agent regarding the request for the retrospective rent increase

21/22.75 Dates of next meeting

Danbury Parish Office on Wednesday 24 November 2021 at 7.30pm

There being no further business the Chairman closed the meeting at 9.50pm.

Chairman

Date