

## **Minutes of the Parish Council Meeting held 5 May 2021 at 7.30 pm via Zoom**

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

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

### **21/22.1 Election of Chairman**

Cllr Keeler nominated Cllr Berlyn to serve as Chairman of the Council for the current municipal year, seconded by Cllr A Chapman. There were no further nominations and Cllr Berlyn was elected unopposed.

RESOLVED: that Cllr Berlyn be elected to serve as Chairman of the Council for the municipal year 2021-22.

### **21/22.2 To receive the Chairman's declaration of acceptance of office**

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

### **21/22.3 Election of Vice Chairman**

Cllr Sutton nominated Cllr A Chapman to serve as Vice-Chairman of the Council for the current municipal year, seconded by Cllr Hallett. Cllr Orange nominated Cllr Hessing to serve as Vice-Chairman for the current municipal year, this motion was not seconded. There were no further nominations and Cllr A Chapman was elected unanimously.

RESOLVED: that Cllr A Chapman be elected to serve as Vice-Chairman of the Council for the municipal year 2021-22.

### **21/22.4 Apologies for absence**

There were no apologies for absence

Please note that during this item Cllr Armstrong left the meeting due to internet issues

### **21/22.5 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

### **21/22.6 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 members of the public present

### **21/22.7 To approve Minutes of the Parish Council meetings held 23 April 2021**

RESOLVED: that the minutes of the Parish Council meetings held on 23 April be approved and signed as a correct record

Please note that Cllr Armstrong re-joined the meeting

### **21/22.8 Appointment of Committees and Working Groups**

Cllr Berlyn advised that Mrs Anstee has resigned from the Council and expressed its thanks for all her hard work and commitment to the village.

After discussion it was agreed that there were no changes to Committee membership other than Cllr Sutton joining the Health & Wellbeing Committee

### **21/22.9 Appointment of Representatives on Outside Bodies**

After discussion it was agreed that there were no changes to representatives on outside bodies. It was further agreed that a representative from Facilities Committee should attend the Danbury Community Association Board meetings as per the lease.

### **21/22.10 Appointment of Auditors and Solicitors**

The following appointments were noted:

Internal Auditor	Auditing Solutions as agreed by the Resources Committee at its meeting on 24 February 2021, minute ref 20/21.111
External Auditor -	PKF Littlejohn

RESOLVED: that Hill and Abbott are retained as the Parish Council Solicitor, proposed by Cllr Sutton and seconded by Cllr Thombs, all agreed

### **21/22.11 Reports from Committees**

#### *21/22.11.1 Community Engagement Committee*

The minutes of the last meeting were noted. Cllr Hallett advised that there were ongoing discussions with the Danbury Coronavirus Volunteers Group regarding a presentation event and memories book.

#### *21/22.11.2 Environment Committee*

The minutes of the last meeting were noted.

#### *21/22.11.3 Facilities Committee*

##### *21/22.11.3.1*

The minutes of the last meeting were noted

##### *21/22.11.3.2*

It was agreed that the Facilities Management Strategy would be referred to the Facilities Committee

#### *21/22.11.4 Health & Wellbeing Committee*

The minutes of the last meeting were noted. Cllr Hessing thanked Mrs Anstee for her time and efforts as Chair of the Committee and it was noted that Mrs Anstee would continue to facilitate the Carers Group virtual meetings with Cllr A Chapman

#### *21/22.11.5 Planning Committee*

##### *21/22.11.5.1*

The minutes of the last meeting were noted

##### *21/22.11.5.2*

RESOLVED: that the appointment of a Neighbourhood Plan Consultant to review and edit the draft plan and provide post Regulation 14 services at a cost of up to £10,000.00 to be taken from the grant money held by Locality be approved, proposed by Cllr Hessing and seconded by Cllr A Chapman, all agreed

#### *21/22.11.6 Resources Committee*

##### *21/22.11.6.1*

The minutes of the last meeting were noted

21/22.11.6.2

RESOLVED: that an Extra Ordinary Parish Council meeting to approve the Annual Governance and Accountability Return 2020/21 be approved, proposed by Cllr G Chapman and seconded by Cllr Thombs, all agreed

21/22.11.6.3

It was noted that the Pre-Start meeting with the contractors who will be carrying out the land slip remedial work would be held on 11 May 2021, after which the Bowling and Tennis Clubs will be updated

21/22.11.6.4

RESOLVED: that the recommendation for £1,000 to be granted to the Village Hall Association for the refurbishment of the kitchen and hall be approved, proposed by Cllr Thombs and seconded by Cllr Hessing, all agreed

21/22.11.6.5

RESOLVED: that the recommendation for £200 to be granted to the Anchor Public House for the purchase of an external defibrillator for the use of the public be approved, proposed by Cllr Thombs and seconded by Cllr Berlyn, all agreed

### **21/22.12 Agreement of delegated powers or resumption of in person meetings**

Cllr Berlyn outlined the background to current situation, namely that virtual meetings with effect from 7 May 2021 were no longer lawful and as the Parish Office is not of a sufficient size to host a covid safe meeting the Parish Council would need to either meet at a larger venue or approve delegated powers to the Clerk. It was noted that the Clerk had previously been granted delegated powers to act on behalf of the Parish Council at the start of the pandemic in March 2020 before the temporary legislation legalising virtual meetings was passed. Following discussion on health risks and the logistics it was agreed that the Clerk would be granted delegated powers to act on behalf of the Parish Council until 30 September, subject to changes in the covid regulations. This was amended to include that the Committees would hold informal Working Group discussions, advertised to the public, to help inform the Clerk's decisions. All decisions will be reported back to the next full Committee meeting for ratification.

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RESOLVED: that the Clerk be granted delegated powers to act on behalf of the Parish Council until 30 September 2021 subject to changes in the covid regulations and that committees would hold public Working Group discussions to help inform the Clerk's decisions, proposed by Cllr Sutton and seconded by Cllr Thombs, all agreed

### **21/22.13 Strategic Planning**

The Clerk introduced the strategic planning forms and it was agreed that each committee would be requested to complete strategic priorities for their area of responsibility and these would be considered by full Parish Council at the September meeting in preparation for the November budget meeting.

RESOLVED: that committees would prepare strategic priorities for discussion at the September 2021 meeting, proposed by Cllr Hessing and seconded by Cllr G Chapman, all agreed

### **21/22.14 Sports & Social Centre Compliance Audit**

The Clerk updated the Council regarding the compliance audit and advised that there were several issues relating to the facilities management of the building that needed to be addressed. Following lengthy discussion, it was agreed that the Parish Council would employ a consultant to undertake a review of the Sports & Social Centre facilities management and put in place appropriate systems for 1 day a week for 4 weeks at a cost of £150.00 per day.

RESOLVED: that the Parish Council would employ a Facilities Manager as recommended to put in place appropriate system to ensure compliance with statutory obligations, proposed by Cllr G Chapman and seconded by Cllr Orange, agreed by a majority

RESOLVED: that the Parish Council would fund the full cost of £600.00 for the works to be carried out, proposed by Cllr Keeler and seconded by Cllr Hessing, agreed by a majority

Please note that during this item Cllr Hallett left the meeting due to internet issues

**21/22.15 Reports from Village Organisations**

Cllr G Chapman noted that he had attended a meeting with the cricket teams and wicket management team and that there would be games played on both Saturday and Sunday this season.

Cllr A Chapman noted that she had attended the Chelmer Valley Landscape meeting and advised that they would be hosting workshops for invitees in Little Baddow during October to discuss issues such as managing public access, conservation and cultural significance

Please note that Cllr Hallett re-joined the meeting during this item

**21/22.16 Community Engagement**

The installation of the Happy to Chat bench was discussed.

**21/22.17 Matters for Report (for information only)**

Cllr Hessing noted that residents could email the Medical Centre for their 2<sup>nd</sup> vaccination

**21/22.18 Exclusion of Press and Public**

In accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 the Parish Council resolved that in view of the nature of the business to be discussed it was in the opinion of the Council that it is advisable that the Public and Press be excluded and they are instructed to withdraw

**21/22.19 Play Equipment Project**

Cllr Berlyn advised that the consultation undertaken asking the residents if they were in favour of the proposal to take out a Public Works Loan for £100,000 to be repaid over 25years was due to close on 18 May and so far, 75% of those who responded were in favour. Following further discussion, it was agreed that the Parish Council would proceed with the loan application and the project, the Clerk to continue the consultation with residents on the equipment design.

RESOLVED: that the Parish Council would apply for a Public Works Loan of £100,000 to be repaid over 25 ears and the project would proceed to completion up to a cost of £100,000, proposed by Cllr Thombs and seconded by Cllr Sutton, all agreed

**21/22.20 Dates of next meeting**

Parish Council Working Group discussion to be held on Wednesday 28 July 2021 at 7.30pm

There being no further business the Chairman closed the meeting at 9.35pm.

Chairman .....

Date .....