

## **Minutes of the Parish Council Meeting held on 25 November 2020 at 7.30 pm via Zoom**

Present: Cllrs L Anstee, S Berlyn (Chair), A Chapman (Vice Chair), G Chapman, B Hallett, M Hessing  
A Keeler, Cllr J Thombs, P Sutton

In attendance: Ms M Harper, Clerk  
Essex County Councillor J Spence  
2 members of the public

Cllr Berlyn invited Essex County Councillor (ECC) J Spence to address the Parish Council:

ECC Spence advised that he expected the county to be in Tier 2 once lockdown was lifted and that he was continuing to push for a safety review of the A414; the A12 Junction 19 was under review and there are ongoing issues with Network Rail and proposed Beaulieu Station. ECC Spence congratulated the Danbury Coronavirus Volunteers Group on their work and advised that funding for reaching out the lonely and vulnerable over the festive period may be available. The application for the proposed solar farm at St Clere's was discussed and Cllr Berlyn advised that the Planning Committee would respond formally once the planning application had been received. ECC Spence wished the council and residents the best Christmas possible and looked forward to being able to meet in the new year.

### **20/21.44 Apologies for absence**

None

### **20/21.45 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 were 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.

### **20/21.46 Public Question Time**

There were no questions.

Cllr Berlyn requested that the Council hold a minute's silence in memory of Norman Bartlett who sadly passed away recently. Mr Bartlett will be remembered as a valued member of the Danbury Society and a stalwart of Danbury

### **20/21.47 To approve Minutes of the Parish Council meetings held 30 September 2020**

RESOLVED: that the minutes of the Parish Council meetings held on 30 September 2020 be approved and signed as a correct record

### **20/21.48 Reports from Committees**

#### *20/21.48.1 Planning Committee*

Cllr Berlyn thanked Cllr Thombs for his hard work and commitment to the Planning Committee as both a member and Chair and noted that due to other commitments Cllr Thombs had stood down as Chair. Cllr Hessing had been elected Chair at the last meeting of the Planning Committee.

The minutes of the last meeting were noted. Cllr Hessing advised that ECC Planning Enforcement had been notified regarding the siting of the cabins at the Tea on The Green as they were not according to the submitted plan

#### *20/21.48.2 Environment Committee*

The minutes of the last meeting were noted

#### *20/21.48.3 Facilities Committee*

The minutes of the last meeting were noted. Cllr G Chapman advised the electrical works on the Bowling Club had been discussed and details would be sent out to members of the Facilities Committee

#### *20/21.48.4 Community Engagement Committee*

The minutes of the last meeting were noted. Cllr Hallett advised that the Christmas Tree would be installed on Tuesday 1 December and the lights on the following day. It was also noted that an item on recycling had been passed to the Environment Committee to consider.

#### *20/21.48.5 Health & Wellbeing Committee*

##### *20/21.48.5.1 Minutes*

The minutes of the last meeting were noted. Cllr Anstee advised that the Carers Group was being advertised and that Alzheimer's Society may be attending the next meeting and had offered assistance in facilitating the meetings

#### *20/21.48.6 Resources Committee*

##### *20/21.48.6.1 Minutes*

The minutes of the last meeting were noted

##### *20/21.48.6.2 Grants Sub Committee*

The Grant Sub Committee have received an application for a grant that they are recommending for approval:

1. Danbury Scouts are requesting £763.00 for the purchase of lightweight folding chairs and benches to create more room and improve accessibility

RESOLVED: that the Parish Council approve the grant to Danbury Scouts for £763.00, proposed by Cllr Sutton, and seconded by Cllr Hessing, all agreed

##### *20/21.48.6.3 Land Slippage Sub Committee*

After discussion it was agreed to grant authority to Sub Committee to approve the design and tender documentation and to instruct the Clerk and Barker Associates to manage the tender process.

The tender return and analysis are expected to be completed by late January 2021. It is anticipated that the Parish Council will be able to confirm the successful tender at the council meeting to be held on Wednesday 27 January 2021, enabling the commencement of the works to take place around the end of February 2021

RESOLVED: that the Parish Council approve the authority for the Land Slippage Sub Committee to approve the design and tender documentation and initiate the tender process, proposed by Cllr Sutton, and seconded by Cllr A Chapman, all agreed

##### *20/21.48.6.4 Capital cost request*

To note that Officers and Members have held several meetings with the DCA in order to provide support through the COVID-19 situation. The Parish Council have agreed to waive rent payments to 31/3/2021 and passed over the bookings for football and cricket in order to increase income streams available

To consider a request from Danbury Community Association for funding of £5,320.00 for capital expenditure incurred during the year April 2020 to March 2021 for recommendation to Parish Council.

RESOLVED: that the Parish Council agree the request for £5,320.00 from the Danbury Community Association in respect of capital expenditure incurred during the year April 2020 to March 2021, proposed by Cllr Sutton, and seconded by Cllr Keeler, all agreed

#### 20/21.48.6.5 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

RESOLVED: that the Parish Council would exclude the press and public to consider matters of a contractual nature, proposed by Cllr Berlyn, and seconded by Cllr Sutton, all agreed

#### 20/21.48.6.6 Danbury Community Association Trust

RESOLVED: that the Parish Council fund the projected shortfall for January to March 2021 as indicated on the Danbury Community Association (DCA) forecast, in addition to the capital funding, proposed by Cllr Keeler and seconded by Cllr Sutton; this was amended by Cllr A Chapman to include that the funding must be directly approved by the Parish Council each month and if the funding agreement is approved then conditions would be set for the DCA to comply with, proposed by Cllr A Chapman and seconded by Cllr Keeler, agreed by a majority

Following further debate, it was proposed by Cllr Sutton that the funding plan requested by the DCA for the projected shortfall from April 2021 to March 2022 as indicated on the forecast supplied by the DCA be approved, subject to terms and conditions to be agreed, however there was no seconder and therefore the motion fell.

#### 20/21.48.6.7 Resume meeting held in public

It was agreed to readmit the public and press to the meeting

### **20/21.49 Precept 2021/2022**

After lengthy discussion it was agreed to establish an earmarked fund to facilitate the future of a Sports & Social Centre and that the Precept for 2021/22 would be £265,623.00. This represents a 25% increase on last year and the effect on Band D property would be an increase of £21.13 per annum. The breakdown of the precept proposal (budgets as below minus anticipated income):

Community Engagement Committee -	£ 5,950.00
Environment Committee -	£ 13,599.00
Facilities Committee -	£ 79,156.00 (a further £17,635 has been allocated for works on the Bowling Green from General Reserves)
Health and Wellbeing Committee -	£2,350.00
Resources Committee -	£138,211.00
Planning Committee -	£2,745.00
Earmarked Reserve (to facilitate the future of a Sports & Social Centre)	£33,000.00 (a further £42,000 has been allocated from General Reserves)

RESOLVED: that the Parish Council submit a precept request of £265,623.00 to the Chelmsford City Council in respect of the financial year April 2021 to March 2022, proposed by Cllr Sutton, and seconded by Cllr Thombs, agreed by a majority

RESOLVED: that the Parish Council would establish an Earmarked Fund to facilitate the future of a Sports & Social Centre, proposed by Cllr Sutton and seconded by Cllr Hessing, all agreed

### **20/21.50 Recreation Ground Project Working Groups**

#### 20/21.50.1 Woodland Project

The groundwork for the Woodland Project has been completed and the Community Planting Day has been arranged for Monday 14 December 2020. The booking of volunteers is being dealt with by Chelmsford City Council and they will be providing all the necessary equipment and risk assessments.

The Danbury Society have offered to sponsor £750.00 towards the purchase of the semi mature trees and plans are in hand for councillors and members of the Danbury Society to attend the planting.

**20/21.50.2 Dawson Memorial Field Equipment Project**

It was agreed that the Working Party would proceed to consultation with the village for the Year 1 Project – New Play Equipment, in conjunction with the Community Engagement Committee

It is anticipated that the consultation will take place between December and March with costed proposals being presented to Parish Council at its meeting during May 2021.

**19/20.51 Timetable of meetings 2021**

The timetable of meetings for 2021 were agreed

**19/20.52 Code of Conduct Consultation**

It was agreed that Members would email any responses to the Clerk by the close of business on Monday 30 November, who would complete the consultation in conjunction with Parish Council Chairman Cllr Berlyn

**19/20.53 External Auditors Report**

The External Auditors report was received and Cllr Berlyn thanked the Clerk & RFO for the excellent work

**20/21.54 Reports from Village Organisations**

Members to report if they have attended any meetings on behalf of the Parish Council or any information regarding Village Organisations.

Cllr A Chapman had attended the Chelmer Valley Landscape Group meeting and advised that workshops were planned for Autumn 2021 regarding public access

Cllrs Hessing and G Chapman attended the Remembrance Day at the Danbury War Memorial where Cllr G Chapman laid the Poppy Wreath on behalf of the Parish Council. It was noted that around 50 people were present for the socially distanced ceremony.

Cllr Anstee attended the Empower Meeting with representatives from Energy South and ECC who talked about the Danbury Energy Project and setting up a Community Energy Group in Danbury – there is a Masterclass to be held on 3 December.

**20/21.54.1 Community Winter Initiative**

Cllr Hessing gave an update on initiatives taking place in the village over the winter including the coat/welly exchange, the Book Clubs, Christmas Toy and Food Hampers, Christmas ‘Meals on Wheels’, the Danbury Around the World in 80 Days Walking Challenge, the Get Danbury Walking challenge and the Pebbles for Positivity.

**20/21.55 Matters for Report (for information only)**

There were no matters for report

**20/21.56 Dates of next meeting**

To be confirmed - meeting to be held remotely by Zoom at 7.30pm

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

Chairman .....

Date .....