

Minutes of the Parish Council Meeting held 26 January 2022 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 and P Sutton

In attendance: Ms M Harper, Clerk
County Cllr John Spence (CCllr Spence)
1 member of the public

Cllr Berlyn welcomed CCllr Spence to the meeting.

CCllr Spence apologised for not attending meeting and gave the following update:

- Pleased to confirm that he had been able to recommend the bench for Little Baddow Road for funding from the Locality Fund and noted that the funding criteria was changing for next year and would be aimed primarily at supporting community groups
- Complimented Danbury on having its own Health & Wellbeing Committee and briefly discussed the Essex Health and Wellbeing Strategy. CCllr Spence also advised he would be happy to discuss any initiatives with the committee; Cllr Berlyn noted that the Parish Council had recently started a Men's Shed.
- There had been engagements with the residents concerning the parking at The Heights and Well Lane. Cllrs Orange and Sutton confirmed that the results of a recent survey of residents indicated a high level in favour of a parking scheme but there was very strong local opposition as well. There was further discussion regarding one way systems and signage
- The A414 route review, which will identify things that could be done regarding traffic flows and the perception of pedestrian safety, should now be underway. CCllr Spence offered to arrange a meeting with Officers and the Parish Council if it would be helpful.

There was discussion regarding the protection of lanes and the use by large vehicles.

CCllr Spence advised that the Parish Council should indicate the areas that matter the most in order that he is able to correctly prioritise support

Cllr Hessing thanked CCllr Spence on behalf of the Danbury Volunteers Support Group (DVSG) and Loved By Danbury for the financial support that had been made available as it has been invaluable

CCllr Spence thanked Cllr Hessing for her contributions in supporting not only residents of Danbury but also other groups who have benefitted from the assistance and guidance of the DVSG)

21/22.98 Apologies for absence

Apologies were received and accepted from Cllrs N Day and J Thombs

21/22.99 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

21/22.100 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

Cllr Berlyn reminded Councillors that some members spoke more quietly than others and that everyone should do their utmost not to interrupt speakers. It was important that everyone shows respect and should raise their hands if they wish to say something.

21/22.101 To approve Minutes of the Parish Council meetings held 24 November 2021

RESOLVED: that the minutes of the Parish Council meeting held on 24 November 2021 be approved and signed as a correct record, proposed by Cllr Armstrong and seconded by Cllr A Keeler, all agreed

21/22.102 Reports from Committees

21/22.102.1 Community Engagement Committee

21/22.102.1.1 The minutes of the last meeting were noted

21/22.102.1.2 Cllr Hallett advised that the Committee were trying to gauge interest in the Jubilee event and whether there would be sufficient volunteers; Councillors were requested to advise the Clerk if they would be available to help over the Jubilee weekend

21/22.102.2 Environment Committee

The minutes of the last meeting were noted

21/22.102.3 Facilities Committee

21/22.102.3.1 The minutes of the last meeting were noted

21/22.102.3.2 Cllr G Chapman requested the Parish Council approve the appointment of a contractor to undertake the annual maintenance of the football pitches (1&3) and the cricket outfield on a one-year contract at £5,800 unless the Clerk and Chairman of Facilities consider that one of the alternative contractors offers better value for money

RESOLVED: that the appointed of a contractor to undertake the annual maintenance of the football pitches (1&3) and the cricket outfield on a one-year contract at £5,800 unless the Clerk and Chairman of Facilities consider that one of the alternative contractors offers better value for money be approved, proposed by Cllr G Chapman and seconded by Cllr Hallett, all agreed

21/22.102.4 Health & Wellbeing Committee

21/22.102.4.1 The minutes of the last meeting were noted

21/22.102.4.2 Cllr Hessing noted that the Men's Shed had been started, that the Committee were continuing with the Carers Group and would be concentrating on the current initiatives for a period of time. There was some discussion regarding advertising for the Group

21/22.102.5 Leisure & Activities Committee

21/22.102.5.1 The minutes of the last meeting were noted

21/22.102.5.2 Cllr Berlyn advised that discussions and meetings with Lifestyle Fitness and the DCA were ongoing

21/22.102.6 Planning Committee

21/22.102.6.1 The minutes of the last meeting were noted

21/22.102.6.2 Cllr Hessing advised that the Committee had responded to an appeal regarding the holiday lets at The Warren and that she would be representing the Parish Council at the Chelmsford City Council Planning meeting regarding the planning application for the playground the Parish Council were installing on Dawson Memorial Field

21/22.102.7 Resources Committee

21/22.102.7.1 The minutes of the last meeting were noted

21/22.102.7.2 Cllr Sutton requested that the Parish Council approve the continued use of variable direct debits and standing orders for utility supplies, recycling collection, photocopier, salaries and IT Support

RESOLVED: that the continued use of variable direct debits and standing orders for utility supplies, recycling collection, photocopier, salaries and IT Support be approved, proposed by Cllr Sutton and seconded by Cllr Berlyn, all agreed

21/22.102.7.3 Cllr Sutton requested the Parish Council approve the Financial Regulations

RESOLVED: that the Financial Regulations be approved, proposed by Cllr Sutton and seconded by Cllr A Chapman, all agreed

21/22.102.7.4 Cllr Sutton requested the Parish Council approve the Financial Risk Assessment

RESOLVED: that the revised Financial Risk Assessment is approved, proposed by Cllr Sutton and seconded by Cllr Hessing, all agreed

21/22.102.7.5 Cllr Sutton requested the Parish Council approve the re-adoption of the System of Internal Control

RESOLVED: that the System of Internal Control be approved, proposed by Cllr Sutton and seconded by Cllr G Chapman, all agreed

21/22.102.7.6 Cllr Sutton requested the Parish Council approve the re-adoption of the Adequate and Effective System of Internal Audit

RESOLVED: that the Adequate and Effective System of Internal Audit be approved, proposed by Cllr Sutton and seconded by Cllr A Chapman, all agreed

21/22.102.7.7 Cllr Sutton requested the Parish Council approve the Standing Orders

RESOLVED: that the Standing Orders be approved, proposed by Cllr Sutton and seconded by Cllr G Chapman, all agreed

21/22.102.7.8 The Interim Internal Audit report was noted. Cllr Berlyn complimented the Clerk on the high standard of the interim audit report

21/22.103 Strategic Plan

The strategic plan and committee objectives were agreed. The Clerk will produce a draft of the full document for review at the next Parish Council meeting. Cllr Berlyn thanked the Committees and the Clerk for the hard work that had gone into the production of the Strategic Plan

21/22.104 Councillor Surgeries

The following attendance at the following Farmer Markets held at the Sports & Social Centre was agreed:

5 February	Cllr A Chapman and Cllr G Chapman
6 March	Cllr Berlyn and Cllr Orange
2 April	Cllr Hessing and Cllr Hallett

21/22.105 Reports from Village Organisations

There were no updates

21/22.106 Community Engagement

The Annual Parish Meeting is arranged for Monday 11 April and needs to be planned and advertised.

A communication to residents regarding the Precept will be issued

The Carers Group needs advertising

21/22.107 Matters for Report (for information only)

The Parish Council agreed that the Open Gardens event could take place on 12 June 2022 on Eves Corner

Cllr A Chapman reminded Committee Chairman that reports for the April edition of The Danbury Times would be required by mid-March

Cllr G Chapman advised that the hedge along the carpark and the path in Mayes Lane Carpark had been planted.

21/22.108 Dates of next meeting

Danbury Parish Office on Wednesday 30 March 2022 at 7.30pm

There being no further business the Chairman closed the meeting at 8.30pm.

Chairman

Date