

Minutes of the Parish Council Meeting held on 27 January 2021 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, J Thombs

In attendance: Ms M Harper, Clerk
7 members of the public

20/21.64 Apologies for absence

Apologies from Cllr P Sutton were received and accepted

20/21.65 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 interest

20/21.66 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 questions from the public

20.21/67 Discussion with South Essex Parking Partnership

Nick Binder, Manager at South Essex Parking Partnership (SEPP), provided information on the scope of SEPP and on the process of obtaining and enforcing Traffic Regulation Orders. The residents of Copt Hill who were present at the meeting outlined their concerns relating to the parking along the road, mainly by visitors to Danbury Common to use the biking facilities. These issues included obstruction of resident's access and egress from their properties, the obstruction of emergency vehicles – it was noted that there were frequent accidents requiring emergency assistance and the increased amount of parking.

Following discussion Mr Binder suggested that double yellow lines would be the most effective parking restriction.

Cllr Berlyn thanked Mr Binder and the residents of Copt Hill for attending the meeting.

20/21.68 To approve Minutes of the Parish Council meeting held 1 December 2020

RESOLVED: that the minutes of the Parish Council meetings held on 1 December 2020 be approved and signed as a correct record

20/21.69 Co-option consideration

The prospective councillors and Parish Council discussed the co-option. The candidates for co-option were thanked for their interest and advised that the Clerk would contact them on Thursday 28 January 2021

20/21.70 Reports from Committees

20/21.70.1 Community Engagement Committee

The minutes of the last meeting were noted. Cllr Hallett advised that the Committee were looking at Easter activities and the promotion of the Neighbour Watch Scheme and TerraCycle.

20/21.70.2 Environment Committee

The minutes of the last meeting were noted. Cllr A Chapman queried whether the Parish Council would be interested in advertising two solar energy related surveys. It was agreed that these would be referred to the Environment Committee.

20/21.70.3 Facilities Committee

The minutes of the last meeting were noted

20/21.70.4 Health & Wellbeing Committee

The minutes of the last meeting were noted. Cllr Anstee advised that discussions were continuing with Citizens Advice and the last Carers Group meeting had more attendees.

20/21.70.5 Leisure & Activities Committee

20/21.70.5.1

The minutes of the last meeting were noted

20/21.70.5.3 Leaflet drop for Working Party- Play Equipment

After discussion the proposed consultation survey, leaflet and distribution for the play equipment project at a cost of £150.00 with the February edition of the Focus was approved

RESOLVED: that the consultation for the play equipment go ahead, proposed by Cllr Berlyn and seconded by Cllr Hessing, all agreed

20/21.70.6 Planning Committee

20/21.70.6.1

The minutes of the last meeting were noted

20/21.70.6.2

The request that Mr M Scofield be co-opted onto the Planning Committee as the Danbury Society representative along with Mr J Alexander was approved

RESOLVED: that Mr M Scofield be co-opted onto the Planning Committee, proposed by Cllr Hessing and seconded by Cllr A Chapman, agreed

Cllr Berlyn adjourned the meeting for a few minutes due to internet issues

20/21.70.7 Resources Committee

20/21.70.7.1

The minutes of the last meeting were noted

20/21.70.7.2

The continued use of variable direct debits and standing orders for utility supplies, recycling collection, photocopier, salaries and IT Support was approved

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 Thombs and seconded by Cllr Hessing, all agreed

20/21.70.7.3

The re-adoption of the Financial Regulations was approved

RESOLVED: that the re-adoption of the Financial Regulations be approved, proposed by Cllr Thombs and seconded by Cllr G Chapman, all agreed

20/21.70.7.4

The Financial Risk Assessment was approved

RESOLVED: that the Financial Risk Assessment be approved, proposed by Cllr Thombs and seconded by Cllr Berlyn, all agreed

20/21.70.7.5

The re-adoption of the System of Internal Control was approved

RESOLVED: that the re-adoption of the System of Internal Control be approved, proposed by Cllr Thombs and seconded by Cllr A Chapman, all agreed

20/21.70.7.6

The re-adoption of the Adequate and Effective System of Internal Audit was approved

RESOLVED: that the re-adoption of the Adequate and Effective System of Internal Audit be approved, proposed by Cllr Thombs and seconded by Cllr Hallett, all agreed

20/21.70.7.7

The following Parish Council Policies were approved

RESOLVED: that the following policies be approved, proposed by Cllr Thombs and seconded by Cllr Anstee, all agreed

1. *Publication Scheme*
2. *Reserves*
3. *Safeguarding*
4. *Health & Safety*

20/21.71 Consultation - Essex County Council (Chelmsford City) (Covid-19 E-Scooter Trial) 2021

The trial of the Covid-19 E Scooter and that comments on the trial need to be returned to Essex County Council by 21 July 2021 was noted

After discussion it was agreed that the response would be deferred to the March 2021 Parish Council meeting. Clerk to investigate the area of Chelmsford that is covered by the trial and whether it will continue post COVID-19 restrictions.

Cllr Thombs declared an interest in this item due to his employer being part of the supply chain

20/21.72 Consultation – Chelmsford City Council Community Governance Review

Following discussion regarding reduction of Parish Council seats from 15 to 13, it was agreed that the Parish Council would not seek to reduce the number of councillors and that the response to the consultation would be completed by the Council Chairman and the Clerk

20/21.73 Open Gardens – Eves Corner

After discussion it was agreed that permission for the Danbury and Little Baddow Open Gardens to use Eves Corner on Sunday 13 June 2021, dependent upon the Covid-19 guidance in place would be granted

20/21.74 Reports from Village Organisations

Cllr Berlyn advised that he had paid his respect outside the home of Mr N Bartlett prior to the funeral

Cllr Hessing advised that the Danbury Coronavirus Volunteers Group (DCVG) were busy with requests for delivering shopping and medication as well as helping manage the vaccine rollout at the Medical Centre. It was noted that due to the increased risk of transmission from the new variant some volunteers had had to stand down. The DCVG are now registered with the Information Commissioners Office. Cllr Berlyn thanked the DCVG on behalf of the Parish Council and the community; Cllr Hessing noted that everyone who was helping others in any capacity was part of the volunteering effort.

Cllr A Chapman advised that she had attended the Chelmsford Neighbourhood Watch meeting and the Chelmer Valley Landscape Group

20/21.75 Matters for Report (for information only)

Cllr Anstee noted that the defibrillator was now in situ outside the Co-Op

20/21.78 Dates of next meeting

This item was brought forward with the permission of Councillors – the next Parish Council meeting will be held on Wednesday 31 March 2021 to be held remotely by Zoom at 7.30pm

20/21.76 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 were instructed to withdraw

20/21.77 Consideration of candidates for co-option

RESOLVED: that Mr J Armstrong would be invited to join the Parish Council, proposed by Cllr Keeler and seconded by Cllr Anstee, all agreed

RESOLVED: that Mr N Orange would be invited to join the Parish Council, proposed by Cllr Hessing and seconded by Cllr Hallett, all agreed

20/21.78 Dates of next meeting

Wednesday 31 March 2021 to be held remotely by Zoom at 7.30pm

There being no further business the Chairman closed the meeting at 9pm.

Chairman

Date