

Minutes of the Parish Council Meeting held on 30 September 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 Keller, Cllr J Thombs, P Sutton

In attendance: Ms M Harper, Clerk
Essex County Councillor J Spence
Chelmsford City Councillor R Ambor

20/21.30 Apologies for absence

None

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

ECC J Spence noted that he had received a number of communications over the past few from Danbury residents mainly focused on parking and traffic and advised that work had been undertaken finally on the roads around Belverdere Road although there were some remedials still to be carried out. ECC Spence outlined the potential for the Parish Council to match fund for a route review for the A414 through Danbury and asked for the Parish Council's initial response to the proposal for a solar farm near the area of St Clare's quarry.

Parish Councillors noted that there had been some complaints about the works on Belverdere Road, particular within regard to damaged kerbs and the patchwork nature of the work. ECC J Spence confirmed that the damaged kerbs would be part of the remedial works taking place at the end of October. The Parish Council agreed that the roads had been improved by the works.

With regard to the solar farm, it was noted that the Parish Council had attended a virtual presentation and that the Planning Committee were waiting for the application to be submitted before considering the proposals.

Cllr Berlyn thanked ECC Spence for joining the meeting; ECC Spence complimented the parish on its response to the coronavirus pandemic and noted that the scale of volunteering had been impressive.

Chelmsford City Councillor (CCC) R Ambor commented on the solar panel and asked the Parish Council to keep him informed of any issues arising.

ECC J Spence left the meeting.

20/21.31 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.

20/21.32 Public Question Time

There were no questions.

20/21.33 To approve Minutes of the Parish Council meetings held 28 July 2020

RESOLVED: that the minutes of the Parish Council meetings held on 28 July 2020 be approved and signed as a correct record

20/21.34 Reports from Committees

20/21.34.1 Resources Committee

20/21.34.1.1

The minutes of the last meeting as published were noted

20/21.23.1.2 Danbury Community Association Trust

Following a short discussion, it was agreed that the rent payment by the DCA which forms part of the lease for the Sports & Social Club be further waived for the period 1 November 2020 to 31 March 2021 due to the financial impact of restrictions imposed by the Government as a result of Covid-19. CCC Ambor was asked if there were any additional funding streams available via the City Council

RESOLVED: that the Parish Council approve the waiving of the rent for the Danbury Community Association for the period 1 November 2020 to 31 March 2021, proposed by Cllr Sutton and seconded by Cllr Berlyn, all agreed

20/21.34.1.2 Grants Sub Committee

It was agreed that the grant applications were agreed

1. Danbury Coronavirus Volunteers Group - £300 towards the use/hire of the meeting room at St Johns the Baptist Church which was used as an operational base from March to August 2020
2. Danbury Sports & Social Centre - £798.06 to increase the natural ventilation in the gym in-line with the requirements of covid-19 regulations

RESOLVED: that the Parish Council approve the grant applications as detailed, proposed by Cllr Sutton and seconded by Cllr G Chapman, all agreed

20/21.34.1.3 Land Slippage Sub Committee

Cllr P Sutton advised that the contractor has provided a full report on the monitoring which concludes that:

- There has been no movement over the year monitoring period of the slope
- The land slip appears to be localised to the slope and has not impacted upon the car park

It was agreed that the proposal that the contractor be retained to carry out the overall design work and produce the tender specification at a cost of £13,962.00 before the Parish Council goes to tender on the actual works

RESOLVED: that the Land Slippage Sub Committee be approved to engage the current contractor to produce design and tender documentation at a cost of £13,962.00, proposed by Cllr Sutton and seconded by Cllr Thombs, all agreed

20/21.34.1.4 Signing of the Bowling Club Lease

After a short discussion it was agreed that Cllr G Chapman would be authorised to sign, along with the Chairman, the lease with the Bowling Club for the period 1 October 2019 to 30 September 2024 in accordance to Standing Orders clause 23, proposed by Cllr Sutton and seconded by Cllr A Chapman, all agreed

20/21.34.1.5 Appointment of Grounds Contractor

Following discussion, it was agreed that the unfilled position of Groundsman should be closed and a one year rolling contract be offered to the current Grounds Contractor.

RESOLVED: that the unfilled position of Groundsman should be closed and a one year rolling contract be offered to the current Grounds Contractor, proposed by Cllr Sutton and seconded by Cllr Berlyn, all agreed

20/21.34.1.6 Sale of Plant and Equipment

Following discussion, it was agreed that the Clerk be authorised to seek the best price and the Resources Committee be approved sell the equipment and plant at the Grounds Store

RESOLVED: that the Clerk be authorised to seek the best price and the Resources Committee be approved to sell the equipment and plant at the Grounds Store, proposed by Cllr Sutton and seconded by Cllr Hallett, all agreed

Cllr Sutton noted that the next couple of months would be busy with the preparation and approval of the precept and thanked the Clerk for the work that had gone into preparing the agenda items for tonight's meeting and for the support provided to the Committee.

20/21.34.2 *Planning Committee*

The minutes of the last meeting were noted. Cllr Thombs noted that there had been a lot of tree applications over the past couple of meetings, that there was an ongoing appeal at Riffham Lane and the Committee were responding to the White Paper on Planning. Cllr Thombs thanked the Assistant Clerk – Planning for the work in managing the applications on the virtual platform at recent meetings.

20/21.34.3 *Environment Committee*

The minutes of the last meeting were noted

20/21.34.4 *Facilities Committee*

The minutes of the last meeting were noted

20/21.34.5 *Community Engagement Committee*

20.21.34.5.1

The minutes of the last meeting were noted

20/21.34.5.2

Cllr Hallett advised that due to Covid 19 restrictions the Christmas Tree Lighting Event had been cancelled, however the Committee were going to ask residents to make a Christmas figure and display it in their gardens and would be considering purchases of additional lights.

20/21.34.6 *Health & Wellbeing Committee*

The minutes of the last meeting were noted. Cllr Anstee noted that the Happy to Chat Bench, the Carers Group and the Defibrillator projects were being actioned and thanked the Clerk for the efforts in bring everything together.

20/21.35 Poppy Wreath

20/21.35.1

It was agreed to purchase the Poppy Wreath at a cost of £20.00

RESOLVED: that the Parish Council purchase the poppy wreath at a cost of £20.00, proposed by Cllr Berlyn and seconded by Cllr Hessing, all agreed

20/21.35.2

It was agreed to make a donation of £100.00 to the Royal British Legion

RESOLVED: that the Parish Council make a donation of £100.00 to the Royal British Legion, proposed by Cllr Thombs and seconded by Cllr Hessing, all agreed

20/21.35.3

It was agreed that Cllr G Chapman would to act as representative of the Parish Council for laying of the Poppy Wreath on Remembrance Sunday on 8 November 2020 (subject to information on the ceremony)

20/21.36 Recreation Ground Project Working Groups

20/21.36.1 Working Groups

The Parish Council formally agreed to establish Working Parties as follows:

1. Community Woodland Project
2. Play Equipment Project

RESOLVED: that the Parish Council would formally establish the working parties as noted, proposed by Cllr Berlyn and seconded by Cllr A Chapman, all agreed

20/21.36.2 Woodland Project

Cllr A Chapman explained that the Working Party have met Chelmsford City Council (CCC) representatives to discuss turning the area of Pitch 4 on Dawson Memorial Field into a Community Woodland. The cost of ground preparation, planting, fencing, signage and maintenance of the woodland for 4-5 years of establishment would be met by CCC, along with 15 mature trees purchased by the Parish Council at a cost of £2,250 which has been agreed by the Resources Committee. Due to the timing of ground preparation and purchase of the trees CCC need to have a decision on whether the Parish Council wish to proceed by 1 October 2020.

RESOLVED: that the Parish Council approve the project to create a Community Woodland in the area of Pitch 4, and that the Working Party manage the project until the planting is completed, the responsibility then passes to the Environment Committee to manage the area with CCC, proposed by Cllr Keeler and seconded by Cllr Anstee, all agreed

20/21.36.3 Dawson Memorial Field Equipment Project

The Working Party have met to discuss the play equipment project and would like to purchase 2 picnic benches and 2 bike racks from the monies available in the Locality Grant; they would also like to proceed with producing basic design ideas with costings for consideration as part of the budget discussion and to take to consultation with stakeholders in the village

RESOLVED: that the Parish Council approve that the Working Party – Equipment Project proceed with the purchases of benches and bike racks, obtain estimated costings and undertake consultations with the village, proposed by Cllr Hessing and seconded by Cllr Sutton, all agreed.

20/21.37 Match funding for A414 route review through Danbury

After lengthy discussion it was agreed that the Clerk would contact Essex County for further information on a Route Review for the Environment Committee to consider and if necessary, bring back to the Parish Council for decision.

20/21.38 Danbury Community Association

After discussion it was agreed that the Resources Committee would be delegated responsibility to work with the DCA to determine any support that may be required as a result of the financial effect of Covid 19 on the business. Any plans and requests for funding will be brought back to the Parish Council for approval

RESOLVED: that the Resources Committee would have delegated responsibility to work with the DCA to determine support that may be required for further consideration b Parish Council, proposed by Cllr Sutton and seconded by Cllr Hessing, all agreed

20/21.39 Phone Kiosks

20/21.39.1

It was noted that the phone kiosk base in Pedlers Path is to be reinstated and that the phone kiosk will be returned by British Telecom.

20/21.39.2

Following some discussion, it was agreed that the refurbishment of the kiosk at a cost of £2,182.10 for all the works would be approved.

RESOLVED: that the phone kiosk be refurbished at a cost of £2,182.10, proposed by Cllr A Chapman and seconded by Cllr Hallett, majority agreed

20/21.39.3

It was agreed that Community Engagement Committee would work with local residents to discuss and agree the ways that the kiosk is utilised

20/21.40 Request to purchase land

After some discussion a request from a local resident to purchase the land at The Chantry for an extension of a garden was refused as the Parish Council believe that that piece of land, which was granted to the parish by a Deed of Gift should be maintained for the enjoyment of residents and as it is an important green space approaching the Church.

RESOLVED: that the Parish Council would not sell the land adjacent to The Chantry, proposed by Cllr Keeler and seconded by Cllr Hessing, all agreed

20/21.41 Reports from Village Organisations

Cllr G Chapman advised that he had attended two meetings with the Bowling Club to consider the request for funding of the bowling green ditches and to consider the repairs to the fixed wiring.

Cllr A Chapman advised that she had attend the Chelmer Valley Landscape Group meeting and that they were planning to hold workshops next Autumn to raise public awareness.

20/21.42 Matters for Report (for information only)

Cllr Berlyn advised that he would be considering a response to the DCA following recent meetings and emails and would consult the Clerk and Council accordingly.

The Clerk advised that PC Harkness from Essex Police had advised that the police would be able to place notices, provided by the Parish Council, onto cars that were inconsiderately parked around Danbury.

Cllr Hessing expressed, on behalf of the Danbury Coronavirus Volunteers Group, a thank you for the use of the Old Pavilion as a base for their Hub. Cllr Berlyn thanked the volunteers for all their efforts in supporting the residents of Danbury.

20/21.43 Dates of next meeting

Wednesday 25 November 2020 to be held remotely by Zoom at 7.30pm

There being no further business the Chairman closed the meeting at 9.01pm.

Chairman

Date