

Minutes of the Parish Council Meeting held on 4 May 2022 at 7.30 pm

Present: Cllrs J Armstrong, S Berlyn, C Chaney, A Chapman, G Chapman, B Hallett, M Hensing
A Keeler, N Orange and P Sutton

In attendance: Ms M Harper, Clerk

22/23.1 Election of Chairman

Cllr A Chapman nominated Cllr Berlyn to serve as Chairman of the Council for the current municipal year, seconded by Cllr Hensing. 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 2022-23.

22/23.2 To receive the Chairman's declaration of acceptance of office

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

22/23.3 Election of Vice Chairman

Cllr Hensing nominated Cllr A Chapman to serve as Vice-Chairman of the Council for the current municipal year, seconded by Cllr Sutton. 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 2022-23.

22/23.4 Apologies for absence

Cllr Day

22/23.5 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

22/23.6 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

22/23.7 To approve Minutes of the Parish Council meetings held 30 March 2022

RESOLVED: that the minutes of the Parish Council meetings held on 30 March 2022 be approved and signed as a correct record

22/23.8 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 Public and Press be excluded, proposed by Cllr Berlyn and seconded by Cllr A Chapman, all agreed

22/23.9 Lease Update

RESOLVED: that the Parish Council proceed with a Transfer of Business and Transfer of Undertaking with Danbury Community Association Trust Ltd (DCA), proposed by Cllr Berlyn and seconded by Cllr Orange, all agreed

22/23.10 Council restructure

Cllr Armstrong joined the meeting during this item

RESOLVED: that the Parish Council proceed with the following proposals, proposed by Cllr Sutton and seconded by Cllr Chaney, all agreed

- the change to staffing for the transition period May 2022 to April 2023
- the employment of a temporary admin assistant from May 2022 to December 2022
- the change to structure for the transition period May 2022 to April 2023

22/23.11 Inclusion of Press and Public

In accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 it is the opinion of the Parish Council that the nature of the business to be discussed does not meet the requirements for the exclusion of the Press and Public and they are cordially invited to re- enter the council chamber

RESOLVED: that the Public and Press be invited to re-join the meeting, proposed by Cllr Berlyn and seconded by Cllr G Chapman, all agreed

22/23.12 Appointment of Committees and Working Groups

Members agreed which Committees they wished to serve upon for the next municipal year and it was agreed that appointment to Sub Committees and Working Groups would take place at the first committee meetings following the Parish Council meeting. The website and Danbury Times would be updated to reflect the membership and members issued the list. Clerk to contact Cllr Day.

22/23.13 Appointment of Representatives on Outside Bodies

After discussion the appointments were updated and members will be issued the list

22/23.10 Appointment of Auditors and Solicitors

The following appointments were confirmed:

Internal Auditor	Auditing Solutions
Solicitor	Pinney Talfourd

RESOLVED: that the appointments for Internal Auditor and Solicitor be confirmed, proposed by Cllr Sutton and seconded by Cllr A Chapman, all agreed

22/23.14 Reports from Committees

22/23.14.1 Community Engagement Committee

The minutes of the last meeting were noted. Cllr Hallett advised that arrangements for the Danbury Jubilee Festival on Friday 3 June were in hand and that the lighting of the Beacon had been cancelled as the Brazier Beacon had been removed due to safety concerns

22/23.14.2 Environment Committee

The minutes of the last meeting were noted.

22/23.14.3 Facilities Committee

The minutes of the last meeting were noted. The Clerk advised that the play project works were anticipated to start following the Jubilee week

22/23.14.4 Health & Wellbeing Committee

The minutes of the last meeting were noted. Cllr Hessing gave an update on the Carers Group and advised that although numbers remained low the meetings were appreciated by those who attended and at the next meeting on 17 May the Alzheimer's Society would be in attendance. The Clerk gave an update on the Danbury Village Shed (Men's Shed) and advised that grant funding for £2,500 had been obtained and that the official launch would take place in June.

22/23.14.5 Leisure & Activities Committee

The minutes of the last meeting were noted

22/23.14.6 Planning Committee

The minutes of the last meeting were noted. Cllr Hessing advised that there had been complaints related to music being played at The Griffin had been received

22/23.14.7 Planning Committee

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22/23.15 To receive the Internal Auditors report for year 2021/22

The Internal Auditors report was received and noted. Cllr Berlyn thanked the Clerk for her hard work in managing the council finances and achieving a clear audit.

22/23.16 To ratify the Annual Return for 2021 - 2022

Members are requested to approve the Chairman and Clerk to sign the Annual Return for 2021/22 (Appendix 4)

22/23.16.1 Cllr Sutton read the accounting statements of the Annual Governance Statement for the Parish Council to review and approve Section 1 of the Annual Governance Statement 2021/22

RESOLVED: that the Parish Council completed and approved the Annual Governance Statement 2021/2022 (Section 1), proposed by Cllr Sutton and seconded by Cllr Hessing, all agreed

22/23.16 .2 RESOLVED: that the Parish Council approved Accounting Statements 2021/2022 (Section 2), proposed by Cllr Sutton and seconded by Cllr G Chapman, all agreed

Cllr Berlyn thanked the Clerk for the reports, hard work and many hours that had been spent over the past few months with the DCA and also thanked the office staff for their support

Cllr Hessing advised that the Neighbourhood Plan Group were holding a public exhibition on Friday 13 and Saturday 14 May at the Old Pavilion on the site allocations for the plan

22/23.17 Adopting a new name

Following discussion, it was agreed that the Parish Council would not change its title from Parish Council

RESOLVED: that the Parish Council would not alter its title, proposed by Cllr A Chapman and seconded by Cllr Armstrong, agreed

22/23.18 Councillor Surgeries

The following attendance was confirmed

7 May - Cllr Berlyn and Cllr Orange

4 June – cancelled due to Jubilee on 3rd

2 July – Cllr A Chapman and Cllr Hessing

22/23.19 Reports from Village Organisations

CLlr G Chapman advised that he had attended a successful meeting with the four cricket teams that would be playing on the cricket wicket for this season – it was anticipated that there would be games on both Saturday and Sunday for the whole season

22/23.20 Community Engagement

A joint communication with the DCA regarding the transfer of business approved by the Leisure, Activities & Facilities Committee would be distributed by our social media and website

22/23.21 Matters for Report (for information only)

There were no matters for report

22/23.22 Dates of next meeting

Wednesday 27 July 2022 at 7.30pm

There being no further business the Chairman closed the meeting at 8.55pm.

Chairman

Date