



**Minutes of the Meeting held on Wednesday 31<sup>st</sup> March 2010 at 7.45pm  
in the Parish Office**

Present: Cllrs     S Berlyn (Chairman)             A Pemberton  
                         M Wood (Vice Chairman)     D Powell  
                         D Bolwell                                     M Telling  
                         H Clacy                                         J Thomson  
                         A Keeler                                        D Whiteing  
                         J. Langley

In attendance:   Mrs M Saunders, Clerk  
                         Mrs M Dyer, Assistant Clerk

**165 Apologies for absence**

Apologies were received and accepted from Cllr Freeman

**166 Declarations of Interest**

Members were reminded that they must declare any personal or prejudicial interests they had in any items of business on the meeting's agenda. They were reminded that they would need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest was a prejudicial one. Unforeseen interests must similarly be declared at the appropriate time.

No interests were declared.

**167 Public Question Time**

Three members of the public were present, but no questions were asked.

**168 Minutes**

RESOLVED: that the minutes of the meeting held on 27th January 2010 be approved and signed as a correct record.

**169 Council Membership**

**169.1 Vacancies to be filled by co-option**

Cllr Berlyn advised the three Candidates present that, whilst there were three seats on the Council vacant at present, only two may be filled at this point, as the third vacancy will be subject to the result of the public notice which will determine if a bye election is required – see Minute 168.2 below. Each of the three candidates then spoke to the Councillors about what they have done, what they currently do, why they want to join the Parish Council and which of the committees they were most interested in and feel they could contribute to. There was then a number of questions put to each candidate by some of the Councillors. The Candidates were all thanked and invited to remain for the rest of the meeting until the point at which the press and public are excluded, after which the applications for co-option would be considered.

### **169.2 Vacancy – Notice for bye election**

Members were advised that following the death of Derick Hawkins a notice for election purposes has been placed on the notice board, the closing date was the 9<sup>th</sup> April, 2010. The Council cannot Co-opt to this vacancy until after this date. The Parish Council would therefore discuss this vacancy at a later meeting. The Clerk has verified this with the Elections Office.

RESOLVED: that the information be noted.

### **170 Parish Plan Review**

Members had been supplied with a report and Cllr Pemberton advised the Councillors that the questionnaire etc was now at the printing stage.

RESOLVED: that the information be noted.

### **171 Reports from Village Organisations**

#### **171.1 Landisdale Charity**

Cllr Keeler advised he had attended the last meeting. Clerk to circulate notes when available.

RESOLVED: that Clerk circulate meeting notes

#### **171.2 Twinning**

Cllr Whiteing advised that the newsletter has been circulated and that all is going well at the moment.

RESOLVED: that the information be noted.

### **172 Leases**

#### **172.1 Tennis Club**

Members were advised that The Tennis Club had operated with no solicitor. The fees incurred by the Parish Council would be paid by the Parish Council. The Tennis Club has agreed to a 15 year lease. Members needed to agree who was going to sign the lease on behalf of the Council: it was recommended that the Chairman of the Council together with Vice Chairman of Facilities Committee sign the document. The Clerk was witness to the document. This recommendation was proposed by Cllr Clacy and seconded by Cllr Wood, all Councillors agreed.

RESOLVED: that the Tennis Club lease was signed on behalf of the Parish Council by the Chairman of the Council and the Vice Chairman of the Facilities Committee, and witnessed by the Clerk.

#### **172.2 Royal British Legion Lease**

Members were advised that this was being formulated by the Parish Council's Solicitor and that when available the leases working party would meet to go through the document; the document would then go to the British Legion who would forward the document to their head office in London.

RESOLVED: that the information be noted.

Members were advised that The British Legion was investigating costs for the repairs to the building.

RESOLVED: that the information be noted.

## **173 Publicity**

### **173.1 Danbury Times**

Cllr Wood updated Members and advised that magazines will be delivered by 14<sup>th</sup> April 2010. Additional help was offered by Cllrs Clacy, Pemberton and Telling and the three Members of the Public present. All distributors were to be advised in writing that due to the inclusion of the Parish Plan Review, the Danbury Times would be heavier this time. Members were reminded that a new editor was required due to the resignation of Cllr Wood. Thanks were given to Cllr Wood for all his work on Danbury Times and it was agreed that discussions regarding a new editor and team would be left until after the May meeting. Members were also advised that Chris Tressider can no longer continue putting the document together due to other commitments. Cllr Wood advised that if this work was to be carried out by Maldon Printing an additional cost of c£300 would be incurred, but that even with this additional cost the magazine would still be within the budget allocated. Cllr Pemberton proposed that a presentation of an appropriate item be made to Chris Tressider for all his work on Danbury Times, this was seconded by Cllr Telling, all Councillors agreed – costs to be taken from the Chairman's Fund, wording to be agreed between Cllr Wood and the Clerk.

RESOLVED: that a) the information be noted

b) the Clerk write to all distributors to advise re additional weight and thank them for their time

c) discussion re new editor and support team be discussed after Annual Parish Council Meeting in May

d) in future work currently carried out by Chris Tressider will incur an additional cost of c£300

e) a presentation would be made to Chris Tressider to recognise his work over the years on the Danbury Times, monies to be taken from the Chairman's Fund

### **173.2 Danbury Leaflet**

Members were advised that a working group needed to be set up for this document. Cllrs Bolwell and Wood had expressed an interest in being part of the group. Further volunteers required.

RESOLVED: that a working group needed to be set up

### **173.3 Annual Parish Meeting**

Scheduled for Wednesday 21<sup>st</sup> April 2010 at 8pm. Clerk to talk to DCA re chairs and Councillors were requested to be at the DCA at 6.15pm to set up the hall and put out the chairs.

RESOLVED that: a) Clerk clarifies the situation regarding putting out chairs etc

b) Request was noted by Councillors

## **174 Emergency Planning**

Members were advised that this item has been kept on the Agenda as some items are being devolved down to Parish Councils; when this information is available the Clerk will circulate to Members.

RESOLVED: that the information be noted.

## **175 Reports from Council Committees**

In addition to the minutes circulated, the following reports were received:

### **175.1 Resources**

Cllr Whiteing, Chairman of Resources advised that the valuation of the buildings has been completed and that the report was awaited, that new flooring has been laid in the parish office and that today was the last day of the financial year.

RESOLVED: that the information be noted.

### **175.2 Planning**

Cllr Telling, Chairman of Planning advised that: The Danbury Planning Framework has been returned to Parish Council and a working party has been set up with Cllrs Berlyn, Telling, Keeler and the Clerk. A meeting would be arranged to go through the document after which the Working Group would make a recommendation to Parish Council. Cllr Telling also advised that planning statistics would be published in The Danbury Times.

RESOLVED: that the information be noted.

### **175.3 Facilities:**

Cllr Langley, Vice Chairman of Facilities referred to Minute No. 127 (Snow Clearing/Path Gritting) from the Facilities Meeting held on 17<sup>th</sup> February, 2010, when Members had been supplied with a copy e-mail from the Council's Insurance Company. It was proposed by the Facilities Committee that this would be a policy decision by Full Parish Council. Until the Policy decision was decided the Groundsman was instructed not to grit pathways. Members then discussed whether the Council should grit the pathways. It was agreed that ECC would be consulted re their gritting policy and that the matter should be included on the September meeting agenda for discussion/decision.

RESOLVED: that ECC be consulted on their gritting policy and this item be included on the Parish Council September meeting agenda.

Cllr Langley advised that the last quarterly meeting with the DCA had taken place on 19<sup>th</sup> March 2010 and that these meetings were proving to be extremely valuable in building up a mutually beneficial working relationship.

RESOLVED: that the information be noted.

Cllr Langley advised that Phase II and III of the electrical works for the Sports and Social Centre have been ordered.

RESOLVED: that the information be noted.

Members were advised that repairs were required to the Bowling Club fence posts and trellis work. The quote for the works had been received from Danbury Fencing at a cost of £230.78 ex VAT for parts and labour. Members all agreed that these works should be ordered.

RESOLVED: that Danbury Fencing should be appointed to supply and fit fence posts and trellising to the Bowling Club perimeter at a cost of £230.78 ex VAT

### **175.4 Environment:**

Cllr Keeler, Chairman of Environment advised that the Petition received regarding a request for a pedestrian crossing in Well Lane had been forwarded to Essex County Council, but that the Parish Council had been advised that this would have to go on Highways small scheme programme when it was opened again.

RESOLVED: that the information be noted.

Members were advised that the PCSO had been carrying out speed checks in Danbury and Little Baddow.

RESOLVED: that the information be noted.

Members were advised that the Annual Litter Pick would be taking place on Saturday 24<sup>th</sup> April, 2010 from 9am to 11.30am.

RESOLVED: that the information be noted.

Cllr Berlyn reported back on the meeting he had attended at Ollets. In view of Cllr Berlyn's report on the situation at Ollets, Cllr Langley proposed that DPC continues to attend meetings at Ollets and supported the residents at Ollets. Cllr Wood seconded the proposal, all Members were in agreement.

RESOLVED: that Danbury Parish Council continues to attend meetings at Ollets and to support the residents at Ollets.

### **176 Charters**

Members were advised that Chelmsford Borough Council had adopted the Charter and that CBC is now requesting that Parishes sign up to Part I of the document.

Cllr Berlyn proposed that DPC adopt the Charter, all Members agreed.

RESOLVED: that Danbury Parish Council adopts Part 1 of Chelmsford Borough Council's Charter.

Members were advised that the Clerk had written to Chelmsford Borough Council to request investigation into items for Part II of the document, but that no response has been received to date.

RESOLVED: that the information be noted.

### **177 Public Conveniences in Danbury**

Members were advised that the Clerk had received replies from the three Parish Councils who have public conveniences, as follows:

Galleywood Parish Council – they do not receive an invoice for opening and closing the public conveniences

Writtle Parish Council – Chelmsford Borough Council were the owners of the public toilets in the car park in Writtle. They were cleaned by a CBC Contractor but the key holders are a local trader based on The Green and no money changes hands.

South Woodham Town Council – Chelmsford Borough Council own public conveniences in Market Square South Woodham Ferrers, but the Town Council completes basic maintenance including opening and closing. There were Public Conveniences at the Garden of Remembrance the Town Council paid for the opening and closing of these toilets.

With reference to the above the Councillors requested that the Clerk write to CBC to ascertain why DPC was being charged and Galleywood does not pay.

RESOLVED: that the Clerk query the payment system with CBC

Councillors suggested the use of Community Payback personnel to clean the toilets at weekends – see minute No.187,

### **178 Standing Orders**

Members had been supplied with details of alterations which need to be made to the Freedom of Information Act sheet approved in September 2005 and should be

adopted until the new set of Standing Orders was in place. Cllr Wood proposed that these changes should be adopted, Cllr Pemberton seconded the proposal. All Councillors agree.

RESOLVED: that the changes to the Freedom of Information Act Sheet should be adopted.

The Clerk had advised that NALC had provided a new set of Standing Orders. The Clerk has the book plus the new version of Standing Orders. A working party would be formed to go through the document: Cllrs Berlyn and Clacy offered to be involved and

Cllr Powell indicated that he would like to be involved, if the meeting could be held in the evening.

RESOLVED: that a working group consider the book and new Standing Orders

### **179 NALC Chief Executives Report December 2009**

Members had all been supplied with a copy of this document.

This item was deferred to the next meeting.

### **180 NALC Draft Development Strategy and Business Plan 2010 – 2015**

Members had all been supplied with a copy of the answers to questionnaire formulated at the Larger Local Councils Forum.

This item was deferred to the next meeting.

### **181 Mid Essex Forum**

Cllr Clacy had attended the last meeting and advised that £200,000 has been allocated to 'potholes' over and above the budget.

### **182 Sustainable Communities Act Amendment Bill**

Members had been supplied with a further re-mail on the subject

RESOLVED: that the information be noted.

### **183 Name of Parish Council**

This item was deferred to the next meeting.

### **184 Christmas Card Competition**

The design on the front of the Parish Council Christmas Card for 2010 will be selected via a competition run through the local schools. At the meeting the Members discussed having a book voucher and certificate as the prize for the winning entry, but it was agreed that Cllr Berlyn and the Clerk would make the final decision. Judges were agreed as Mrs Whiteing plus Cllrs Berlyn and Wood, the local PCSO and the Co-op manager would also be invited to be part of the judging panel. Closing date of competition to be decided in consultation with the printer and to fit in with school timings. All local schools to be invited to submit entries.

RESOLVED: that a Christmas Card competition will be run through the local primary schools; Cllr Berlyn and the Clerk to finalise details

### **185 Grants**

Members had been advised that a request had been received from 1<sup>st</sup> Danbury Rainbows to change the use of the grant awarded by DPC from the purchase of a storage cupboard to portable music system and some cooking equipment, as a

Chelmsford company had very kindly given them a cupboard. Cllr Clacy proposed that this request be granted, Cllr Langley seconded the proposal, all Members agreed. RESOLVED: that the 1<sup>st</sup> Danbury Rainbows may use the grant money to purchase a portable music system and some cooking equipment.

#### **186 Request to support New Community Hospital in Maldon**

Members considered this request, and then a vote was taken: 8 Members voted for supporting, 1 Member was against and 2 Members abstained.

RESOLVED: that Danbury Parish Council would lend its support for a new community hospital in Maldon.

#### **187 Community Payback**

The Parish Council already had Reparation Workers on site, but considered whether to take this any further. It was agreed that more information was needed, including whether these groups were available at weekends; Cllr Clacy to consider and e-mail the Clerk with project ideas and any other questions to be checked with the supervisor.

RESOLVED: that further information is needed before a decision can be taken.

#### **188 Date of forthcoming meeting**

5<sup>th</sup> May 2010 – Annual Parish Council

#### **189 Matters for Report (For information only)**

Members were advised that the Clerk had been appointed to the Quality Council panel for Essex as the Society of Local Clerks representative. Her curriculum vitae was approved by the National Association of Local Councils to sit on the panel. Members congratulated the Clerk on her appointment.

#### **190 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 of the opinion of the Council advisable to withdraw the Press and the Public.

The three members of the public present then withdrew from the meeting

#### **191 Vacancy for two Councillors**

Members discussed for a considerable time the applications; a vote was then taken, each Councillor indicated on the voting slip their two preferred candidates. The Clerk and Assistant Clerk checked and counted the voting slips; based on the result of the vote Mrs Burton and Mrs Chapman were co-opted onto the Council.

RESOLVED: that Mrs Burton and Mrs Chapman be co-opted onto the Council

#### **192 Parish Office/Meeting Room**

Members considered the information supplied. Cllr Wood proposed to proceed in principal, subject to approval/clarification of various items discussed, Cllr Telling seconded the proposal, all Members agreed.

RESOLVED: that the Council proceed with the proposal, subject to satisfactory conclusion to the various caveats raised.

**193 Drainage/ Car Park Project**

Members were advised that the Clerk was still awaiting an Assessment from TTS of the revised specification. An Extraordinary Parish Council Meeting would be held on Monday 19<sup>th</sup> April, 2010 at 7.30 p.m. This had been arranged to discuss the best way forward for the project. Members were advised that, if the Council wished TTS to be present to assess new figures supplied by C H Grounds, there will be a charge of £250 plus VAT. The Clerk had already requested a written assessment which there is no charge for. Members were reminded that a grant of £8350 has been awarded by the Community Initiatives Fund. This had to be spent in the financial year 2010 – 2011. The Danbury Society had also pledged £1000 towards the project. £1000 will also be added from the Chairman’s Fund from 2009 – 2010. Members decided that they did not require TTS to be present at the Extraordinary Meeting scheduled for 19<sup>th</sup> April 2010.

RESOLVED: that TTS are not required to attend the meeting on 19<sup>th</sup> April 2010

Business having been concluded, the Chairman closed the meeting at 10.45pm

Signed: ..... Cllr S Berlyn, Chairman

Date: .....