



Minutes of the Meeting held on 24 November 2010 at 7.45pm in the Parish Office

Present: Cllrs S Berlyn (Chairman)
 M Wood (Vice Chairman) S Freeman
 D Bolwell A Pemberton
 Mrs Y Burton D Powell
 Mrs A Chapman M Telling
 H Clacy J Thomson
 Mrs S-J Court D Whiteing

In attendance: Mrs M Saunders, Clerk
 Mrs E Blyth, Assistant Clerk

107 Apologies for absence

Apologies were received and accepted from Cllrs A Keeler and J Langley.

108 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.

109 Public Question Time

No members of the public were present.

110 Minutes

The following sentence was added to Minute 94 before the Resolution: "Cllr Powell proposed that £2000 be added to the Precept to employ someone to open and close the public conveniences daily. No seconder was forthcoming and so the proposal was not put to a vote."

RESOLVED: that with the above amendment the minutes of the meeting held on 29th September 2010 be approved and signed as a correct record.

111 Precept 2011/2012

With the agreement of members the Chairman took this item next on the Agenda.

111.1 Small Grants Scheme – requests for 2011/2012: Council received the report of the Grants Working Party and the recommendation of the Resources Committee regarding the award of grants.

Cllr Powell queried the notes of the Grants Working Party meeting in that they did not record that he had been in favour of the grant to the Village Hall. Other members of the Working Party confirmed Cllr Powell's account. Cllr Wood proposed that the notes be changed. This was seconded by Cllr Freeman and agreed unanimously.

RESOLVED: that the notes of the Grants Working Party on 27th October 2010 be amended to show that Cllr Powell had been in favour of the grant to the Village Hall.

Three requests for grants had been received – from the Parish Church for maintenance of Church Green and the churchyard; from the Village Hall for refurbishment of the men's toilets; and from Danbury Pre-School for items for Breakfast and After School clubs. Resources Committee recommended to Council, as agreed by the Grants Working Party, that only one grant be made, to the Parish Church, for the sum of £1250, which was not the full amount requested. This was agreed by members.

RESOLVED: that a grant of £1250 be made in 2011/12 to the Parish Church of St John Baptist, Danbury, for the maintenance of Church Green and the churchyard, and that no other grants be made in that year.

111.2 Approval of Precept for 2011/2012: The Chairman of Resources Committee, Cllr Whiteing, presented that Committee's report and recommendations for the Precept for the next financial year (Appendix A). It had been possible to reduce some budgets – for example, repayments for the tractor had come to an end and work to the football pitches for Phases 1 and 2 of the Drainage & Car Parks Project had been completed. The Grants budget had been reduced. Other items had had to be increased, for example to cover increases in employer's National Insurance and pension contributions, repayments on the proposed Public Works loan for Phase 3 of the Project, and rent for the proposed relocation of the Parish Office. The budget for work to trees had had to be raised as the annual survey had identified a considerable amount of essential work.

Resources Committee recommended a Precept of £183,000 for 2011/12. Cllr Whiteing pointed out that this was the same figure as the current year and represented 13p per resident per day. Cllr Berlyn pointed out that a 0% increase was in fact a reduction, if inflation was taken into account.

Cllr Whiteing proposed that the recommended Precept be approved, and this was seconded and agreed unanimously.

RESOLVED: that the Precept request for the financial year 2011/12 be set at £183,000 (see Appendix A).

The Chairman thanked the Clerk and the Resources, Facilities and Environment Committees for their work on the budgets for next year.

112 Parish Plan Review

Cllr Pemberton introduced the report of the Parish Plan Review Steering Group on the outcome of the public consultation, 20-20 Vision, carried out earlier in the year. The work with businesses was continuing, but the report summary circulated to members showed that the concerns of residents had not changed significantly since the original Parish Plan consultation. The Chairman asked the Review Steering Group to confirm whether or not the Parish Action Plan, which was based on the original consultation, required any amendment so the the Council could decide how to proceed.

RESOLVED: that the Review Steering Group confirm to Parish Council whether, in its view, the outcome of the 20-20 Vision consultation required any changes to the Parish Action Plan.

113 Membership of Planning Committee

The Danbury Society had written to the Parish Council putting forward the name of Mr Paul Walton, to be the Society's representative on the Planning Committee in place of the late Philip Watts. Mr Walton was a member of the Danbury Society Committee

RESOLVED: that Mr P Walton be appointed to attend the Parish Council's Planning Committee to represent the Danbury Society with immediate effect.

The Clerk took the opportunity to remind members that additional members of committees did not have the right to vote at meetings.

114 Reports from Village Organisations

114.1 Landisdale Charity: The minutes of the last meeting of the Charity and the agenda for the meeting on 24th November 2010 were received. There was no further report as Cllr Keeler was not present.

RESOLVED: that the information be noted.

114.2 Twinning: Cllr Whiteing reported that meetings of the group were very well attended but that there was decreasing support for twinning visits.

RESOLVED: that the information be noted.

115 Leases

115.1 British Legion: The British Legion had taken advice from a solicitor and the Parish Council was awaiting details of any queries and another meeting with the representatives.

RESOLVED: that the information be noted.

115.2 Eves Corner Lease: A revised lease removing responsibility for the trees from the Parish Council was awaited from the National Trust.

116 Publicity – Danbury Times

Cllr Telling reported that Danbury Times was now published and was being delivered around the village. The front cover featured the winning entry in the Christmas Card Competition. The Chairman thanked the publicity group and all those involved. Letters of thanks were being sent to the volunteers helping with deliveries and to the judges of the Christmas Card Competition.

RESOLVED: that the information be noted.

117 Reports from Council Committees

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

117.1 Resources: Chairman of Resources reported that some funds had been transferred, as agreed by the Committee, to a different bank account in connection with the rules in banking insurance cover.

RESOLVED: that the information be noted.

117.2 Planning:

117.2.1 The Chairman of Planning reported that the Draft Danbury Development Framework SPD was currently out to public consultation. He acknowledged the help and support given by Chelmsford Borough Council.

117.2.2 Cllr Bolwell reported that he had represented the Parish Council at the CBC Planning Committee which considered the application for re-development at Danbury Mission. The Planning Committee had had concerns about the scale and design of the new building. The application had been approved.

117.2.3 CBC had approached the Parish Office at short notice asking for details of a project which was eligible for a developer's planning contribution to be included in the conditions of a particular planning application decision. Information about Phase 3 of the Drainage & Car Parks Project had been provided.

RESOLVED: that the information under points 117.1 to 117.3 above be noted.

117.3 Facilities:

117.3.1 The Chairman of Facilities updated members on a number of matters, including a survey of the Sports & Social Centre building which had identified necessary items of refurbishment. These had been prioritised. Competition Line were carrying out improvements to the Fitness Suite at their own cost and the Committee was happy with what was proposed. Stephen Holland from Danbury Community Association Trust would be coming to speak at the January meeting of Parish Council.

RESOLVED: that the information be noted.

117.3.2 There was a discussion about the illegal parking taking place on Elm Green at the top of Elm Green Lane, and the Clerk was asked to investigate the cost of installing posts.

RESOLVED: that the Clerk bring to the next meeting estimates of the cost of installing posts at Elm Green to deter parking.

117.4 Environment:

117.4.1 The next consultation on ECC's Minerals proposals was due out for public consultation early in December. Tyndales Farm was not identified as a 'Preferred Site' in the document, but this was open to challenge during the consultation. ECC was to hold a public exhibition about the consultation at the Village Hall on 1st February 2011 (11am to 7pm).

RESOLVED: that the information be noted.

117.4.2 The Committee had considered (minute 71 of 13th October 2010) a request from the campaign group 'No Need for Nuclear' to support a House of Commons Early Day Motion calling for an enquiry to establish whether nuclear power stations were necessary. Environment Committee now recommended to Parish Council that it resolve that the matter was a personal one and Parish Council should not get involved. After discussion, a slight re-wording of the recommendation from Environment was proposed and agreed by 12 votes to 0 with 1 abstention.

RESOLVED: that this particular paper was a personal issue and the Parish Council should not get involved.

118 Danbury Park Forum

The meeting due to be held on 22nd November 2010 had been cancelled at short notice by Essex County Council.

RESOLVED: that the information be noted.

119 Revision of Standing Orders and other documents

119.1 Standing Orders: The Final document would be taken to the January meeting of Parish Council.

119.2 Terms of Reference: These were still to be re-evaluated by individual Committees.

119.3 Financial Regulations: The final revised document would be taken to the January meeting of Parish Council.

RESOLVED: that the information under items 119.1 to 119.3 above be noted.

120 Mid Essex Forum

No member had been able to attend the most recent meeting.

RESOLVED: that the information be noted.

121 Christmas Card Competition

The Chairman reported that he and Assistant Clerk Mrs Dyer had been to an assembly at Heathcote School and he had presented the prizes to the winner and runner-up and to the school. The winning entry appeared on the cover of Danbury Times as well as on the official Council Christmas card.

RESOLVED: that the information be noted.

122 Mobile Libraries Campaign

No further information had been received following confirmation that Danbury had been chosen to be part of the campaign.

RESOLVED: that the information be noted.

123 Amended Application for Preliminary Consent for inclusion in the Mid-Essex Pharmaceutical List NHS (Pharmaceutical Services) Regulations 2005: Heathland Medicines Ltd, Lee House, Eves Corner

The revisions to this application were considered by Facilities Committee on 10th November 2010 due to the timescale for further comments. The Committee resolved that no comments should be added to those already made by Parish Council (minute 101 of 29th September 2010 refers).

RESOLVED: that the information be noted.

124 Passenger/ Patient Transport Project

Mid-Essex Primary Care Trust had sent details of a joint project with an NHS buying forum looking at alternative ways of providing non-emergency transport for health and social care. A tendering process was taking place and the PCT expected to choose a preferred provider by the summer of 2011. In discussion members were concerned about the effect of any changes on the quality of service. By a majority of 10 votes to 0 with 3 abstentions it was agreed that these concerns be put in writing to the PCT.

RESOLVED: that the Clerk write to the Mid-Essex PCT to express the concern of the Parish Council that there should be no deterioration of service to residents attending NHS and Social Care facilities as a result of the planned changes.

125 Councillors Surgeries

125.1 Saturday 6th November 2010: Cllr Burton reported that she and Cllr Wood had provided the surgery on this date at the Sports & Social Centre. Initially based upstairs, they subsequently moved to a table in the Farmers' Market and this had lead to a much better response. People appeared pleased to see a Council presence and had raised a number of issues which had been recorded and subsequently followed up by the Clerk. The dates and staffing of future surgeries was discussed, and it was agreed that a timetable be circulated so that members could indicate their availability.

RESOLVED: that a list of future surgery dates be circulated to establish members availability.

125.2 A need had been identified for display boards for use at the surgeries and at the Annual Parish Meeting, with the potential for use at other events. The Clerk had obtained costs for two kinds of display. After discussion Cllr Wood proposed that a 6 panel display board and 3 header panels be purchased for the quoted price. This was seconded by Cllr Bolwell and agreed unanimously.

RESOLVED: that the Council purchase a 6 panel display board and 3 header panels at a cost of £437.50 + VAT, to be taken from the Publicity budget./

126 Code of Recommended Practice on Local Authority Publicity

The Code of Practice had been circulated. The Chairman pointed out that the Council's use of publicity was in line with the Code and it did not apply to the Danbury Times.

RESOLVED: that the information be noted.

127 National Census – 27th March 2011

Council received a paper asking Parish Councils to take action to encourage their residents to complete their Census Returns in the forthcoming 10-yearly census.

RESOLVED: that the information be forwarded to the Publicity Group for consideration in relation to the early Spring edition of Danbury Times.

128 Future of the Standards Framework for Members of Local Authorities in England

A legal briefing from the NALC updating councils on the Government's proposed changes to Standards procedures was received.

RESOLVED: that the document be noted.

129 NALC Report of Chief Executive

The September 2010 report of the NALC Chief Executive had been circulated to members.

RESOLVED: that the report be received.

130 Matters for information (Report only)

The Chairman reported that a petition had been drawn up by Sandon School opposing plans to end all after-school clubs and activities as a cost-cutting exercise.

131 Dates of Parish Council Meetings in 2011

26th January, 30th March, 11th May (Annual Parish Council), 22nd June (Ratification of accounts), 27th July, 28th September, and 30th November 2011.

Annual Parish Meeting – Monday 28th March

132 Exclusion of Press and Public

RESOLVED: in accordance with S1 of the Public Bodies (Admission to Meetings) Act 1960, that in view of the nature of the business to be discussed it was in the opinion of the Council advisable that the Public and Press be excluded.

133 Current Parish Office

The Tennis Club Committee had confirmed that they were interested in renting the current Parish Office building if the Parish Council relocated. They also wished to install an additional tennis court. After discussion of the Tennis Club Committee's report the Council made the following resolutions, which were agreed unanimously:

RESOLVED:

- a) that the Council agreed in principle to the granting of a 10 year lease to the Tennis Club for the current Parish Office, subject to negotiation and receipt of the Club's detailed plans for the reordering of the building;
- b) that the Council agreed in principle to the installation of a new tennis court on Dawson Memorial Field subject to negotiation and to receipt of full details.

134 Car Park & Drainage Project – Phase 3

Members received the notes of the most recent meeting of the Project Working Group and a report from the Clerk on the current situation and options for taking the project forward. There was a lengthy discussion of possible options and the financial implications of each.

Note: Due to the commercial sensitivity of the information, which is subject to a tendering process, actual figures are not quoted in the report which follows.

Cllr Powell proposed that a certain figure be set as the ceiling for the cost of completing the project, and this was seconded by Cllr Freeman.

Cllr Clacy proposed an amendment setting a higher maximum figure. This was seconded by Cllr Powell who withdrew his original proposal.

Cllr Thomson proposed an amendment to set a third, higher figure, being the maximum available to the Council from earmarked funds, grants promised by outside bodies and the public works loan which had been requested. This proposal was seconded by Cllr Pemberton.

There were no further amendments. A recorded vote was requested for the vote on Cllr Thomson's amendment.

Cllrs Berlyn, Bolwell, Chapman, Freeman, Pemberton, Thomson and Whiteing voted in favour of the amendment.

Cllrs Burton, Clacy, Court, Powell, Telling and Wood voted against the amendment.

The amendment was therefore carried by 7 votes to 6.

RESOLVED:

- a) that, subject to approval of the requested Public Works Board loan, the figure proposed by Cllr Thomson be set as the maximum expenditure by the Council for completion of Phase 3 of the Drainage & Car Parks Project.
- b) that an Extraordinary Parish Council be arranged to agree a way forward with the project in the light of the resolution on the maximum cost.

Business having been concluded, the Chairman closed the meeting.

Signed: Cllr S Berlyn, Chairman

Date:

Danbury Parish Council Budget Precept Request 2011 – 2012

	2010 -2011	2011-2012	Increases
			Decreases
Environment	2100	2290	190
Facilities	90089	68425	-21664
Resources	37037	51765	14728
Grants	2100	1200	-900
Community Bus	500	0	-500
Drainage Fund in Resources		0	
Planning Documents		0	
Administration	83091	87186	4095
Total	214917	210866	-4051
Reserves	0	0	
Interest	400	200	-200
Predicted Income	31367	28467	-2900
	31767	28667	-3100

	183150	182199	
Precept Request	183000	183000	0% increase

Notes :

The Grants Budget was reduced by £900.

The Environment Budget was increased by £190 due to additional bus shelter cleaning.

The Resources Budget was increased by £18823 to cover the Public Works Loan and the Parish Office/ Meeting Room Rental. Also increase In NI Contributions and increase in Pension contributions both employer and employee.

Staffing salaries to remain static as per NALC/SLCC.

The Facilities Budget was decreased by £21664 due to the completion of payment of the Tractor. Reduction of DCA Budget and Descaling of Calorifiers transferred to DCA. The Grounds Maintenance Budget has been reduced as work to the Football Pitches had been completed. The Tree Budget had to be increased due to a considerable amount of works.