



**Minutes of the Meeting held Wednesday 26th January 2011 at 7.45pm
in the Parish Office**

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

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

140 Apologies for absence

Apologies were received and accepted from Cllr Mrs S-J Court and Cllr S Freeman.

141 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.

142 Public Question Time

There were no Members of the Public present (except Mr S Holland from the DCA who had been invited to give a presentation at this meeting)

143 Danbury Community Association – Sports & Social Centre

Mr S Holland gave a presentation about the DCA and the Sports & Leisure Centre, covering the history of the DCA, organisational details of the DCA Board/Trustees and Management Committee, staffing levels, relationship with its Gym Partner, opening hours and activities available, financial information and renovation works recently undertaken. There then followed an open discussion/question time covering various elements relating to the Sports & Social Centre, including increasing membership, shower/toilet facilities and car parking.

Cllr Berlyn complimented Mr Holland on the renovation/improvements works carried out at the centre. Cllr Clacy gave an update re the car parks and advised that the Main Road/DCA car park will take priority if overall costs are prohibitive to do both car parks and that completion is expected by summer 2011.

144 Minutes: 24th November 2010 and 17th January 2011

RESOLVED that i) the minutes of the Parish Council meeting held on 24th November 2010, as re-issued on 17th January 2010 after correction of an error, be approved and duly signed as a correct record
ii) the minutes of the Extraordinary Parish Council Meeting on 17th January 2011 be approved and duly signed as a correct record

145 Parish Plan Review

Cllr Pemberton had updated Members and responded to the questions raised at the last meeting relating to the existing Action Plan and whether it was still current and relevant. Members then discussed and it was agreed that Cllrs Pemberton and Clacy compare the '20-20 Vision for Danbury' and the updated Action Plan and bring the results of their findings to the March Parish Council meeting.

RESOLVED: that Cllrs Pemberton and Clacy compare the '20-20 Vision for Danbury' and the updated Action Plan and bring the results of their findings to the March 2011 Parish Council meeting.

146 Membership of Council

146.1 Cllr Langley: Members had been advised that Cllr Langley had resigned and that the Parish Council would not be permitted to co-opt another councillor so close to the election.

RESOLVED: that the information was noted by Members.

Cllr Langley's resignation had left a gap as Vice Chairman on two committees, namely Facilities and Environment. Cllr Berlyn proposed Cllr Pemberton be elected as Vice Chairman to both committees, this proposal was seconded by Cllr Wood, all Members agreed.

RESOLVED: that Cllr Pemberton be elected as Vice Chairman to the Facilities and Environment committees.

146.2 Elections: 5th May 2011:

146.2.1 Timetable: Members had been advised that the Election timetable had been published in the Winter 2010 edition of Danbury Times; Members standing for re-election were reminded that Nomination Forms must be returned to Chelmsford Borough Council between 28th March and noon on Tuesday 5th April 2011.

RESOLVED: that the information was noted by Members.

146.2.2 Purdah: Members had been supplied with a copy of EALC's Guidance Note on Purdah.

RESOLVED: that the information was noted by Members.

147 Reports from Village Organisations

147.1 Landisdale Charity: Members had been supplied with minutes from the 12th May 2010 meeting and agenda for the 24th November 2010 meeting. Regarding Sandpit Field Members agreed that the Parish Council was opposed to development on this site as it is outside the village development boundary.

RESOLVED: that the information was noted by Members.

147.2 Twinning: Cllr Whiteing advised that a report would be issued shortly

RESOLVED: that the information was noted by Members.

147.3 Any other reports

There were no other reports

148 Leases

148.1 British Legion Lease: Members were advised that The British Legion would consider its position at the AGM scheduled for 29th January 2011.

RESOLVED: that the information was noted by Members.

148.2 Eves Corner Lease: Members were advised that revised lease from the National Trust omitting trees from the responsibilities of the Parish Council had been chased.

RESOLVED: that the information was noted by Members

149 Publicity

149.1 Danbury Times: Cllr Telling updated Members

RESOLVED: that the information was noted by Members.

149.2 Annual Parish Meeting 28th March 2011: Members discussed possible subjects/candidates to speak. A short list was compiled with preferred speakers indicated – Clerk to investigate availability.

RESOLVED: that Clerk investigate availability of speakers.

Cllrs Pemberton and Bolwell had offered to assist with the display boards.

RESOLVED: that the information was noted by Members.

150 Reports from Council Committees

150.1 Resources: Clerk confirmed that the Annual Return had been removed from the web site after the statutory period.

RESOLVED: that the information was noted by Members.

150.2 Planning: Chairman of Planning, Cllr Telling, updated Members and advised that the application relating to Danbury Palace would be considered at the Planning meeting scheduled for 31st January 2011.

RESOLVED: that the information was noted by Members.

Cllr Telling updated Members regarding the meeting with CBC held on Tuesday 18th January 2011 relating to the Draft Danbury Development Framework SPD and advised that this would go before CBC on 10th February 2011 and to the Cabinet on 2nd March 2011.

RESOLVED: that the information was noted by Members.

150.3 Facilities: Chairman of Facilities, Cllr Clacy updated Members and advised that soffits work would commence once new air conditioning units had been installed; that regarding the DCA survey the various works identified would be put out for quotes to contractors as appropriate; regarding the bank mower Cllr Clacy advised that the old mower had been sold.

RESOLVED: that the information was noted by Members.

150.4 Environment: Members had been advised that the last Environment meeting (1st December 2010) had been cancelled due to the snow. Chairman of Environment, Cllr Keeler, updated Members and advised that he had been notified that crime figures were down. Cllr Keeler also updated Members regarding speed watch.

RESOLVED: that the information was noted by Members.

Members had been advised that regarding Tyndales Farm that an exhibition style event would be held on 1st February 2011 at the Village Hall from 11.30am – 6.30pm. Members were encouraged to visit this exhibition.

RESOLVED: that the information was noted by Members.

151 Posts for Elm Green (min 117.3 of 24th November 2010 refers)

Members had been advised that a quote had been received for posts: £1,000 plus £230 for labour and that DPC would need permission. Members had also been advised that the Clerk was investigating a possible Traffic Regulation. Cllr Powell proposed that a budget of £1,500 be earmarked for posts to be installed at Elm Green, subject to the appropriate permission being granted. This proposal was seconded by Cllr Thomson, 5 Members were in agreement, 4 Members were against the proposal and 3 Members abstained. The proposal was carried.

RESOLVED: that, subject to the appropriate permission being granted, posts be installed at Elm Green at a cost not exceeding £1,500 ex VAT.

152 Danbury Country Park Forum

Members had been advised that the Clerk had chased this and that still no definite date had been arranged.

RESOLVED: that the information was noted by Members.

153 Standing Orders and Financial Regulations

153.1 Standing Orders and Financial Regulations: Members had been supplied with final documents attached for ratification by Council. Cllr Pemberton proposed that these be adopted, Cllr Wood seconded the proposal. All Members agreed.

RESOLVED: that the revised Standing Orders and Financial Orders be adopted.

153.2 Terms of Reference: Members were advised that the Evaluation by Committees would be deferred until Strategic Plan was finalised (see Minute 154).

RESOLVED: that the information was noted by Members.

154 Strategic Plan for the Council

Members had been updated regarding the meeting of Committee Chairmen held on 24th January 2011. Following discussion in order to produce the Strategic Plan for the Council it was agreed that the individual committees would develop their own strategic plans for a 4 year period in line with the 4 year term of office for Councillors; that Cllr Mrs Burton and Cllr Pemberton would work with Parish Council Vice Chairman, Cllr Wood, to consider overall Parish Council views and objectives; that the Clerk would prepare a 'scope' detailing current responsibilities and obligations.

RESOLVED that

- i) each committee develop their own strategic plans for a 4 year Period
- ii) Cllr Mrs Burton and Cllr Pemberton would work with Parish Council Vice Chairman, Cllr Wood, to consider overall Parish Council views and objectives
- iii) The Clerk would prepare a 'scope' detailing current responsibilities and obligations

155 Mid Essex Forum

No report given as no Members had been available to attend.

156 Application for Preliminary Consent for inclusion in the Mid-Essex Pharmaceutical List NHS (Pharmaceutical Services) Regulations 2005 as amended

Members had been advised that an appeal had been lodged by the surgery. Members were asked to consider if the Parish Council wished to submit any further comments and advised that the closing date for additional comments is 27th January 2010. Members agreed that there were no further comments from the Parish Council in relation to this application.

RESOLVED: that no further comments be submitted by the Parish Council.

157 Councillor Surgeries

Members had been advised that a set of display boards had been purchased as agreed at November 2010 meeting. Members had been advised that surgeries would be covered as follows:

5th February 2011: Cllr Pemberton and Cllr Telling

5th March 2011: Cllr Clacy and Cllr Wood

(Cllr Mrs Burton and Cllr Keeler in reserve)

Members had been advised that there would be no surgeries in April or May due to election 'purdah'; surgeries would commence again in June 2011 and run through to March 2012 with the exception of January when there is no Farmers Market.

RESOLVED: that the information was noted by Members.

158 The Queen's 2012 Diamond Jubilee

Members had been supplied with copy letter from the Department for Culture, Media & Sport relating to celebrations for the Queen's 2012 Diamond Jubilee. Members discussed and it was agreed that Clerk should write to the schools in the village and the DCA to ascertain if they would like/are planning any activities.

RESOLVED: that the Clerk contacts the local schools and DCA to ascertain their plans.

159 The Royal British Legion Great Poppy Weekend Party

Members had been supplied with copy letter from Royal British Legion relating to organising a Poppy Party to celebrate 90 years of the British Legion. Unfortunately the Council are unable to be involved in the weekend event.

160 Sustainable Communities Act 2007 (Amendment) Act 2010

Members had been supplied with a copy of the Legal Briefing from NALC updated on 13th January 2011.

RESOLVED: that the information was noted by Members.

161 ECC Consultation: Local transport Plan

Members had been supplied with a copy of the introductory note and advised that the full 36 page document is available in the office, online at www.essex.gov.uk/LTP and that the closing date for comments is 11th February 2011. It was agreed that Cllr Thomson would respond on the Council's policy

RESOLVED: that Cllr Thomson to respond on the Council's policy.

162 Matters for information (Report only)

162.1 Timetable of meetings 2011: Members had been advised of correction to Environment Committee meeting in November: should read 2nd, not 1st November.

RESOLVED: that the information was noted by Members.

163 Dates of Parish Council Meetings in 2011

30th March, Annual Parish Council 11th May; 22nd June (ratification of accounts), 27th July, 28th September, 30th November 2011.

Annual Parish Meeting: Monday 28th March 2011

164 Exclusion of Press and Public

RESOLVED: 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

165 Car Park and Drainage Project

Members were updated. It was agreed to hold a working party meeting on 16th February 2010, that Cllrs Berlyn and Keeler would open the tenders on 1st March 2010 and that an Extraordinary Parish Council meeting would be held on 8th March 2011 at 7.30pm. Regarding the Public Works Loan Cllr Berlyn proposed that the PWLB be

approved for an eight week delay, this was seconded by Cllr Pemberton, there was one abstention, all other Members agreed.

RESOLVED that i) timetable of meetings was set and noted by Members, as follows:

- 16th February 2011 - working party meeting
- 1st March 2011 - tenders are opened
- 8th March 2011 - Extraordinary Parish Council Meeting

ii) PWLB be approved for an eight week delay

166 Lease for Parish Council move to the Old School House

166.1 Lease: Members had been advised that the lease was with the Council's Solicitor and an update was given at the meeting.

RESOLVED: that the information was noted by Members.

166.2 Signing of the lease: Cllr Telling proposed that the Chairman and Vice Chairman of the Council would sign the document and that the Clerk would act as witness at the appropriate time, i.e. when the building is ready to be taken over, this was seconded by Cllr Clacy, all Members agreed.

RESOLVED: that the Chairman and Vice Chairman of the Council would sign the document and that the Clerk would act as witness at the appropriate time, i.e. when the building is ready to be taken over.

166.3 Tennis Club: Members had been supplied with copy letter. It was agreed that the Clerk should now start negotiations as discussed.

REOLVED: that the Clerk commences negotiations as discussed.

Business having been concluded, the Chairman closed the meeting at 10.30pm

Signed: Cllr S Berlyn, Chairman

Date: