



**Minutes of the Meeting held on Wednesday 30<sup>th</sup> March 2011 at 7.45pm  
in the Parish Office**

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

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

Plus Mrs Laurette Guest and Mrs Anna Holmes from The Landisdale Charity and one Member of the Public.

Before the meeting started Chairman of the Council, Cllr Berlyn thanked all Council Members, especially Cllr David Whiteing, in regards to the Annual Parish Meeting held on Monday 28<sup>th</sup> March 2011.

**175 Apologies for absence**

Apologies were received and accepted from Cllr Mrs Y. Burton and Cllr M Telling

**176 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 at this point of the meeting. However at the item relating to the 'Pharmaceutical Application' (see minute 189) Cllr Clacy declared an interest as he knows the developer of the Medical Centre.

**177 Public Question Time**

No questions were raised

**178 Representatives of Landisdale Charity**

Mrs Guest and Mrs Woods stated that the purpose of attending this meeting was to talk to the Parish Council about their proposals for Sandpit Field and that they hoped to be able to work in partnership with Danbury Parish Council. Mrs Guest and Mrs Woods gave a potted history of the Landisdale Charity and an outline of its existing almshouses, advising Members that these are only available to people who have resided in Danbury for 10 years, but that there is no age criteria. The Landisdale Charity has consulted with various bodies including CBC and has noted that in the 20-20 Vision Statement there is no mention of social housing and is aware that The Charity will now have to demonstrate that there is a need for more social housing. Mrs Guest advised that The Charity would like to build two more almshouses and

formally asked Danbury Parish Council to consider and support their aim. Cllr Clacy raised the subject of the number of future homes on the Sandpit Field site as this is a 5 acre site. Landisdale advised that they only have funds at present to build two houses. The question of Olletts was also raised – Members were advised that this facility is now redundant as people do not want bedsits with shared facilities. Cllr Berlyn thanked Mrs Guest and Mrs Woods and advised that their request would be considered by the Council.

### **179 Minutes: 26<sup>th</sup> January, 2011 and 8<sup>th</sup> March, 2011**

RESOLVED that: i) the minutes of the Parish Council meeting held on 26<sup>th</sup> January 2011 be approved and duly signed as a correct record.  
ii) the minutes of the Extraordinary Parish Council Meeting held on 8<sup>th</sup> March, 2011 be approved and duly signed as a correct record.

### **180 Parish Plan Review**

Cllrs Clacy and Pemberton advised the strategic plan was being considered. It was not appropriate to report on Action Plans at this time. In regards to the previous review it was agreed that only 100 copies of the printed review (colour version) and 100 copies of the action plan should be retained, the remainder to be destroyed.

RESOLVED that: i) Action Plan will be reviewed in line with strategic plan  
ii) Clerk to retain 100 copies of Parish Review document and 100 copies of Action Plan from previous review, remainder to be destroyed.

### **181 Reports from Village Organisations**

**181.1 Landisdale Charity:** Members had been supplied with a copy of the Charity's minutes from the meeting held on 24<sup>th</sup> November 2010 and minutes from the Extraordinary Meeting held on 25<sup>th</sup> February 2011.

RESOLVED: that the information was noted by Members.

The Councillors then discussed the proposal for support made earlier in the meeting by the Trustees of the Charity: The Councillors in general supported the principal of Almshouses, but questioned the need for more housing as there are lots of houses empty at present in the village; Members were reminded that the site (Sandpit Field) is outside the development boundary and that Danbury Parish Council had said in the past that it would not support development of any type outside the boundary, however Cllr Powell pointed out that the new Medical Centre will be outside the development boundary. The subject of refurbishing Olletts was raised, which could provide accommodation for more people and is within the development area of the village. The conclusion was that the Councillors were sympathetic to social housing, but felt unable to make a decision at present. Cllr Powell proposed that there is insufficient information for the Council to make a policy decision this evening and that the matter should be deferred to the new Parish Council. The proposal was seconded by Cllr Berlyn. Cllr Keeler proposed an amendment to the proposal to remove 'defer to new council' – there was one abstention, all other Councillors were in agreement with the amended proposal.

RESOLVED: that the Parish Council are unable to make a policy decision regarding the building of two almshouses at Sandpit Field due to insufficient information.

Regarding the Charity's Request for a new representative from the Parish Council to attend Landisdale meetings, it was agreed that this should be deferred until the new Parish Council is in place.

RESOLVED: that the decision regarding the election of a new representative from the PC to attend Landisdale meetings be deferred to the first meeting of the new Council.

**181.2 Twinning:** Cllr Whiteing gave a short report

RESOLVED: that the information was noted by Members

There were no reports in relation to other village organisations.

## **182 Leases**

**182.1 British Legion Lease:** Members had been supplied with copy letter from The Danbury Branch of the British Legion which advised that it is to disband and that it had requested three months notice be given to the end of June 2011 in relation to the British Legion Hut and that The Parish Council had been offered items to purchase with the proceeds going to the Royal British Legion Welfare Programme.

RESOLVED: that the information was noted by Members

**182.2 Eves Corner Lease:** Members were advised that the 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

## **183 Publicity**

**183.1 Danbury Times:** Clerk advised that 'thank you' letters would be sent out to all helpers.

RESOLVED: that the information was noted by Members

**183.2 Annual Parish Meeting:** The Clerk outlined the main comments/questions from the Meeting.

RESOLVED: that the information was noted by Members

## **184 Reports from Council Committees**

**184.1 Resources:** Chairman of Resources, Cllr Whiteing updated Members regarding insurance and advised that DPC had entered into a 3 year contract with the new company and that final adjustments would be made to budgets at end of the financial year.

RESOLVED: that the information was noted by Members

**184.2 Planning:** Chairman of Planning, Cllr Telling absent from meeting. Members had been advised that that the Draft Danbury Development Framework SPD had now been adopted by Chelmsford Borough Council.

RESOLVED: that the information was noted by Members

Regarding the production of the 'booklet' in the standard CBC format it was agreed that costings need to be obtained for the usual DPC format in order for the Council to make a decision as to which format should be used.

**184.3 Facilities:** Chairman of Facilities, Cllr Clacy updated Members covering the following areas: ponds, new bank mower, Sports Centre soffits work, car parks, Sports Centre Survey, trees and play ground equipment. Cllr Clacy advised that a date was awaited for a tour of the Sports Centre by Council Members.

RESOLVED: that the information was noted by Members

**184.4 Environment:** Chairman of Environment, Cllr Keeler advised that the daffodils planted last year are now in bloom at Runsell Green and reminded Members that the next meeting of the Environment Committee is on 4<sup>th</sup> April 2011.

**185 Posts for Elm Green (min 117.3 of 24<sup>th</sup> November 2010 refers)**

Members had been advised that the posts had been purchased together with reflectors for the posts in accordance with the Essex County Highways regulations.

RESOLVED: that the information was noted by Members

**186 Danbury Country Park Forum**

Members had been advised that The Clerk had chased this, but still no definite date had been arranged.

RESOLVED: that the information was noted by Members

**187 Strategic Plan for the Council**

Members had been advised that this item has still to be discussed at the Environment Committee and Planning Committee. Each Committee's plans would then be discussed by the Working Party and recommendations if ready would then be taken to the July Parish Council Meeting. At this meeting the aims were revisited and Members were reminded of what a strategic plan is and that this needs to be considered by all members of the new Council.

RESOLVED: that the information was noted by Members

**188 Mid Essex Forum 3<sup>rd</sup> March 2011**

Cllr Clacy reported that with regards to the 3 wind farms being proposed that concern was expressed re transportation of heavy plant machinery through Danbury, and that an experiment had been undertaken through local villages, but that this will not affect Danbury.

RESOLVED: that the information was noted by Members

**189 Application for Preliminary Consent for inclusion in the Mid-Essex Pharmaceutical List NHS (Pharmaceutical Services) Regulations 2005 as Amended**

Cllr Clacy declared an interest in this item by virtue of the fact that he knows the Developer of the Medical Centre as an update was given of the current position regarding the project

Members had been advised that the Parish Council had received documentation which advised that that the application had been refused, but that a further application had been received for a 100 hour Pharmacy and that comments are required by 4<sup>th</sup> April, 2011. Members had been supplied with details of proposed Hours of Operation, copy letter from Dr McAllister and report from meeting held with Dr. Hunt and Ms Graham from the Danbury Medical Centre. Councillors discussed the application for the 100 hour pharmacy. Cllr Wood proposed that the Parish Council support the application, but would not like to see the loss of the existing pharmacy and trust that the two would be able to co-exist as Boots provides additional products which the new pharmacy may not. This proposal was seconded by Cllr Bolwell. Cllr Mrs Chapman proposed an amendment that the '100 hour' only applies to the dispensing chemist and would not apply to other businesses within the new medical centre. 7 Councillors voted for the amended proposal, 2 voted against and 3 Councillors abstained.

RESOLVED that: i) the information was noted by Members

- ii) that the Parish Council supports the application for a 100 hour pharmacy, but that the 100 hours only applies to the dispensing chemist within the new Medical Centre and no other businesses within the premises.

## **190 Councillor Surgeries**

Members had been advised that no surgeries may be held in April or May 2011 due to election 'purdah'. No items raised relating to surgeries.

RESOLVED: that the information was noted by Members

## **191 Gritting Policy: Snow Clearance/Gritting**

### **191.1 Complaints from Members of the Public**

Circulated at a previous meeting

RESOLVED: that the information was noted by Members

### **191.2 NALC Legal Briefing L10-10 Responsibilities for Clearing Snow and Ice on Highways**

Circulated at a previous meeting.

RESOLVED: that the information was noted by Members

### **191.3 Risk Assessment on site (Dawson Memorial Field)**

Circulated at a previous meeting.

RESOLVED: that the information was noted by Members

### **191.4 Parish Council Resolution**

Members had been reminded that Parish Council resolution reference minute No.98 (September 2010) Gritting Policy applied and per PC Standing Orders could not be reviewed for 6 months. Therefore policy could be now reviewed at this meeting.

### **191.5 Snow Clearance**

Cllr Clacy briefly outlined his idea to buy/lease a snow plough. It was agreed to discuss this idea at a future meeting.

RESOLVED: that this item be included on a future agenda for Cllr Clacy to expand on his idea/Councillors to discuss

### **191.6 ECC Salt Bag Pilot Scheme**

Members had been supplied with details of scheme for consideration.

RESOLVED: that the information was noted by Members

### **191.7 Salt/Grit Box Southview Road/Woodhill Road**

Members had been advised that with reference to the November 2010 meeting minute No.68, the Resident had been advised that budget is not available at present.

RESOLVED: that the information was noted by Members

### **191.8 Little Baddow Parish Council**

Members had been supplied with copy of an article from The Journal re snow and ice.

RESOLVED: that the information was noted by Members

### **191.9 Proposed New Insurance Company**

Members were advised that the Clerk had checked with the new Insurance Company and they had confirmed that they agreed with the previous Insurance Company's recommendations regarding clearance and gritting.

In view of 191.9 and relating to 191.4 Cllr Powell proposed that there should be no changes to this policy i.e. that no gritting/clearance should be undertaken on DPC property. This was seconded by Cllr SJ Court, three Councillors abstained from the vote, the remaining agreed.

RESOLVED: that no snow clearance/gritting be undertaken on Parish Council property.

### **192 The Queen's 2012 Diamond Jubilee**

Members had been advised the Clerk had written to all the local schools, but had only received one reply from Danbury Park, who requested that the PC write again when the new head teacher is in post.

RESOLVED: that the information was noted by Members

Members had been asked to consider ideas. Cllr Mrs Chapman put forward the suggestion of a rose (Diamond Jubilee variety) bed with a plaque at either Elm Green or at Eve's Corner. Members agreed in principal, but requested Clerk investigates if this would be possible.

RESOLVED: that Clerk investigates if it would be possible to install a rose bed at either Elm Green or Eve's Corner.

### **193 Localism Bill Special**

Members had been supplied with copy of document published in the Local Council Review.

RESOLVED: that the information was noted by Members

### **194 Review of Polling Districts**

Members had been supplied with details and advised that Danbury had not changed but the Sports and Social Centre will be used as a Polling Station as this year the Mission will be closed.

RESOLVED: that the information was noted by Members

### **195 Parish Update March 2011 from Cllr Martin**

Members had been supplied with a copy

RESOLVED: that the information was noted by Members

### **196 Inspiring Ideas to Improve Essex Communities**

Members had been supplied with a copy of the document. It was agreed that Members would submit their own individual responses/ideas.

RESOLVED: that Members respond individually

### **197 Home School Transport**

Members had been supplied with copy letter from a Little Baddow resident requesting DPC not to support the withdrawal of transport to and from St John's Primary School and advised that a meeting had been held with District Councillors.

RESOLVED: that the information was noted by Members

### **198 The Reform Programme for Essex Police Parish Council's Briefing**

Details had been supplied to Members.

RESOLVED: that the information was noted by Members

### **199 Car Park and Drainage Project**

Members had been advised that Cllrs Berlyn, Clacy and Pemberton together with the Clerk and the Groundsman had met with R M Contracts Limited and Brand Leonard regarding the timetable for the project and that the planned start date was Monday 28<sup>th</sup> March, 2011. Clerk to liaise with the Sports & Social Centre.

RESOLVE that: i) the information was noted by Members

ii) the Clerk liaise with the Sports & Social Centre

## **200 Highways and Transportation Update**

Copies had been supplied to Members

RESOLVED: that the information was noted by Members

## **201 Emergency Planning Awareness**

Members had been supplied with copy letter regarding a presentation/update from the Emergency Planning Officer. It was agreed to have a presentation once the new Council is in place.

RESOLVED: that a presentation would be requested for the new Council

## **202 Matters for information (Report only)**

Members had been advised that the Hit Squad will be in the village on 21<sup>st</sup> April 2011 and that The Litter Pick would be taking place on the Saturday 18<sup>th</sup> June, 2011.

RESOLVED: that the information was noted by Members

Members had been supplied with copy letter expressing appreciation of the Danbury Parish Council Web Site.

RESOLVED: that the information was noted by Members

## **203 Dates of Meetings in 2011**

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

Members were reminded that this is the last Parish Council Meeting prior to the Parish Council Elections on Thursday 5<sup>th</sup> May, 2011.

## **204 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 were instructed to withdraw

## **205 Lease for Parish Council move to the Old School House**

**205.1** Members had been advised that the lease had been signed and that the planned date for moving was Wednesday 13<sup>th</sup> April, 2011.

RESOLVED: that the information was noted by Members

**205.2** Members were advised that further to the Resources Committee held on 23<sup>rd</sup> March, 2011 that the Clerk had to sign a declaration that the Parish Council does not have a right under the Landlord and Tenants Act 1954 to remain in the Old School House after the 10 years.

RESOLVED: that the information was noted by Members

**205.3** Members were advised that the Parish Council confirmed that they are able to rent the Parish Office for a period of 10 years and that this would mean that there could be a 14 year lease to match the original tennis club lease with a 10 year break clause. This would necessitate a separate lease for this part of the building. Tennis Club had advised that they wish to just open up the existing door and use the area. Members were advised that rental had been agreed at £5413 and that Solicitor's costs will be in the region of £700.00. Cllr Pemberton proposed that a separate lease be prepared and the Tennis Club be permitted to open up the existing door, this was seconded by Cllr Clacy, all Members agreed.

RESOLVED: that a separate lease be prepared for the Tennis Club to lease the Parish Office for 14 years with a 10 year break clause and that the Tennis Club be permitted to open up the existing door, separating the two sections of the building.

205.4 Members had been supplied with copy Documents from 4 Children regarding Tendering Process

RESOLVED: that the information was noted by Members

Business having been concluded, the Chairman closed the meeting at 10.12pm.

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

Date: .....