



Minutes of the Meeting held on 25th July 2012 at 7.45pm at The Old School House, Main Road, Danbury

Present: Cllrs S Berlyn (Chairman) A Keeler
 M Wood (Vice Chairman) B Kennewell
 A Allen W Scaife
 D Bolwell J Scott
 Mrs C Jacobs J Thomson

In attendance: Mrs M Saunders, Clerk
 Mrs H Mayes, Assistant Clerk

29 Apologies for absence

Apologies were received and accepted from Cllr Mrs Chapman, Cllr Mrs Court, Cllr Pemberton and Cllr Telling.

30 Declarations of Interest

Members were required to declare any personal or prejudicial interests they knew they might have in 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 is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time.

Cllr Thomson declared an interest in item 38.2 as he is associated with Danbury Mission.

31 Public Question Time

8 members of the public attended the meeting. Mr O'Byrne spoke on behalf of the group who all represented the following charities from Danbury (a full list of attendees was forwarded to the Clerk):

- Farleigh Hospice
- Christian Aid
- Danbury Society
- Horticultural Society
- National Garden Scheme

A document was submitted outlining the groups concerns regarding the removal of signs from the verge at Eves Corner along with a letter Mr O'Byrne had received from Essex Highways. The group felt that local charity events had been adversely affected by the removal of advertising signs at Eves Corner and were requesting the support of the Parish Council in enabling charity signs to be displayed in this area. Members asked several questions about the effect this had had on the charity events and the group advised that visitor numbers were reduced due to lack of passing trade. It was also stated that it was members of the public that had complained about the signs and that the village now looked tidier. Signs can be displayed but the regulations for outdoor advertisements are there for a purpose and should be adhered to. Mr

O'Byrne asked that members read the document relating to outdoor advertisements published by Communities and Local Government as he felt that this would allow for signs to be placed at Eves Corner. A suggestion was made by one of the group present that the Parish Council looks into the right of easement as the signs have been placed there for over 30 years.

It had already been proposed by the Facilities Committee that the Parish Council arranges a meeting between ECC and CCC to discuss these issues. The Assistant Clerk, Facilities had been advised to send written representation to the Highways Panel in the first instance. Members felt that this issue should be dealt with by the Environment Committee and that the Clerk should add this to the next agenda for the meeting to be held on 5th September 2012.

The members of the public all left the meeting.

32 Approval of Minutes

RESOLVED: that the minutes of the meetings held on 2nd May and 19th June 2012 be approved and signed as a correct record.

33 Vacancy for Parish Councillor

Members had been asked to consider an application for co-option to the Parish Council from Peter Bischler. However, he had sent his apologies to the meeting as he had been delayed. As this was the third meeting he was unable to attend, Members felt they were unable to take his application any further at the present time. Cllr Berlyn proposed that Mr Bischler be thanked for applying but that his application for Councillor had not been successful. This was seconded by Cllr Scaife and agreed unanimously.

RESOLVED: that the Clerk writes to Mr Bischler to advise him that his application had been unsuccessful.

34 Appointment of Chris Jacobs to Committees

Cllr Jacobs advised that she would like to sit on the Environment and Facilities Committees.

RESOLVED: that Cllr Jacobs to be assigned to the Environment and Facilities Committees.

35 Public Conveniences in Danbury

The Council had been notified that the Public Conveniences would be demolished shortly. It was intended that the land be returned to the Parish Council.

RESOLVED: that the information be noted.

36 Reports from Village Organisations

36.1 Neighbourhood Watch – no report had been received.

36.2 Twinning – no report had been received.

36.3 Any other reports from organisations – there were no reports from other organisations.

RESOLVED: that the information be noted.

37 Communications Working Group

Notes were circulated from the last Communications Working Group meeting and Cllr Wood gave an update. Volunteers were requested to update the noticeboards at Runsell Green and Elm Green. Cllr Bolwell volunteered to update the Elm Green noticeboard and Cllr Thomson volunteered to update the Runsell Green noticeboard.

The next meeting of the Communications Group would be discussing Democracy Week and volunteers would be needed to visit local schools. Cllr Jacob volunteered to assist with this. Cllr Kennewell wished to clarify the involvement of the Communications Group in the development of the new website as this had previously been discussed at a Resources Committee. It was confirmed that the Communications Group would be looking at the way the web communicates to the village and the general content. The Resources Committee would look at the web design and implementation. The Communications Group would report to Parish Council and it was suggested that the terms of reference be reviewed annually. The Clerk read out the terms of reference to the meeting. Cllr Kennewell would have preferred to have had a hard copy of the terms of reference. Unfortunately, these had not been circulated to the meeting.

Cllr Wood proposed that the terms of reference be adopted. This was seconded by Cllr Bolwell. Cllr Scaife proposed an amendment to review the terms of reference at the next Parish Council meeting. There were 10 votes in favour and 1 against.

RESOLVED:

- a) that the terms of reference for the Communications Working Group be adopted with a review at the next Parish Council meeting.
- b) that Cllr Bolwell would update the Elm Green noticeboard and Cllr Thomson would update the Runsell Green noticeboard.

38 Reports from Committees

38.1 Resources Committee

The End of Year Annual Return had been submitted to the external auditor.

Bank accounts had been invested to achieve the best possible return in this climate.

The Committee had been looking at the Code of Conduct. This would be discussed in more detail in item 44.

The Committee had listened to a presentation regarding upgrading the web site. The following recommendation was made to Parish Council after the Committee had reviewed designs. The design was attached and was based on the Danbury Times.

The prototype would be built with example functions so that the Council could see how it works. The site would be shown at the next Parish Council Meeting for approval. The website content and photographs were to be agreed once the prototype was ready. The headings for the website had been detailed in the last Resources Committee minutes. The cost of the mock-up (including all aspects) would be 40% of her charge for redesigning the web site which would be £400.00 of the circa £1000.00 cost. This may be dearer depending on what the Parish Council wants to be included on the site.

Cllr Kennewell proposed that Sue Lees be requested to make a mock-up of the web site. Cllr Scaife seconded this proposal which was unanimously agreed.

RESOLVED: that the information be noted and that Sue Lees is requested to make a mock-up of the website at a cost of 40% of her charge for redesigning the website (which would be £400.00 of the circa £1000.00 cost).

38.2 Planning Committee

The garages at Rumsey Fields were not being brought up to a lettable standard and would be demolished. Residents could then use the land to park.

12/00047/FUL Paternoster Farm – The Ecological Survey had been completed and the local area did not seem to be considered under this report. This application had been determined at the Chelmsford City Council Planning Committee the previous evening and it had been refused. Cllr Mrs Chapman had attended to speak on the Parish Council's behalf. Members wished to thank Cllr Mrs Chapman for the excellent job she did as a representative of the Parish Council.

Cllr Berlyn wished to raise an issue regarding application 12/00934/FUL (land adjacent to Danbury Mission) which had been an item at a recent Planning Committee. Cllr Thomson declared an interest in this item as he is associated with Danbury Mission. Cllr Berlyn was not able to attend the last Planning Committee and wished to raise concerns over allowing this green space to become a temporary car park. He felt that this may end up as a permanent car park even if the medical centre is not built. Cllr Allen advised that the Planning Committee requested a time limit to be placed on the temporary car park as they considered the application based on the current situation of the medical centre going ahead. The application would then need to be renewed every 3 years. Members discussed parking issues in the roads adjacent to the Mission and the impact of not having a car park for church members. Danbury Mission had been asked to produce a transport plan for ECC.

The Clerk raised concerns about submitting further comments to CCC as this item had already been discussed from a previous meeting. Members discussed if the application should be determined at a CCC Planning Committee. After further discussion it was agreed that Cllr Allen would send an email to the Clerk clarifying the comments previously submitted to CCC and that this email would be sent to CCC and copied to the Borough Councillors. The application would not be referred to CCC Planning Committee. This was agreed unanimously.

RESOLVED: that the information be noted and that Cllr Allen would submit further comments to clarify the Parish Councils position regarding application 12/00934/FUL. These will be submitted to CCC and copied to Borough Councillors.

38.3 Environment Committee

Members of the public attended the last Environment Meeting regarding the accident at the Zebra Crossing on the Main Road outside Danbury Park School. Cllr Bolwell reported that the foliage had now been cut back to make the belisha beacon more visible.

The waymark survey had been completed and the information collated. This is an Agenda item for the next Environment Committee Meeting.

Where footpath 8 meets the A414 the P3 Officer at Essex County Council was going to investigate a railing.

Congratulations were given on the production of the Danbury Leaflet which is being distributed to tourist information offices, local public houses, libraries and hotels. It had been well received and already further batches had been required for one public house who had had several European visitors.

The Clerk and the Chairman of the Environment attended the Country Park regarding part of the judging for Green Flag Status. There was no further update on the outcome of this.

The Minerals Development Document for the proposed site at Tyndales Farm has now been given full priority so to achieve Full Council sign off to the submission document in December 2012.

Potholes and overgrown hedging continue to be a problem throughout the village.

RESOLVED: that the information be noted.

38.4 Facilities Committee

A further drainage channel at the front of the Sports and Social Centre had been completed on Monday 23rd July.

New play equipment had been completed and the swings had been swapped.

The Danbury Fun Day was a huge success with over five hundred people attending. Several Councillors attended and confirmed it was an enjoyable day and there were no problems with noise. Members asked the Clerk to write to Brian Ireland to thank him for organising the event.

Play in the Park was again planned for August. Details had been circulated to schools and advertised locally.

The pond clearance would again take place on 27th July at Eves Corner. There was no work required at Runsell Green. At present, Cllr Berlyn was the only Councillor attending. Further volunteers would be welcome. Cllr Bolwell would like to have some of the rushes removed as they were quite high and blocking the view from the benches. This may not be possible at present due to nesting birds.

The Guides were considering taking over the British Legion Hut. After some negotiations, they had confirmed that they had withdrawn their interest as the premises would not be large enough for their needs.

RESOLVED: that the information be noted and the Clerk write a letter of thanks to Brian Ireland.

39 Old School House – Essex County Council Lease

39.1 Essex County Council was prepared to grant the Parish Council a lease for 25 years with 5 year break clauses. Members had received a document from ECC regarding break clauses. Members were asked if they wished the Clerk to proceed and contact the Council's solicitor. It was suggested that the Clerk request an amendment to be made to the current lease rather than a new lease being created in order to keep costs minimal. If this was not agreeable with the ECC solicitor, the Clerk would seek support from County Councillor.

It was proposed by Cllr Scott that the Clerk accepts a lease from ECC for 25 years with 5 year break clauses and that a request is made for an amendment to the current lease rather than a new lease being drawn up. This was seconded by Cllr Kennewell and agreed unanimously.

RESOLVED: that the Clerk contact ECC to accept the lease for 25 years with 5 year break clauses and request an amendment to the current lease be made.

40 Drainage and Car Park Project

The Facilities Committee had been pursuing options regarding the lighting bollards. A decision would be made in September.

RESOLVED: that the information be noted and this item removed from the Parish Council Agenda and remain with the Facilities Committee.

41 Queen's Diamond Jubilee 2012

The Beacon Event was well attended with between four and five hundred people present. Members wished to thank Cllr Mrs Chapman and her family for all their hard work on this event. They also wished to thank Clive Pretty for his assistance on the day.

RESOLVED: that the Clerk writes letters of thanks to Cllr Mrs Chapman and Clive Pretty.

42 Danbury Times

The Summer Edition had been produced and distributed. Members were asked for further ideas for articles for the Winter Edition. These should be sent to Cllr Mrs Chapman.

RESOLVED: that the information be noted.

43 Councillors' Surgeries

Volunteers were required for future surgeries. Please let the Clerk know if you can assist with the following dates.

- 4th August Cllr Mrs Chapman and Cllr Bolwell
- 1st September Cllr Allen and Cllr Telling
- 6th October
- 3rd November
- 1st December

The last surgeries had not been well attended. It was suggested that the surgery could be held in an alternative location with one suggestion being the library. Any

other suggestions could be sent to the Clerk and this item would be put onto the Agenda of the Communications Working Group.

RESOLVED: that the information be noted.

44 Code of Conduct for Councillors

Members were asked to read all the previous correspondence issued with the Resources Agendas over the past two months and consider whether the Parish Council is going to adopt the Code of Conduct. A final version of this document was circulated with the Agenda. Under the Localism Act 2011 the Parish Council must have a Code of Conduct in place. Chelmsford City Council agreed the Code of Conduct at their meeting held on Wednesday 18th July 2012 and would prefer all Parish Councils in the district to adopt the same code. The EALC have advised that the Parish Council adopt it. Cllr Berlyn clarified that Councillors would still be able to speak at meetings as a member of the public but would need to leave after speaking whilst a decision is made. Councillors also need to be aware that they would have to declare the interests of any family in their household. All interests will be published and put onto the website.

Cllr Berlyn proposed that the Parish Council adopt the Code of Conduct agreed by Chelmsford City Council. This was seconded by Cllr Wood and agreed unanimously.

RESOLVED: that Danbury Parish Council adopt the Code of Conduct agreed by Chelmsford City Council.

45 Localism Act 2011

The Parish Council was requested to consider the adoption of the Power of Competence and information was circulated. Members wished to congratulate the Clerk on passing the necessary Cilca Module. There were the correct 66 % of Councillors elected at the election in May 2011. Danbury had 14 out of a possible 15 elected to Parish Council.

Once this Power is adopted the Council no longer has to comply with specific powers to act, as the General Power of Competence provides eligible local councils with “the power to do anything that individuals generally may do” as long as they don’t break other laws; it is a ‘power of first resort’.

Cllr Berlyn proposed that the General Power of Competence be adopted by Danbury Parish Council. This was seconded by Cllr Scott. Members voted 10 in favour and 1 against.

RESOLVED: that the Parish Council having complied with the legal requirements of the Localism Act 2011 sections 1 to 8 is now eligible to use the General Power of Competence until the 2015 local elections.

46 Community Land Trust

This item had been requested to be put on the Agenda for September by Laurreta Guest.

RESOLVED: that the information be noted.

47 Tennis Club

Drawings and a report had been circulated to members regarding the enhancement of the Tennis Club facilities. The Tennis Club were requesting comments from members at the initial stages of the project. It was felt that there was not enough detail on the drawings for any comments to be given. Some members would have objections to using further land and potentially spoiling the current landscape. A need for additional facilities would also have to be demonstrated.

Cllr Wood suggested that the issue should be referred to the Facilities Committee and a request made to the Tennis Club for a site visit to take place prior to the committee meeting. The representatives from the Tennis Club could then attend the Facilities Committee to discuss the proposal further. This was unanimously agreed.

RESOLVED: that the item is referred to the Facilities Committee for a site visit to be arranged with the Tennis Club and further discussions to take place following the visit.

48 Quality Parish Council

Members were asked if they wished to reaccredit the Parish Council's Quality Status which is due to expire at the end of the year. Details were circulated from the Essex Association of Local Councils. There is no cost for this, however it does take the Clerk some time to submit the necessary paperwork for accreditation. Cllr Wood proposed that the Parish Council reaccredits its Quality Status. This was seconded by Cllr Allen and was unanimously agreed.

RESOLVED: that the Clerk reaccredits the Parish Council's Quality Status.

49 Gambling Act 2005

Chelmsford City Council is carrying out a 3 year review of their Statement of Policy. If you wish to view the document please go on-line www.chelmsford.gov.uk/gaconsultation. The consultation runs from 16th July 2012 to 8th October 2012.

RESOLVED: that the information be noted.

50 Chelmsford Local Highways Panel

A copy of the minutes of the meeting held on 5th July 2012 were circulated. The next meeting will be held on 3rd September 2012. Members were asked to let the Clerk know if there are any issues you would like brought up at the next Panel Meeting. Cllr Berlyn stated his concern that there were no representatives from Parish and Town Councils on the Highways Panel. The EALC were writing to ECC regarding this. Cllr Berlyn had recently held a meeting of the Chelmsford Association of Local Councils, which had recently been restarted. A representative could be sent from this group to the Highways Panel.

It was suggested that the Clerk formally write to ECC Highways Panel, with copies to Chelmsford City Councillors and County Councillors, to express the Parish Councils disappointment with the lack of parish representatives on the panel. It was also felt that the Highways Panel fell under the remit of the Environment Committee and that future highways and signage matters would be dealt with by this Committee.

RESOLVED: that the Clerk write to ECC Highways panel to express the Parish Councils disappointed with the lack of representation and that this item would now be passed to the Environment Committee.

51 Matters for Report (for information only)

51.1 1st Danbury Brownies had sent a letter of thanks for the grant received.

51.2 The Parochial Church Council had sent a letter of thanks for their grant.

51.3 Superfast Broadband Project for Essex

51.4 The Danbury Mission had emailed to say they are holding an opening week from 14th – 21st October and would like to invite Members to visit the church. There had already been some interest in this. The Clerk would check if the church would be open for visitors to drop in during this week or if the Parish Council had been invited as a group.

51.5 Cllr Bolwell reported that John Bowen, representative of the Environment Committee, had recently been unwell and was in hospital. Cllr Bolwell asked the Clerk to contact Mrs Bowen for an update.

51.6 Cllr Scaife reported that the First Bus No 31 evening Monday – Saturday route had been stopped and this route had now been taken over by Travel with Hunny. If anyone has any issues with the new service, please let Cllr Scaife know.

51.7 Cllr Berlyn reported that the Chelmsford Association of Local Councils (ACDPC), which had not met for several years had now been restarted and recently met. It is now renamed as the Chelmsford Association of Local Councils (CALC) and had appointed an interim executive committee until ratification at the AGM. Cllr Berlyn had agreed to be Chairman in the meantime. It is hoped that this group will be able to represent parish and town councils to Essex County Council and Chelmsford City Council.

51.8 Cllr Berlyn suggested that the Parish Council considered using the Public Law Partnership next year as opposed to the current arrangement as this may reduce costs.

52 Dates of Next Meetings in 2012

Wednesday 26th September

Wednesday 28th November

53 Exclusion of Press and Public

In accordance with S1 of the Public Bodies (Admission to Meetings) Act 1960 to resolve that in view of the nature of the business to be discussed it was in the opinion of the Committee advisable that the Public and Press be excluded and they were instructed to withdraw.

54 Co-option of councillor

This item had already been covered under minute 33 as no members of the public were present.

Business having been concluded, the Chairman closed the meeting at 9.54pm.

Signed: Cllr S Berlyn, Chairman

Date: