



**Minutes of the Meeting held on Wednesday 30th January 2013 at 7.45pm at  
The Old School House, Main Road, Danbury**

Present: Cllrs     S Berlyn (Chairman)                     B Kennewell  
                          A Allen     A Pemberton  
                          D Bolwell    W Scaife  
                          Mrs A Chapman                                 M Telling  
                          A Keeler    J Thomson

In attendance:    Mr D Royle – DCA Trust Chairman  
                          Mr S Holland – DCA Trust Treasurer  
                          Mrs M Saunders, Clerk  
                          Mrs M Dyer, Assistant Clerk

**100 Apologies for absence**

Apologies were received and accepted from Cllr Wood, Cllr Mrs Court and Cllr Scott.

**101 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. Members have dispensation to discuss and vote in respect of matters relating to the Precept and the DCA.

None were declared.

**102 Public Question Time (Limited to 15 Minutes)**

Mr Royle and Mr Holland were in attendance at this meeting to talk about the item on the agenda relating to the possible installation of solar panels on the roof of the Sports & Social Centre. Mr Holland had already submitted information relating to this which had been supplied to Members. Mr Holland and Mr Royle advised Members that at present the DCA had an electricity tariff of £15,000 per annum fixed until October 2013. The DCA was in a surplus reserves situation as at 1<sup>st</sup> December 2012 therefore the DCA was in a position to fund the installation of solar panels (costs of which reduced significantly in 2012) and take advantage of a securing a fixed tariff for 20 years if solar panels are installed within 12 months. Mr Holland then went on to talk about the relaxation of the energy efficiency requirements for community organisations which includes a 'tariff guarantee' for installations under 50kw. Additionally there is a requirement for the investment to be made by a body incorporated as a Community Interest Company (CIC) – Mr Holland then spoke about the advice received re this in view of the fact that the DCA is a Registered Charity. Mr Holland had spoken to the Conservation Officer who had advised that planning and conservation permission would be required, but that if panels were black without chrome borders that it was likely that planning permission would be granted – as the owner of the building it would be better if the planning application(s) were submitted by the Parish Council to take advantage of the 50% reduction in fees.

Cllr Berlyn then asked with Members approval to bring forward the agenda item 'Solar Heating for the Sports & Social Centre'. All Members were in agreement.

### **103 Solar Heating for the Sports & Social Centre**

The Danbury Community Association Trust Limited (DCA) had submitted a paper regarding the installation of solar panels to the building, requesting, subject to planning permission, agreement in principle for the DCA to install 64 solar panels on the roof of the centre as described in the feasibility study report dated 12th September 2011 previously supplied to Members and for the Parish Council to apply for planning permission to take advantage of the 50% discount available to Parish Councils.

Members were then invited to ask questions, raise any issues and discuss the requests put by the DCA.

Cllr Kennewell asked about the costs; Mr Holland responded advising £15,000 for 10kW and £21,500 for 16kW – the DCA is planning to go for the larger and seek sponsorship.

Cllr Telling enquired re the annual servicing costs of the panels. Mr Holland advised that annual servicing is not required.

Cllr Allen asked re warranty and Mr Holland advised 25 years; advised that he understood that no maintenance is required to the panels; Cllr Allen requested clarification that the only cost to the Parish Council re this project was the planning application – this was confirmed by Mr Holland. Cllr Allen's final query related to the whether the panels were polycrystalline or mono-crystalline - Mr Holland advised that this is not known. Cllr Allen advised that *'mono is felt to be better'*.

The final question posed was by Cllr Berlyn who enquired re warranty on the three inverters, which are the items likely to need replacing. Mr Holland advised that there is no warranty on this item, but that the cost of replacing an inverter is currently £1,000.

Cllr Allen then proposed that the Parish Council has no objection to the DCA installing solar panels. This was seconded by Cllr Telling. All Members were in agreement.

Cllr Allen then put forward a second proposal that Danbury Parish Council submit the planning application for the solar panels. Cllr Mrs Jacobs seconded the proposal. All Members agreed.

RESOLVED that: i) the Parish Council has no objection to the DCA installing solar panels.  
ii) Danbury Parish Council submits the planning application for the solar panels.

Mr Royle and Mr Holland then left the meeting.

### **104 Approval of Minutes**

RESOLVED: that both the minutes of the Parish Council meeting held on 26<sup>th</sup> November 2012 and the minutes of the Extraordinary Meeting held on 23<sup>rd</sup> January 2013 be approved and signed as correct records

### **105 Vacancy for Parish Councillor**

Members had been advised that Cllr Bolwell had resigned as a Parish Councillor. RESOLVED: that the information was noted by Members.

### **106 Reports from Village Organisations**

There were no reports received.

### **107 Communications Working Group**

Members had been supplied with notes from the working group meeting held on 9<sup>th</sup> January 2013, which also contained recommendations for Members to consider at this Parish Council meeting. Members had also been advised that since the meeting on 9<sup>th</sup> January 2012 that Cllr Pemberton had ascertained that if a notification for a Public Meeting regarding the Danbury Medical Centre were sent out by post there would be a charge of £500.00 (it was felt at the meeting that Danbury Times deliverers would not be able to deliver this document as Cllr Chapman was appealing already for more support in the delivery of the Danbury Times). Members had been requested to consider how to notify the village and to bring their ideas to this meeting for discussion. Members had also been advised that this notification would also go out in local newsletters if the appropriate deadlines can be met and that the website would be used to communicate details of the public meeting.

Cllr Pemberton gave his report based on the notes/recommendations already supplied. Discussion/expansion on the information supplied then followed.

Members had no objection to Cllr Mrs Jacobs becoming a Member of the Communications Working Group.

In relation to 'Local Democracy Week', Members discussed the ideas put to the Council from the Children from St. Johns School, it was agreed that the Children's suggestion re '*Making Butt Lane 2 Way*' be put to Highways via the Environment Committee, that the Clerk should write to the School and explain which items the Parish Council could take forward and that the Schools be invited to attend one Communications Group Meeting each. Cllrs not on the Communications Working Group were invited to be involved in school visits etc.

Regarding 'How to Disseminate Information' Members decided not to purchase a metal A board to advertise the Parish Council presence at Farmers Markets. Discussion then followed regarding the definition of the word 'Communications' and the role of the Communications Group.

'Annual Parish Meeting' Members were advised that Cllr Peter Martin will speak at this on Monday 22<sup>nd</sup> April 2013 and that there will be a presentation of the new web site. No other speakers required.

In relation to the 'Danbury Medical Centre' Members were advised that timing may coincide with the Danbury Times and given the postage costs quoted above, that the flyer should be distributed if possible with the Danbury Times or via a team of Scouts. Local Press and notice boards would also be used to communicate details of the public meeting.

The final topic was 'Cllrs Surgeries' – Members had all been supplied with a rota for this and requested to liaise with each other re any changes, to enter all comments in the book provided and to use this as an opportunity to be proactive and go up and talk to people at the Farmer Market about the Parish Council and to try and recruit new Cllrs.

- RESOLVED that:
- i) Cllr Mrs Jacobs formally becomes a Member of the Communications Working Group
  - ii) Environment Committee be requested to approach Highways Re making Butt Lane 2 way
  - iii) St Johns School be advised in relation to their list of items to be investigated, which of these the PC is able to take forward
  - iv) Both Schools be invited to attend one Communications Group meeting.
  - v) The Scouts be approached re distribution of leaflets
  - vi) The information was noted by Members

## **108 Reports from Committees**

The following items had been discussed by each Committee

### **108.1 Resources Committee**

Members had been advised that:

- The setting of the Precept which had already been discussed at the Extraordinary Parish Council held on 23<sup>rd</sup> January, 2013.
- The Web Site Prototype was agreed and the format was as had been circulated. Sue Lees to finalise the site.

At the meeting Members were advised that:

- To save postage costs, paper costs and photocopying costs, hard copies of minutes will no longer be sent to Cllrs, these will be e-mailed to Cllrs and will be available to view on the web (the exception to this is one Cllr who does not have internet access and three Cllrs who have requested a hard copy still to be supplied)
- A request for a grant towards a replacement bladder scanner from Danbury Medical Centre had been received. Following discussion Cllr Allen proposed that the Medical Centre be advised that the Parish Grants Panel sits in October to consider requests. This was seconded by Cllr Scaife. One Member abstained from the vote the remainder agreed with the proposal.
- Brought forward with Members agreement from later on the agenda: a request had been received from a Danbury resident to 'sponsor' her son's ice hockey training for the England and GB Ice Hockey Team. Following discussion Cllr Scaife proposed that the Parish Council does not support the ice hockey player; this was seconded by Cllr Mrs Chapman. One Member abstained, all other Members agreed.

- RESOLVED that:
- i) Danbury Medical Centre be advised that the Parish Grants Panel sits in October to consider requests
  - ii) The Parish Council does not sponsor the ice hockey player
  - iii) The information was noted by Members

### **108.2 Planning Committee**

Members had been advised that:

- Danbury Medical Centre – Presentation and consultation had been held and the Parish Council was now awaiting the full Planning Application. Arrangements for an Extraordinary Parish Council Meeting and notification had been discussed earlier in the meeting. Members were advised that in regards to the two phases (medical centre building and accommodation) that the response at the two meetings from the developers differed in regards to the two phases being interdependent on each other.

- Presentation by Mr Jubb Old Chase Farm prior to submission of a Planning Application had been given.
- Radio Mast site land adjacent Dawson Memorial Field: this was being investigated. At the meeting Members were advised that a guide price from the Auctioneers would be revealed on Friday 1<sup>st</sup> February 2013 and would then be discussed at the Planning Committee Meeting on Monday 4<sup>th</sup> February 2013.

RESOLVED: that the information was noted by Members

### **108.3 Environment Committee**

Members had been advised that:

- Unfortunately the Environment Committee had been unable to meet on the last two occasions due to the inclement weather. A new date had been organised for Wednesday 6<sup>th</sup> February, 2013.
- Minerals Local Plan – Consultation Period 17<sup>th</sup> January - 28<sup>th</sup> February 2013.(Tyndals Farm is not included)

RESOLVED: that the information was noted by Members

### **108.4 Facilities Committee**

Members had been advised that:

- The Danbury Community Association Trust Limited had agreed to run a trial to see if there is any take up for the use of the building. The Trust had paid for alterations to the metal shutter and entry system also cleaning of the building together with an extension of the license for the building. A refrigerator had been installed together with a kettle. Crockery and cutlery had been provided by the Heather Hills Group and they do not mind if this is used by all hirers. It is hoped to get the building ready by February with the trial running until July.
- A further tonne of salt had been provided by Essex County Council and the Parish Council had expanded and delivered to key points within the village with volunteers carrying out the work. The available salt had now been nearly used.
- There was now a proposal for the Play Area and the Parish Council was now working with a company to produce a workable scheme over a period of time.
- Tennis Club this project had been discussed and rejected.
- Village Hall/Eves Corner notice boards: the Village Hall Management Committee had advised that they will be replacing these and requested that the PC consider replacing the large PC notice board. Members agreed to defer to the March Facilities Committee Meeting.

RESOLVED that: i) the information was noted by Members  
ii) replacement notice board at Village Hall/Eves Corner be deferred to the March Facilities Committee meeting

### **109 Old School House – Essex County Council Lease**

Members had been advised that the leases team had now had a copy of the extension of the lease. At the meeting Members were advised that the team had now approved the lease. Cllr Mrs Jacobs proposed that this now be signed by Cllrs Berlyn and Wood, Cllr Telling seconded the proposal, all Members agreed.

RESOLVED: that Cllrs Berlyn and Wood sign the new lease for The Old School House

**110 Transfer of Land where toilet block was demolished**

Members had been advised that documents regarding the transfer of the land had been returned to Chelmsford City Council to draw up a formal document which would then be signed by DPC.

RESOLVED: that the information was noted by Members

**111 The Tennis Club**

Members had been advised that there was no further information regarding changing their lease for a longer period.

RESOLVED: that the information was noted by Members

**112 Danbury Times**

Members had been advised that the next issue would contain the annual report.

Cllr Mrs Chapman gave a brief update and reminded Members that the close date for articles/contributions was 8<sup>th</sup> February 2013.

RESOLVED: that the information was noted by Members

**113 Bus Passenger Transport**

Cllr Scaife gave a brief report.

RESOLVED: that the information was noted by Members

**114 Councillors' Surgeries**

Members had been supplied with a Rota for the calendar year and requested that if unable to attend a Farmers Market to please arrange to swop with another Councillor and to advise the Parish Office accordingly. Boards must be taken to the Market.

RESOLVED: that the information was noted by Members

**115 Chelmsford Gospel Hall Trust**

Members had been advised that local Parishes in this area had been contacted to ascertain whether a sum of £250 could be donated towards local community initiatives via the Parish Council. Members considered and agreed that as the Parish Grants Panel doesn't sit until October that the earlier request from the Medical Centre for a contribution towards a bladder scanner, be put forward to the Gospel Hall Trust for consideration.

RESOLVED: that the Medical Centre bladder scanner be put forward to the Chelmsford Gospel Hall Trust for consideration for the £250 donation.

**116 Application for Full Consent for Inclusion in the Mid Essex PCT'S Pharmaceutical List – NHS Pharmaceutical Regulations 2005 (As Amended) 100 hour exemption**

Members had been supplied with details relating to the Proposed Pharmacy Lee House, Eves Corner, Danbury CM3 4QA – Heathland Medicines Limited. Cllr Scaife proposed that the same comments as previously advised be repeated in this DPC response, this was seconded by Cllr Telling, all Members agreed. Members requested that the Clerk ascertain from the NHS whether the changeover from PCT to Clinical Commission Group (CCG) on 1<sup>st</sup> April 2013 changes this application.

- RESOLVED that: i) the same comments as previously advised be repeated in the DPC response  
ii) the Clerk ascertains from the NHS if the changeover on 1<sup>st</sup> April 2013 from PCT to CCG will change this application

**117 Correspondence from Gary Raynor Essex County Council**

Members had been supplied with a copy of the letter inviting Parishes to be catalysts in getting members of their community involved by giving 1 hour of their time during Lent to deliver either a project or an activity; The Parish Council would have to set up the details. The Members did not feel able to implement this scheme for the village. RESOLVED: that the Members did not feel able to implement this scheme for the village.

**118 Matters for Report (for information only)**

**118.1 Phil Morley is now the Police Sergeant for this area.**

Clerk was requested to invite PC Morley to a future Parish Council meeting

**118.2 Cllr Peter Martin November updates**

Copies had been supplied to Members

**118.3 EALC Executive**

Cllr Berlyn advised that at EALC Executive meetings that any local issues that may impact on County/Nationally are considered.

**118.4 2% Cap on Tax**

Cllr Berlyn advised Members that Chelmsford City Council had to meet a 2% cap set by the Government except for 'Highways' and 'Recycling'.

**119 Dates of Meetings in 2013**

Wednesday 27<sup>th</sup> March, Annual Parish Council 8<sup>th</sup> May, 31<sup>st</sup> July, 25<sup>th</sup> September, Tuesday 26<sup>th</sup> November.

Annual Parish Meeting – Monday 22<sup>nd</sup> April 2013

Business having been concluded, the Chairman closed the meeting at 9.35pm

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

Date: .....