

Minutes of the Annual Parish Council Meeting held on 10 May 2023 at 7.30 pm

Present: Cllrs J Armstrong, S Berlyn, A Chapman, G Chapman, B Hallett, A Keeler, M Hessing, L Naggs, N Orange and P Sutton

In attendance: Ms M Harper (Clerk)

23/24.1 Election of Chairman

Cllr Hallett nominated Cllr A Chapman to serve as Chairman of the Council for the current municipal year, seconded by Cllr G Chapman. Cllr Hessing nominated Cllr Berlyn to serve as Chairman of the Council for the current municipal year, seconded by Cllr Orange.

Due to the 50/50 result of the vote, Cllr Berlyn used his casting vote as outgoing Chairman to vote for Cllr A Chapman and stood down as Parish Council Chairman

RESOLVED: that Cllr A Chapman be elected to serve as Chairman of the Council for the municipal year 2023-24.

23/24.2 To receive the Chairman's declaration of acceptance of office

Cllr A Chapman signed the Chairman's declaration of acceptance of office.

23/24.3 Election of Vice Chairman

This item was deferred to the next meeting

23/24.4 Apologies for absence

None

23/24.5 Declarations of Interest

Members are required to declare any personal or prejudicial interests they know they may have in items of business on the meeting's agenda. They are reminded that they will 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. Members have dispensation to discuss and vote in respect of matters relating to the Precept.

There were no declarations of interest

23/24.6 Public Question Time

Members of the public are invited to address the Council, give their views and question the Council on issues on this agenda, or raise issues for future consideration (at the discretion of the Chairman). Members of the public may not take part in the Council meeting itself. At the close of this item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 5 minutes. Members of the public should address their representation through the Chairman of the meeting.

There were no members of the public present

23/24.7 To approve Minutes of the Parish Council meetings held 29 March 2023

RESOLVED: that the minutes of the Parish Council meeting held on 29 March 2023 be approved and signed as a correct record

23/24.8 Power of Competence – Localism Act 2011

RESOLVED: that the Parish Council meet criteria and would re-adopt the Power of Competence - under the Localism Act 2011 – proposed by Cllr Berlyn and seconded by Cllr Armstrong, all agreed.

23/24.9 Council Staffing Structure

The staffing structure of the council was noted

23/24.9 Council Committee Structure

Following discussion, it was agreed that Leisure, Activities and Facilities be split into a Leisure & Activities Committee and a Facilities Committee, that Health & Wellbeing and Community Engagement Committees be split and that the Land Slippage Sub Committee be disbanded

RESOLVED: that Facilities and the Leisure Centre become separate committees, proposed by Cllr Berlyn and seconded by Cllr Hessing

RESOLVED: that Health & Wellbeing and Community Engagement become separate committees, proposed by Cllr Hallett and seconded by Cllr Sutton, all agreed

RESOLVED: that the Land Slippage Sub Committee be disbanded, proposed by Cllr Berlyn and seconded by Cllr G Chapman, all agreed

23/24.10 Appointment of Committees and Working Groups

The committees were agreed as follows:

| | Community Engagement | Health and Wellbeing | Environment | Facilities | Leisure & Activities | Planning | Resources (7) |
|-----------------|----------------------|----------------------|-------------|------------|----------------------|----------|---------------|
| | 5 | 5 | 5 | 7 | 7 | 5 | 5 |
| Jacob Amstrong | | | | x | x | x | |
| Stuart Berlyn | x | x | x | x | x | x | x |
| April Chapman | x | x | x | x | x | x | x |
| Graham Chapman | | | x | x | x | | x |
| Barbara Hallett | x | x | x | | | | |
| Mandy Hessing | | | | x | x | x | |
| Alan Keeler | | | x | x | | x | |
| Lorraine Naggs | x | x | | | x | | |
| Nigel Orange | | | | x | x | | x |
| Paul Sutton | x | x | | | | | x |

23/24.11 Appointment of Representatives on Outside Bodies

The appointment of Members to as Representatives on Outside Bodies were agreed as follows:

| ORGANISATION | REPRESENTATIVE |
|--|--|
| Assoc of Chelmsford District Parish Councils (ACDPC) | <i>Not currently in existence</i> |
| Danbury First Responders | Cllr S Berlyn |
| Danbury Lakes Forum | Cllrs M Hessing and A Keeler |
| Danbury Society | Cllr A Chapman (as required) |
| Essex Association of Local Councils (EALC) | <i>ex officio</i> the Chairman and the Clerk |
| Danbury Ridge Committee. | Cllr B Hallett |
| Emergency Planning Officer | Cllr S Berlyn and Cllr M Hessing |
| Health Representative | Cllr M Hessing |
| Parish Footpaths Officer | Cllr G. Chapman and Mr Alan Massow |
| Police | Clerk |
| Public Transport | Vacancy |
| Tree Wardens | Mrs I Guidotti Vacancy |
| Village Hall Management Committee | Cllr Hessing |
| Youth Representative | Community Engagement Committee |
| Sustainable Danbury | Cllr B Hallett |

23/24.12 Appointment of Auditors and Solicitors

RESOLVED: that the Parish Council would appoint Auditing Solutions as its Internal Auditor and Pinney Talfourd as its solicitor, proposed by Cllr Hessing and seconded by Cllr Orange, all agreed

23/24.13 Civility and Respect Pledge

Following discussion, it was agreed to adopt the Civility and Respect Pledge

RESOLVED: that the Parish Council would adopt the Civility and Respect Pledge, proposed by Cllr Sutton and seconded by Cllr G Chapman, agreed

23/24.14 Reports from Committees

23/24.14.1 Community Engagement and Health & Wellbeing Committee

The minutes of the last meeting as published were noted. Cllr Hallett thanked staff, councillors and volunteers who helped at the Coronation Fete and councillors were asked to provide feedback by email to the Clerk

23/24.14.2 Environment Committee

The minutes of the last meeting as published were noted

23/24.14.5 Leisure, Activities & Facilities Committee

The minutes of the last meeting as published were noted

23/24.14.5 Planning Committee

The minutes of the last meeting as published were noted. Cllr Hessing advised that following the Neighbourhood Plan Regulation 14 Consultation there were in excess of 1,000 comments to be reviewed

23/24.14.5 Resources Committee

The minutes of the last meeting as published were noted

23/24.15 To receive the Internal Auditors report for year 2022/23

The Internal Auditors report for 2022/23 was received and formal thanks were recorded for the work the Clerk and staff had carried out

23/24.16 To ratify the Annual Return for 2022 - 2023

23/24.16.1 RESOLVED: that, following review and the agreement of the Annual Governance Statement that the Parish Council would approve Section 1 of the 2022/23 return, proposed by Cllr A Chapman and seconded by Cllr A Keeler, all agreed

23/24.16 – 2 RESOLVED: that the Parish Council would approve the Accounting Statements 2022/23 (Section 2) of the 2022/23 return, proposed by Cllr Hessing and seconded by Cllr G Chapman, all agreed

23/24.17 Councillor Surgeries

Attendance at the following Farmer Markets held at the Sports & Social Centre was agreed:

Sat 3 June Please contact the Clerk with any availability

Sat 1 July Cllrs Armstrong and Hessing

Sat 5 August Cllrs A Chapman and Hallett

23/24.18 Reports from Village Organisations

There were no reports.

23/24.19 Community Engagement

Thank you letters would be sent to Coronation Fete volunteers. Information regarding the Annual Parish Meeting would be on Facebook

23/24.20 Matters for Report (for information only)

Cllr G Chapman noted how hard the Leisure Centre staff work at functions. Cllr Berlyn advised that he was looking into getting the hearing loop to work

23/24.21 Dates of next meeting

Wednesday 26 July 2022 at 7.30pm

There being no further business the Chairman closed the meeting at 8.42pm.

Chairman

Date