

Minutes of the Annual Parish Council Meeting held on 26 July 2023 at 7.30pm

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

In attendance: Ms M Harper (Clerk), Essex County Councillor J Spence, Chelmsford City Councillor S Scott and 1 members of the public

23/24.28 Apologies for absence

Cllr Sutton

23/24.29 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

23/24.30 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 comments from the public

23/24.31 To approve Minutes of the Parish Council meetings held 10th and 19th May 2023

RESOLVED: that the minutes of the Parish Council meeting held on 10th and 19th May 2023 be approved and signed as a correct record

23/24.32 A414 Route Based Review

Essex County Councillor John Spence ("Cllr Spence") advised that there was still funding available from the Locality Fund for local groups and that a further pot hole repair nomination scheme would be announced for October. Cllr Spence also advised that details relating to the A12 closure would be distributed to councils

Cllr Spence discussed the draft A414 Route Based Review that had been previously circulated to all councillors and noted that he had been frustrated by the process and the length of time it had taken. Cllr A Chapman thanked Cllr Spence for his work on behalf of Danbury. It was noted that the report does not provide answers nor any new information. In response to questions on the next steps, Cllr Spence advised that he could arrange for an officer to attend either a Parish Council or public meeting. However, it was felt that a public meeting should not be held until answers were available. Cllr Spence noted that once officers identified actions and recommendations, funding would need to be sought.

It was agreed that Cllr A Chapman and the Clerk would collate the responses from councillors and draft a letter expressing the council's disappointment in the review – councillors felt that the report was unsatisfactory as it was overcomplicated, data-centric and did not focus on issues (or solutions) that affected Danbury residents; that the information in the report was out of date (taken from 2019), taken from other reports and policies and was a duplication of information; there was no discussion of the impact of the proposed park and ride at Maldon and other developments. Councillors felt that the report was more of a traffic review than a safety review

There was some discussion regarding speeding and Speedwatch, parking near schools and the use of Speed Indicator Devices.

Cllr Spence left the meeting

23/24.33 Appointment of Vice Chairman

Cllr Berlyn nominated Cllr Hessing to serve as Vice Chairman of the Council for the current municipal year, seconded by Cllr Orange. Cllr A Chapman nominated Cllr G Chapman to serve as Vice Chairman of the Council for the current municipal year, seconded by Cllr Naggs. A secret ballot was held and Cllr Hessing was elected as Vice Chairman

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

23/24.34 Role of Committee Chairman and Vice Chairman

Cllr A Chapman requested that Committee Chairman and Vice Chairman discuss draft agenda items and that minutes and agendas are sent to all councillors.

It was noted that the office staff were particularly busy and in order to support the staff, Councillors were requested to make appointments to visit the office rather than just dropping in

23/24.35 Committee Terms of Reference

Following discussion, it was agreed that the Facilities Committee Terms of Reference include the structure and exterior of the Old Pavilion

RESOLVED: that the Terms of Reference for the Community Engagement, Facilities Committee (amended), Health & Wellbeing Committee and Leisure Centre Committee be adopted, proposed by Cllr Berlyn and seconded by Cllr G Chapman, all agreed

23/24.36 Emergency Plan

It was agreed that the Clerk, Cllrs Berlyn, Hallett and Hessing would review the Emergency Plan

23/24.37 Reports from Committees

23/24.37.1 Community Engagement Committee

The minutes of the last meeting were noted. Cllr Hallett advised the dates of the Health & Wellbeing Fair (14/10), the Christmas Fair (25/11) and the Christmas Tree Lights switch on (1/12)

23/24.37.2 Environment Committee

23/24.37.2.1 The minutes of the last meeting were noted

23/24.37.2.2 Cllr A Chapman noted that additional monies had been approved by the Resources Committee for work at the Community Woodland to remove thistles, carry out some remedial work and water the new whips. Cllr A Chapman advised that the woodland would require considerable investment, that Chelmsford City Council would plant new trees to replace the semi-mature ones that had died, that the protective fence was quite damaged in places and that the whips would need to be protected. It was noted that it may be necessary to obtain expert advice on woodland management. There was some discussion regarding the costs associated with the woodland and the Clerk and Committee Chairman requested to write to Chelmsford City Council regarding their management of the woodland.

23/24.37.3 Facilities Committee

The minutes of the last meeting were noted. Cllr G Chapman advised that the bench inside the enclosed play area would be replaced due to damage and that a new piece of equipment would be installed to replace the part of the Eclipse equipment that was no longer operating

23/24.37.4 Health & Wellbeing Committee

The minutes of the last meeting were noted

23/24.37.5 Leisure Centre Committee

23/24.37.5.1 The minutes of the last meeting were noted

23/24.37.5.2 It was agreed that purchase of the designs and production of advertising banners (£49.00 each) for use on a rotational basis, outside of the Leisure Centre to promote events, the snooker room, badminton courts, gym, fitness classes and sale of refreshments in order to increase awareness of the facilities available and footfall into the Centre would be approved

RESOLVED: that advertising banners for the exterior of the Leisure Centre would be purchased, proposed by Cllr Berlyn and seconded by Cllr Armstrong, all agreed

Cllr Hessing left the meeting during this item but returned for the vote

Cllr Berlyn left the meeting

23/24.37.6 Planning Committee

The minutes of the last meeting were noted

Cllr Berlyn returned to the meeting

23/24.37.7 Resources Committee

The minutes of the last meeting were noted. Cllr Orange noted that the Leisure Centre continues to be a challenge but overall finances were stable and that a new finance system has been implemented

23/24.38 Request to join a committee

RESOLVED: that Cllr G Chapman join the Community Engagement Committee, proposed by Cllr Hessing and seconded by Cllr Hallett, all agreed

23/24.39 Reports from Village Organisations

Cllr A Chapman noted that she had attended the Area of Outstanding Natural Beauty meeting and that the next meeting was due to be held in August

23/24.40 Community Engagement

There were no matters for engagement

23/24.41 Matters for Report (for information only)

There were no matters for report

23/24.43 Dates of next meeting

Wednesday 27 September 2023 at 7.30pm

There being no further business the Chairman closed the meeting at 21.25pm.

Chairman

Date