

Minutes of the Parish Council Meeting held on 27 September at 7.30pm

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

In attendance: Ms M Harper (Clerk) and 1 member of the public

23/24.44 Apologies for absence

Cllrs G Chapman and Orange
County Cllr John Spence

23/24.45 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.

There were no declarations of interest

23/24.46 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

23/24.47 To approve Minutes of the Parish Council meetings held 26 July 2023

RESOLVED: that the minutes of the Parish Council meeting held on 26 July 2023 be approved and signed as a correct record

23/24.48 Co-option consideration

Members reviewed the co-option application with the applicant

23/24.49 Reports from Committees

23/24.49.1 Community Engagement Committee

23/24.49.1.1 The minutes of the last meeting as published were noted

23/24.49.1.2 Cllr Hallett provided an update on the Christmas Market being held on 25 November and the Christmas Tree Light Switch on being held on 1 December. Councillors were requested to confirm any availability to help at these events by emailing the Clerk with times

23/24.49.2 Environment Committee

23/24.49.2.1 The minutes of the meeting as published were noted

23/24.49.2.2 Cllr A Chapman requested that the discussion and consideration regarding the future of the Community Woodland and the possible costs for ongoing maintenance be deferred to the November Parish Council meeting

23/24.49.3 Facilities Committee

The minutes of the last meeting as published were noted

23/24.49.4 Health & Wellbeing Committee

23/24.49.4.1 The minutes of the last meeting as published were noted. Cllr Hallett advised that Dr Dollery had attended the meeting and provided details of the new appointment system for the Danbury Medical Centre that was to be introduced from early October 2023 whereby patients would complete an online form and be triaged by a doctor. Cllr Hessing noted that she had emailed both County Councillor Spence and John Whittingdale MP with concerns that the NHS systems in place enabling people to get appointments to see doctors and specialists was ineffective

- 23/24.49.4.2 Cllr Hallett provided an update on the Health Fair being held on 14 October. Councillors were requested to confirm any availability to help at the event by emailing the Clerk with times
- 23/24.49.5 *Leisure Centre Committee*
- 23/24.49.5.1 The minutes of the last meeting as published were noted. Cllr Berlyn advised that the next meeting would be held on 4 October and that Lifestyle Fitness would be attending. It was noted that the Old Pavilion refurbishment had been completed to make it into a group cycle studio
- 23/24.49.6 *Planning Committee*
- The minutes of the last meeting as published were noted
- 23/24.49.7 *Resources Committee*
- 23/24.49.7.1 The minutes of the last meeting as published were noted
- 23/24.49.7.2 RESOLVED: that the Resources Committee be delegated authority to appoint the website designer based on the recommendations from the Website Working Party, proposed by Cllr Berlyn and seconded by Cllr Sutton, all agreed
- 23/24.50 Renewal of leases**
- 23/24.50.1 RESOLVED: that the renewal of the lease with The National Trust in relation to Eves Corner for a period of 6 years at a cost of £400.00 per annum from the current £300.00 per annum be approved, proposed by Cllr Berlyn and seconded by Cllr Hessing, all agreed
- 23/24.50.2 RESOLVED: that the renewal of the annual lease of Griffin Meadow at an increased cost of £900.00 per annum from the current £780.00 per annum be approved, proposed by Cllr Hallett and seconded by Cllr Hessing, agreed
- 23/24.51 External Audit for 2022-2023**
- It was noted that the external audit for 2022 -2023 was completed and an unqualified audit was returned by the external auditor. The Conclusion of Audit notification has been made publicly available. The Clerk and her team were commended for their work on the audit
- 23/24.52 Poppy Wreath**
- 23/24.52.1 RESOLVED: that a donation to the British Legion in respect of the poppy wreath of £100.00 would be made, proposed by Cllr Sutton and seconded by Cllr Berlyn, all agreed
- 23/24.52.2 It was agreed that Cllr Sutton would lay the wreath on behalf of the Parish Council
- 23/24.53 Scheme of Delegation**
- RESOLVED: that Scheme of Delegation be adopted, proposed by Cllr Berlyn and seconded by Cllr Naggs, all agreed
- 23/24.54 Date of meetings for 2024**
- The meeting dates for 2024 were agreed
- 23/24.55 Reports from Village Organisations**
- Cllrs Armstrong, A Chapman and Hessing had attended a meeting regarding the Area of Outstanding Natural Beauty and advised that a draft application would be submitted by January 2024. The process takes around 5 years and the benefits are greater protection on environmental and historical grounds and potentially easier funding bids
- 23/24.56 Community Engagement**
- Advertise the 2024 timetable and access to Griffin Meadow
- 23/24.57 Matters for Report (for information only)**
- Cllr Berlyn queried arrangements for the 2024 village fete and D Day commemoration.

Cllr Hessing advised that the new members only store at Twitty Fee had been causing traffic issues and that an application had been submitted for the sale of alcohol. Councillors were requested to report any breaches in the planning conditions to Chelmsford City Planning and to advise residents to do the same.

23/24.58 Exclusion of Press and Public

RESOLVED: that in accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 that in view of the nature of the business to be discussed it is in the opinion of the Parish Council advisable that the Public and Press be excluded and they are instructed to withdraw, proposed by Cllr A Chapman and seconded by Cllr Hessing, all agreed

23/24.59 Consideration of candidate for co-option

RESOLVED: that the candidate, Paul Churchouse, be co-opted as a parish councillor, proposed by Cllr Hessing and seconded by Cllr Armstrong, all agreed

23/24.60 Dates of next meeting

Wednesday 29 November 2023 at 7.30pm

There being no further business the Chairman closed the meeting at 20.30pm.

Chairman

Date