



## Danbury Parish Council

Parish Office Old School House, Main Road, Danbury, Essex, CM3 4NQ

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30 April 2025

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summonsed to attend the Annual Council meeting of the Danbury Parish Council. The meeting will be held at the Parish Office on **Wednesday 7 May 2025** commencing at **7.30 pm**.

Yours sincerely

*Michelle Harper*

Ms M Harper

Clerk to Danbury Parish Council

Distribution: Members of Danbury Parish Council as follows:

Councillors J Armstrong, S Berlyn, A Chapman, G Chapman, P Churchouse, B Hallett, M Hessing, A Keeler, L Naggs, N Orange, U Rasiule and P Sutton

Essex County Councillor J Spence

# AGENDA

**25/26.1 Election of Chairman**

**25/26.2 To receive the Chairman's declaration of acceptance of office**

**25/26.3 Election of Vice Chairman**

**25/26.4 Apologies for absence**

**25/26.5 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..

**25/26.6 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.

**25/26.7 To approve Minutes of the Parish Council meetings held 26 March 2025**

To approve the minutes of the Parish Council meeting held on 26 March 2025

**25/26.8 Appointment of Committees and Working Groups**

To agree the appointment of Members to Committees and Working Groups (Appendix 1 shows the existing membership)

**25/26.9 Appointment of Representatives on Outside Bodies**

To agree the appointment of Members to as Representatives on Outside Bodies (Appendix 1a shows the existing membership)

**25/26.10 Appointment of Auditors and Solicitors**

To ratify the following for the next council year:

- Internal Auditor - Auditing Solutions
- Solicitor - Pinney Talfourd

**25/26.11 To receive the Internal Auditors report for year 2024/25**

To receive the report (Appendix 2)

**25/26.12 To ratify the Annual Return for 2023 - 2024**

Members are requested to approve the Chairman and Clerk to sign the Annual Return for 2024/25 (Appendix 3)

*25/26.12 – 1 Proposal – that the Parish Council review and approve the Annual Governance Statement 2024/25 (Section 1)*

*25/26.12 – 2 Proposal – that the Parish Council review and approve the Accounting Statements 2024/25 (Section 2)*

## **25/26.13 Code of Conduct**

To re-adopt the LGA model Code of Conduct for Parish Councils as adopted by Chelmsford City Council (Appendix 4)

## **25/26.14 Accessibility and Inclusivity Training**

- 25/26.14.1 To consider whether an online NALC course on Equality, Diversity and Inclusion should be completed by all Councillors and staff at a cost of £17.00 per person (Appendix 5)
- 25/26.14.2 To consider whether all Councillors should be asked to review and complete the Local Government Associations workbook on Equality, Diversity and Inclusion ([A councillor's workbook on equality, diversity and inclusion | Local Government Association](#))

## **25/26.15 Reports from Committees**

### **25/26.15.1 Community Engagement**

- 25/26.15.1.1 To note the minutes of the last meeting as published and receive an update from the Chairman
- 25/26.15.1.2 To receive an update on the Summer Fete due to be held on Saturday 5 July and request that volunteers provide their availability to the Clerk as soon as possible

### **25/26.15.2 Environment Committee**

To note the minutes of the last meeting as published and receive an update from the Chairman

### **25/26.15.3 Facilities Committee**

To note the minutes of the last meeting as published and receive an update from the Chairman

### **25/26.15.4 Health & Wellbeing Committee**

To note the minutes of the last meeting as published and receive an update from the Chairman

### **25/26.15.5 Leisure Centre Committee**

To note the minutes of the last meeting as published and receive an update from the Chairman

### **25/26.15.6 Planning Committee**

- 25/26.15.6.1 To note the minutes of the last meeting as published and receive an update from the Chairman
- 25/26.15.6.2 To approve the spend of £6,815 to support the consultancy costs opposing the Hammonds Farm development as a preferred option in the Chelmsford City Local Plan – note total funds available £16,250.00 (Appendix 6)
- 25/26.15.6.3 To receive an update on the Working Party actions on Hammonds Farm

### **25/26.15.7 Resources Committee**

To note the minutes of the last meeting and receive an update from the Chairman

### **25/26.15.8 Committee Terms of Reference**

To consider and approve the following terms of reference

- Community Engagement (Appendix 7)
- Environment & Facilities (Appendix 8)
- Health & Wellbeing (Appendix 9)
- Leisure Centre (Appendix 10)
- Planning and Highways (Appendix 11)
- Resources (Appendix 12)

## **25/26.16 Donation Money Projects**

- 25/26.16.1 To receive an update on the projects and consider actions to be taken (Appendix 13)
- 25/26.16.2 To consider whether to transfer the ownership of the new gate at Footpath 16 to the Church if the Diocese confirm they are happy to proceed
- 25/26.16.3 To consider whether to include a project to install a projector, screen and mic/amplifier at the Leisure Centre to facilitate public meetings – provisional costings to be provided at the meeting

**25/26.17 Automated Traffic Count for Woodhill Road/Bicknacre Road**

To consider whether the Parish Council wishes to contribute £1,472.80 towards the cost of four automated traffic counts on Woodhill Road/Bicknacre Road in order that driver behaviour since the last count in 2016 can be observed allowing Essex Highways to review suitable measures to reduce speeding (note this item was deferred from the meeting held in March 2025)

**25/26.18 Land Discussion with Chelmsford City Council**

25/26.18.1 To note that Chelmsford City Council (CCC) do not wish to transfer the land to Parish Council ownership but would grant a licence to maintain the land

25/26.18.2 To consider whether the Parish Council wishes to continue discussions with CCC

**25/26.19 Parish Council Action Plan 2025/2026**

To consider the Parish Council 2025/26 action plan (Appendix 14)

**25/26.20 Padel Tennis Court**

To consider a request for a company to lease land from the Council for the installation and management of a Padel Tennis Court and agree any further actions

**25/26.21 Reports from Village Organisations**

Members to report if they have attended any meetings on behalf of the Parish Council or any information regarding Village Organisations.

**25/26.22 Community Engagement**

To advise any issues raised that Members believe should be communicated to the village

**25/26.23 Matters for Report (for information only)**

To note information

**25/26.24 Exclusion of Press and Public**

In accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 to resolve that in view of the nature of the business to be discussed it is in the opinion of the Committee advisable that the Public and Press be excluded and instructed to withdraw

**25/26.25 Lifestyle Fitness Proposal**

To consider the proposal from Lifestyle Fitness in relation to the refurbishment of the gym, reception and changing rooms (Appendix 15)

**25/26.26 Dates of next meeting**

Wednesday 30 July 2025 at 7.30pm