

## **Minutes of the Parish Council Meeting held on 27 March 2024 at 7.30pm**

Present: Cllrs J Armstrong, S Berlyn, A Chapman (Chair), G Chapman, P Churchouse, B Hallett, M Hessing (Vice Chairman), A Keeler, L Naggs, and N Orange

In attendance: Ms M Harper (Clerk) and 6 members of the public

### **23/24.100 Apologies for absence**

Cllr Sutton

### **23/24.101 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

### **23/24.102 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.

Cllr Armstrong arrived during this agenda item

County Councillor John Spence (Cllr Spence) noted that the Local Highways Panels were to be streamlined and restricted to the smaller schemes so in future larger projects would be outside of their scope as these would be considered at a new Chairman's Panel. Cllr Spence asked if these were still to be considered a priority. In relation to the A414 Cllr Spence advised that following discussions consideration was being given to making the Well Lane zebra crossing into a traffic light-controlled crossing. He also advised that the lines were to be repainted and the beacons made brighter. Cllr Spence also commented on the proposed closure of St Peters Hospital in Maldon and noted that the original NHS consultation on the relocation of the maternity and stroke services did not mention the proposed closure once these services had been moved. Cllr Spence noted that it was hoped residents in Maldon would use the new station at Beaulieu, once opened, rather than use the A414 to commute to Chelmsford station

### **23/24.103 To approve Minutes of the Parish Council meetings held 31 January 2024**

RESOLVED: that the minutes of the Parish Council meeting held on 31 January 2024 be approved and signed as a correct record

### **23/24.104 Danbury Neighbourhood Plan**

RESOLVED: that the recommendation from the Danbury Neighbourhood Plan Steering Group that the following documentation be approved and submitted to Chelmsford City Council in respect of Regulation 15 be approved, proposed by Cllr Berlyn, and seconded by Cllr Keeler, all agreed

- Danbury NP Map of Area Submission
- Danbury NP Consultation Statement Submission
- Danbury NP Submission v19 Mar
- Danbury NDP Basic Conditions Submission
- Danbury NDP EQIA Submission
- Danbury NDP SEA

Formal thanks were recorded for the hard work of all the members, past and present, of the Danbury Neighbourhood Plan Steering Group and the Neighbourhood Plan Co-ordinator. Special thanks were expressed for Stephen Holland for the amount of time and effort given to the Neighbourhood Plan process.

### **23/24.105 Co-option consideration**

Members reviewed the co-option applications with the applicants

### **23/24.106 Reports from Committees**

#### *23/24.106.1 Community Engagement Committee*

23/24.106.1.1 The minutes of the last meeting as published were noted.

23/24.106.1.2 The Committee Chairman gave an update on the Easter Fair, noting that it had been a good event and thanking everyone who had taken part. Letters of thanks would be sent to volunteers.

#### *23/24.106.2 Environment Committee*

The minutes of the last meeting as published were noted

#### *23/24.106.3 Facilities Committee*

The minutes of the last meeting as published were noted

#### *23/24.106.4 Health & Wellbeing Committee*

The minutes of the last meeting as published were noted. The Committee Chairman noted that the next event would be the Health & Wellbeing Fair on 27 April from 1pm to 4pm and councillors were asked to contact the Clerk if they were available to help.

#### *23/24.106.5 Leisure Centre Committee*

The minutes of the last meeting as published were noted. The Committee Chairman noted that the committee were waiting for the result from the tender for the bar refurbishment

#### *23/24.106.6 Planning Committee*

23/24.106.6.1 The minutes of the last meeting as published were noted

23/24.106.6.2 RESOLVED: that the Parish Council would form a Working Party to join with other Parish Council's with regard to the Hammond Farm planning application. The Working Party would report back to the Planning Committee, proposed by Cllr Hessing and seconded by Cllr G Chapman, agreed  
Councillors were asked to contact the Clerk by Monday 8<sup>th</sup> April if they were interested in joining the Working Party

23/24.106.6.3 RESOLVED: that the Parish Council would donate £2,000.00 contributions to legal fees for planning guidance on the development of the Hammonds Farm in relation to Danbury parish area, proposed by Cllr Hessing and seconded by Cllr Hallett, agreed

#### *23/24.106.7 Resources Committee*

23/24.106.7.1 The minutes of the last meeting as published were noted. The Committee Chairman noted that a shortfall in the 2024/25 budget would be taken from General Reserves and that the end of year deficit for the Leisure Centre was not as great as originally predicted

23/24.106.7.2 RESOLVED: that the Parish Council approved the adoption of the following documents, proposed by Cllr Orange, seconded by Cllr Berlyn, all agreed:

- Financial Regulations
- Risk Assessment
- System of Internal Control
- Adequate and Effective System of Internal Audit
- Standing Orders

### **23/24.107 Mentors for New Councillors**

RESOLVED: that mentors would be appointed for new members if requested, proposed by Cllr G Chapman and seconded by Cllr Naggs, all agreed.

Councillors were requested to contact the Clerk if they wished to be a mentor

### **23/24.108 Parish Council Website Update**

The Clerk advised that the website data was currently being reviewed and uploaded. It was anticipated that the website would be ready by the next Parish Council meeting

**23/24.109 Reports from Village Organisations**

Cllr Armstrong advised that he had been coopted onto the Chelmer Valley Landscape Group

**23/24.110 Community Engagement**

The Neighbourhood Plan Regulation 15 submission would be advertised

**23/24.111 Matters for Report (for information only)**

Cllr Hallett advised that she had been approached regarding having rugby posts on the recreation ground. This will be added to the next Facilities Committee agenda

Cllr Armstrong advised that residents had shared concerns relating to speeding and he had suggested they may wish to consider starting a Community Speedwatch

**23/24.112 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 Committee advisable that the Public and Press be excluded and they are instructed to withdraw, proposed by Cllr Armstrong and seconded by Cllr Hessing, all agreed

**22/23.113 Consideration of candidates for co-option**

RESOLVED: that the candidate, Ugne Raisule, be co-opted as a parish councillor, proposed by Cllr Naggs and seconded by Cllr G Chapman, agreed

**23/24.114 Update on employment matters**

It was noted that the ongoing employment matter had been dismissed on withdrawal

**23/24.115 Dates of next meeting**

Wednesday 29 May 2024

The Chairman thanked members for adhering to Standing Orders during debates as there had been a lot of council business to be considered at the meeting

There being no further business the Chairman closed the meeting at 8.54pm.

Chairman .....

Date .....