

## Minutes of the Parish Council Meeting held on 29 May 2024 at 7.30pm

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

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

### **24/25.1 Election of Chairman**

RESOLVED: that Cllr A Chapman be elected as Chair of Danbury Parish Council for the municipal year 2024/25, proposed by Cllr Hessing and seconded by Cllr Berlyn, all agreed

### **24/25.2 To receive the Chairman's declaration of acceptance of office**

Cllr A Chapman's declaration was completed

### **24/25.3 Election of Vice Chairman**

RESOLVED: that Cllr Hessing be elected as Vice Chair of Danbury Parish Council for the municipal year 2024/25, proposed by Cllr Berlyn and seconded by Cllr Sutton, all agreed

### **24/25.4 Apologies for absence**

Cllr Rasiule

### **24/25.5 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.

There were no declarations of interest

### **24/25.6 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.

A member of the public addressed the council with regards to reconsidering allowing Heathcotes School to use Pitch 2 (land to the rear of the Leisure Centre) for car parking for parents for the school's Sports Day.

### **24/25.7 To approve Minutes of the Parish Council meetings held 24 April 2024**

RESOLVED: that the minutes of the Parish Council meeting held on 24 April 2024 be approved and signed as a correct record

### **24/25.8 Appointment of Committees and Working Groups**

The appointment of members to committees and working groups was agreed

### **24/25.9 Appointment of Representatives on Outside Bodies**

The appointment of members to committees and working groups was agreed

### **24/25.10 Appointment of Auditors and Solicitors**

RESOLVED: to appointment the following internal auditor and solicitor for the next council year, proposed by Cllr G Chapman and seconded by Cllr Sutton, all agreed

Internal Auditor - Auditing Solutions  
Solicitor - Pinney Talfourd

**24/25.11 To receive the Internal Auditors report for year 2023/24**

RESOLVED: that the internal auditors report for year 2023/24 be approved, proposed by Cllr Churchouse and seconded by Cllr Berlyn, all agreed

Thanks were given to the Clerk for her hard work in achieving a clear audit

**24/25.12 To ratify the Annual Return for 2023 - 2024**

Members are requested to approve the Chairman and Clerk to sign the Annual Return for 2023/24

24/25.12 – 1 RESOLVED: that the Parish Council review and approve the Annual Governance Statement 2023/24 (Section1 ), proposed by Cllr Hessing and seconded by Cllr G Chapman, all agreed

24/25.12 – 2 RESOLVED: that the Parish Council review and approve the Accounting Statements 2023/24 (Section 2), proposed by Cllr Orange and seconded by Cllr Berlyn, all agreed

**24/25.13 Code of Conduct**

RESOLVED: that the Parish Council re-adopt the LGA model Code of Conduct as adopted by Chelmsford City Council, proposed by Cllr Hessing and seconded by Cllr Sutton, all agreed

**24/25.14 Reports from Committees**

*24/25.14.1 Community Engagement*

24/25.14.1.1 The minutes of the last meeting were noted and an update received from the Chairman

24/25.14.1.2 An update on the Summer Fete due to be held on Saturday 15 June was received and councillors advised that a volunteer schedule would be sent out

24/25.14.1.3 An update on the new website was received. Thanks were given to the Clerk for her hard work in setting up the new website

*24/25.14.2 Environment Committee*

The minutes of the last meeting as published were noted and an update from the Chairman was received on the public crossing outside the Medical Centre and the Air Quality Management Area

*24/25.14.3 Facilities Committee*

24/25.14.3.1 The minutes of the last meeting as published were noted and an update from the Chairman was received on cleaning of the carpark drains, play equipment repairs and policy reviews

24/25.14.3.2 RESOLVED: that the following policies as recommended by the Facilities Committee be approved, proposed by Cllr Hessing and seconded by Cllr Churchouse, all agreed

- CCTV
- Drones
- Litter picking
- Memorial Bench
- Parking on Pitch 2

*24/25.14.4 Health & Wellbeing Committee*

The minutes of the last meeting as published were noted and an update from the Chairman was received on the meeting with Dr Dollery regarding the e-consult system

*24/25.14.5 Leisure Centre Committee*

The minutes of the last meeting as published were noted and an update from the Chairman was received on the bar refurbishment due to start on 17 June

*24/25.14.6 Planning Committee*

24/25.14.6.1 The minutes of the last meeting as published were noted and an update from the Chairman was received

- 24/25.14.6.2 RESOLVED: that the spend of £2,000 agreed to support the consultancy costs opposing the Hammonds Farm development as a preferred option in the Chelmsford City Local Plan be paid in this financial year, proposed by Cllr Hessing and seconded by Cllr Berlyn, all agreed
- 24/25.14.6.3 The Chairman gave an update on the Working Party actions in relation to Hammonds Farm development advising that a number of public meetings had been held, supported by the local councils affected. Thanks were given to the Working Party.

*24/25.14.7 Resources Committee*

- 24/25.14.7.1 The minutes of the last meeting as published were noted and an update from the Chairman was received noting that the Barclaycard spending limits had been increased and that there was some pressure on the budget that was being managed
- 24/25.14.7.2 RESOLVED: that the recommendation that the following grants be paid from 2023/24 budget was approved, proposed by Cllr Orange and seconded by Cllr Hallett, all agreed
- St Johns Church – £1,075.00
  - Danbury Players - £275.00
  - Danbury Tennis Club - £150.00
- 24/25.14.7.3 RESOLVED: that the following policies as recommended by the Resources Committee be approved, proposed by Cllr Hessing and seconded by Cllr Orange, all agreed
- Asset Policy
  - Complaints
  - Document Management and Retention
  - Lone Working
  - Press and Media
  - Publication Scheme
  - Training
  - Vexatious Complainants
  - Volunteers
  - Website Accessibility

**24/25.18 Assets of Community Value**

RESOLVED: to submit applications to Chelmsford City Council for the Library and The Old School House to be re-registered as Assets of Community Value, proposed by Cllr A Chapman and seconded by Cllr Hessing, all agreed

**24/25.19 Proposal for the Library Service to charge for book reservations**

It was noted that the proposal to charge for book reservations had been withdrawn

**24/25.20 Essex Electrical Vehicle Strategy – Letters of Support**

RESOLVED: that the Clerk would send a letter in general support of the Essex County Council EV Strategy, proposed by Cllr Hessing and seconded by Cllr Berlyn, all agreed

**24/25.21 Reports from Village Organisations**

There were no reports

**24/25.22 Community Engagement**

There were no matters for community engagement

**24/25.23 Matters for Report (for information only)**

Clerk advised members that the Parish Council had been left a bequest in a residents will

**24/25.24 Dates of next meeting**

Wednesday 31 July 2024 at 7.30pm

There being no further business the Chairman closed the meeting at 8.50pm.

Chairman .....

Date .....