

## BROOMFIELD PARISH COUNCIL

A meeting of Broomfield Parish Council's Civic Amenities Committee was held on Wednesday 13<sup>th</sup> July 2016 at 7.30p.m. in the Parish Council Office, Broomfield Village Hall, 158 Main Road, Broomfield

**Members' Present:** Chairman Cllr Tranquada, Cllrs Howell & Thomson

**Also Present:** Mrs Wendy Martin (Deputy Clerk)

### Public Question Time

No members of the public were present

**91. Apologies for absence**  
No apologies had been received

**92. Declarations of Interest**  
No declarations of interest were made.

**93. To approve Minutes and matters arising from last meeting**  
Minute no. 58b – vandalism to notice board, the Chairman requested that it be repaired and reinstated in September.  
The minutes were duly approved and signed by the Chairman

### **94. Allotment Site**

**a. Review of allotment waiting list**  
The Deputy Clerk informed members that there were currently four people on the waiting list.

**b. To receive report from Allotment Site visit**  
Allotment monitoring had been carried out on the 11<sup>th</sup> July and found that there were several plots that would need letters sent.  
**ACTION: Deputy Clerk send letters**

**c. To receive information from Essex County Council & NFM Engineering Ltd regarding ditch**  
The engineers report had been circulated to the Committee along with a map. The Chairman had inspected the ditch on the allotment site and reported that there was hardly any water in any part of it and that the outlet was clear. The Committee decided that the homeowner be contacted and asked if he would like to meet with the Chairman on the allotment site to discuss the matter further.  
**ACTION: Deputy Clerk send email**

### **95. Angel Meadow**

**a. To review booking form for football pitch**  
Members had been sent the current form and it was discussed at great length at the meeting. It was decided that changes would need to be made and then sent to Broomfield Football Club.  
**ACTION: Deputy Clerk amend form and send To Broomfield Football Club**

**b. To discuss proposal from Broomfield Football Club re payment for hire of Angel Meadow**  
After a lengthy discussion members decided that payment would be required at the start of the season so that any potential hiring would not clash with that of the football club. Committee members would like to meet with representatives from the Club to discuss the matter of payment, if no meeting was forthcoming then an invoice for hiring would be sent.  
**ACTION: Deputy Clerk to invite Broomfield Football Club representatives to meet with Committee members**

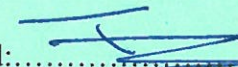
### **96. Financial Matters**

**a. To consider any purchases under budget headings**  
The Deputy Clerk had received information regarding the parish tree survey which will cost £347, all members agreed for this to be carried out.  
**ACTION: Clerk to instruct Essex County Council to carry out survey**



b.	<p><b>To consider the possibility of purchasing/hiring vehicle for the village attendant for duties (see attached list)</b></p> <p>A list of the duties carried out by the Village Attendant during the course of a month had been circulated to members of the Committee. The Committee decided hiring a vehicle would be the best way forward. The Clerk to consult with the Village Attendant and arrange for the use of a vehicle as and when required this will be funded from Civic Amenities Miscellaneous budget.</p> <p><b>ACTION: Clerk and Village Attendant to organise hiring a vehicle</b></p>
97.	<p><b>Invitation to participate in the 2016/2017 Winter Salt Bag Partnership Scheme by 22.7.16</b></p> <p>Members agreed to participate in the scheme and that salt would be required.</p> <p><b>ACTION: Deputy Clerk to respond to email</b></p>
98.	<p><b>To discuss the possibility of planting a tree to commemorate the Queens 90<sup>th</sup> Birthday proposal by Councillor Daden</b></p> <p>The Committee decided not to proceed with this proposal.</p>
99.	<p><b>Centenary Wood – to receive update Cllr Tranquada</b></p> <p>The Chairman informed that Committee that general maintenance had been carried out.</p>
a.	<p><b>To discuss the possibility of installing a camera in a bird nesting box in Centenary Wood</b></p> <p>Councillor Howell will find information regarding the installation and report findings at a future meeting.</p> <p><b>ACTION: Councillor Howell will find information</b></p>
100.	<p><b>Parish Paths Partnership (P3) – to receive update Cllr Tranquada</b></p> <p>A walk would be taking place on 19<sup>th</sup> July and Councillor Howell requested that he be added to the list of volunteers.</p>
a.	<p><b>To note First Aid Course to be run by Shirley Anglin (Public Rights of Way Localism Officer) 26<sup>th</sup> July</b></p> <p>Councillor Howell would be prepared to attend a First Aid Course if it would be during the evening.</p> <p><b>ACTION: Deputy Clerk to email regarding an evening course</b></p>
101.	<p><b>To receive Health &amp; Safety Inspections</b></p>
a.	<p><b>To note Health &amp; Safety Inspections - carried out by the Village Attendant</b></p> <p>The Committee were informed that inspections to the play equipment were carried out on a regular basis and that any major defects were dealt with immediately.</p>
b.	<p><b>To note fault with rowing machine (Broomfield Village Hall Charity)</b></p> <p>The Village Attendant had found a major fault with a weld on the rowing machine which had been reported to the manufacturer. They agreed to send someone out to inspect the equipment but this was still awaited. This will be reported on at the August CA meeting.</p> <p><b>ACTION: Deputy Clerk to add to August agenda</b></p>
c.	<p><b>To discuss the use of glyphosate within Broomfield</b></p> <p>The Deputy Clerk had met with the Grass Maintenance contractor and was informed that glyphosate was used in areas of the Village and that there was no problem at the present time.</p>
102.	<p><b>Items of information from the Chairman</b></p> <p>The Chairman had noticed that members from Broomfield Football Club were training on Angel Meadow during the evening which they had not booked from the Parish Council. When he had approached them he was informed that it was not an official practice.</p>
103.	<p><b>Correspondence Received (if any)</b></p> <p>No correspondence had been received.</p>

*There being no further business the Chairman thanked members for attending and closed the meeting at 9.27p.m.*

Signed:  .....

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Dated: 10 Aug 2016 .....