

BROOMFIELD PARISH COUNCIL

A meeting of Broomfield Parish Council's Civic Amenities Committee was held on Wednesday 11th November 2015 at 7.30p.m. in the Parish Council Office, Broomfield Village Hall, 158 Main Road, Broomfield

Members' Present: Chairman Cllr Tranquada, Vice Chairman Cllr Garwood
Councillors Howell, Hubble and Thomson

Also Present: Mrs Wendy martin (Deputy Clerk)

Public Question Time

No members of the public were present.

246. Apologies for absence
Apologies were received from Councillor Smith.

247. Declarations of Interest
Councillor Garwood declared a non-pecuniary interest in minute number 254
Councillor Thomson declared a non-pecuniary interest in minute number 250c

248. To approve Minutes and matters arising from last meeting
The minutes were duly approved and signed by the Chairman.

249. Financial Matters

a. To consider any purchases under budget headings:
The Chairman requested that the lawn mower be serviced over the winter as part of the ongoing maintenance schedule.

ACTION: Deputy clerk to contact Grasshopper Garage and arrange a service

b. To consider estimates for works to various trees on Parsonage Green, Glebe Crescent and Angel Meadow plus an up-date from a meeting with Tree Surgeon

The Clerk had met with a Tree Surgeon to discuss various works that would be required to the trees within the Village and this will be reported at the December Civic Amenities meeting. The Tree Maintenance Contract was discussed and amended as necessary.

ACTION: Clerk to amend Tree Maintenance Contract

c. To consider purchasing a litter bin to be positioned along Sweeps Walk at a cost of £125.85
The Committee agreed to purchasing a litter bin but would prefer one with a lid. The Clerk will seek estimates, consult with the Village Attendant and purchase the bin.

ACTION: Consult with Village Attendant & purchase bin

d. To consider purchasing bulk builders/garden bags and tarpaulin for small compound at a cost of £24.60.

All agreed to purchase the bulk builders bags and a tarpaulin, to be paid from the Barn Maintenance budget.

ACTION: Clerk to order bags and tarpaulin

e. To consider purchasing a cordless sander at a cost of £60.00 or a generator at a cost of £160.00

The Committee decided to ask the Village Attendant to look at the cordless drill (previously purchased) and see if there as a possibility of purchasing a sander as an attachment.

ACTION: Deputy Clerk to seek advice from the Village Attendant

Signed: _____

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Dated: _____

9/12/15

f.	<p>To discuss and approve Budgets for Precept 2016/17</p> <p>Budgets were discussed which included allotment hire prices, the hire of the Barn by Broomfield Cottage Gardeners' Society, hire of Angel Meadow and the changing of some headings for Earmarked Reserves.</p> <p>The total Allotment Expenditure Budget agreed for 2016/17 Precept is £1,575</p> <p>The total Civic Amenities Expenditure Budget agreed for 2016/17 is £35,350</p> <p>The total Allotments Income Budget for 2016/17 is £1,500</p> <p>The total Civic Income Budget for 2016/17 is £664 – this does not include the budget to hire Angel Meadow which will be discussed at the next Civic Amenities Meeting. (see attached)</p> <p>There were no further amounts added to the Earmarked Reserves for 2016/17 but it was agreed to swop the amounts between the New and Replacement Machinery and General Barn Maintenance (see attached sheet)</p> <p>All members agreed to these Budgets which will be considered by F & GP Committee.</p>
250.	<p>Allotment Site</p>
a.	<p>Review of allotment waiting list</p> <p>Noted</p>
b.	<p>To discuss allotment rent for 2016</p> <p>The Committee decided to increase all allotment rents by £1.00 and to increase the Water Charges by 50p for a full plot and 25p for half and quarter plots as per attached sheet.</p>
c.	<p>Broomfield Cottage Gardeners' Society - to discuss rent for 2016/17</p> <p>The Committee decided to increase the annual rent for the large Barn situated at the allotment site from £275 to £300 per year. This will take effect from October 2016.</p> <p>ACTION: Clerk to inform Broomfield Cottage Gardeners' Society of the decision</p>
251.	<p>Parsonage Green</p>
a.	<p>To note the clearance of the ditch at Elm Close by volunteers</p> <p>Councillor Tranquada reported that the volunteers had worked exceptionally hard and that had cleared most of the ditch.</p>
252.	<p>Angel Meadow</p>
a.	<p>To receive Inspection Report</p> <p>An Inspection Report had been received which stated that the pitch was generally in a good condition. The Committee decided that it would be a good idea to meet with representatives from Broomfield Football Club to discuss various topics with them regarding the use of the Village Playing Feld (Angel Meadow). This will be discussed at the December Civic Amenities meeting.</p> <p>ACTION: Deputy Clerk to add to the December agenda</p>
b.	<p>To discuss the Football Pitch Booking Form</p> <p>This will be discussed at the December meeting Civic Amenities meeting.</p> <p>ACTION: Deputy Clerk to add to the December agenda</p>
c.	<p>To discuss Hire Charges</p> <p>The Committee decided to increase the Hire Of Angel Meadow to £145 per day for non-parishioners/Organisations and £85 for Broomfield Parishioners/Organisations</p>
d.	<p>To discuss the possibility of a meeting with representatives from Broomfield Football Club</p> <p>This will be discussed at the December meeting Civic Amenities meeting.</p> <p>ACTION: Deputy Clerk to add to the December agenda</p>
253.	<p>To consider solar powered Christmas lights for Church Green</p> <p>The Committee decided that solar lights would not be purchased for this Christmas.</p>

254.	Church Green seating – public responses received The Deputy Clerk informed members that after 30 letters had been sent to the residents on Church Green only 9 responses had been received. The Committee asked that the Deputy Clerk to find out if the people that had responded actually lived facing the Green and to also find information regarding the requests that were made for additional seating at the Annual Parish Meeting. This will be discussed further at the December Civic Amenities meeting where a decision will be made and put forward to the December Parish Council meeting for approval. ACTION: Deputy Clerk to find information and to add to December Civic Amenities agenda. Clerk to add to the December Parish Council agenda
255.	To receive estimates for the Grass Cutting schedule for 2016 & 2017 Estimates were awaited and will be reported at the Financial & General Purposes meeting on November 25 th and be reported at the December Civic Amenities meeting.
256.	Centenary Wood – to receive update Cllr Tranquada Councillor Tranquada had recently mowed the paths within the wood.
257.	Parish Paths Partnership (P3) – to receive update Cllr Tranquada Councillor Tranquada thanked Andrew Lilley for leading the last walk in his absence.
258.	To receive Health & Safety Inspections
a.	To note replacement fire extinguisher at the barn at a cost of £58.00 Noted.
259.	Invite from Chelmsford City Council to attend Emergency Preparedness Workshop 13.11.15 2-4pm - Deputy Co-ordinator required Councillor Hubble will be attending the workshop.
260.	Snow Patrol Volunteer – update The deputy Clerk informed members that the Village Attendant would be prepared to deliver new documents, equipment and salt should it be required.
261.	Items of information from the Chairman The Chairman had no further information.
262.	Correspondence Received (if any)
a.	Letter received from Broomfield Neighbourhood Watch offering a contribution towards a dog waste bin to be placed at the end of Goulton Road. The Deputy Clerk informed members that she had sent an email to Chelmsford City Council regarding the possibility of a new dog waste bin being installed and emptied and was awaiting a reply. This will be reported at the December Civic Amenities meeting. ACTION: Deputy Clerk to add to December Civic Amenities agenda

There being no further business the Chairman thanked members for attending and closed the meeting at 10.15p.m.

Signed:.....

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Dated:.....