

BROOMFIELD PARISH COUNCIL

A meeting of Broomfield Parish Council's Civic Amenities Committee was held on Wednesday 14th October 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 is taken before the meeting and will last for 10 minutes at the discretion of the Chairman

198.	Apologies for absence Apologies were received from Councillor Smith.
199.	Declarations of Interest Councillor Garwood declared a non-pecuniary interest in minute number 203.
200.	To approve Minutes and matters arising from last meeting Minute number 164b – The Chairman requested that signs be placed on the two notice boards on the allotment site if possible advertising the fact that there would be a skip delivered to the site on Friday 30 th October. The minutes were duly approved and signed by the Chairman.
201.	Allotment Site
a.	Review of allotment waiting list The Deputy Clerk informed members that three new people had taken on allotments as they had become available and that there was still one person on the waiting list.
b.	Response received from allotment holders since last meeting The Deputy Clerk informed members that several responses had been received, these were noted and replies would be sent. ACTION: Deputy Clerk to send replies
202.	Parsonage Green
a.	Response received re Parsonage Green Culvert if applicable No further information had been received.
b.	To receive information from The Conservation Volunteers regarding the clearing of Parsonage Pond The Chairman informed members that work had been carried out by the Conservation Volunteers. They highlighted a tree leaning over the pond and that it could cause some problems in the future, the Deputy Clerk is in the process of obtaining quotes to have it removed. The Chairman has asked the Deputy Clerk to invite them to come along in two years' time to inspect the area again to see if more work is required. ACTION: Deputy Clerk to add to diary
203.	To receive responses from residents of Church Green regarding seating – letter sent 1-10-15 Several letters had been received in response to the letter sent which members were made aware of. To give residents surrounding the Green time to send their responses it was decided that this item would be placed on the November Civic Amenities agenda to be discussed again. ACTION: Deputy Clerk to add to November agenda
204.	Financial Matters
a.	To consider any purchases under budget headings The Deputy Clerk informed members that a Tree Maintenance Contract would be discussed in the near future.

b.	<p>To consider purchasing 12 x Hi Vis waistcoats for BPC Volunteers, jacket and waistcoat for the Village Attendant</p> <p>The Committee decided that the wording 'Village Volunteer' would be placed on the back of the Hi Vis Waistcoats and that a jacket and waistcoat would be purchased for the Village Attendant.</p> <p>ACTION: Clerk to order waistcoats and jackets</p>
c.	<p>To consider purchasing a grit bin at a cost of £151.56 plus delivery</p> <p>The Committee decided to ask the Village Attendant his thoughts on how to keep the bags of salt safe within the compound. The Deputy Clerk will report back at the next meeting.</p> <p>ACTION: Deputy Clerk to ask Village Attendant and place the item on the next Civic Amenities agenda</p>
205.	Broomfield Football Club
a.	<p>To note times of matches played by Broomfield Football Club and the use of Angel Meadow</p> <p>A lengthy discussion took place and it was decided that an email would be circulated to the Civic Amenities Committee members for their views. Once the Deputy Clerk had received comments and the agreement of the Chairman the email would then be sent to Broomfield Football Club. The Football Pitch booking form will be circulated to members prior to the next meeting to see if any changes would need making before the start of the next football season, this will be discussed at the next Civic Amenities meeting</p> <p>ACTION : Deputy Clerk to send email and circulate booking form to Committee members</p>
b.	<p>To note Angel Meadow Programme of Works to be carried out by Broomfield Football Club and payment received</p> <p>The Committee decided to seek advice re the cost of maintaining Angel Meadow to a satisfactory condition.</p> <p>ACTION: Deputy Clerk to contact Grass Contractor</p>
c.	<p>To consider a re-payment for the grass cutting of Angel Meadow</p> <p>All members agreed to the re-payment.</p> <p>ACTION: Clerk to send cheque</p>
206.	<p>Snow Patrol - Councillor required to make sure that all forms are delivered/collected and equipment delivered to volunteers</p> <p>The Committee decided to ask former Parish Councillor Les Steed if he would be willing to carry on with this role.</p> <p>ACTION: Deputy Clerk to contact Les Steed</p>
207.	<p>Centenary Wood – to receive update Cllr Tranquada</p> <p>The Chairman informed members that the wood was looking colourful with the autumn leaves and encouraged members to visit the site.</p>
208.	<p>Parish Paths Partnership (P3) – to receive update Cllr Tranquada</p> <p>The next walk will take place next week and be led by Andrew Lilley</p>
209.	To receive Health & Safety Inspections
a.	<p>To receive & note all inspection reports</p> <p>Noted. All members agreed to thank the Village Attendant for his work in keeping the Councillors informed of anything that would need attention and for the work he had recently undertaken, it is much appreciated.</p> <p>ACTION: Deputy Clerk to send thanks</p>
b.	<p>To consider a Preventative Maintenance Schedule for Parish Council Equipment</p> <p>All members discussed the Maintenance Schedule and agreed that it would be very useful.</p>

c.	To note insurance cover for volunteers using Parish Council equipment Noted.
d.	To note the condition of the kick wall as highlighted by the Village Attendant Noted.
e.	To receive information on removal of lighting pillars on Angel Meadow by Broomfield Football Club An email had been received stating that the lighting pillars would be removed when the renovations to the Football Clubhouse were carried out. Noted.
210.	To peruse Action Plan from Suggestions received at Annual Parish Meeting The Deputy Clerk had updated the document. Noted
211.	Items of information from the Chairman The Chairman had nothing to report at the present time.
15.	Correspondence Received (if any)
a.	Request received from Sue Browning re St Marys Church using some of the road scalplings currently on the allotment site. The Committee agreed that St Marys Church could have a few wheel barrows full of road scalplings to repair potholes. ACTION: Deputy Clerk to inform Sue Browning
b.	Request received for the trees in Glebe Crescent alley way to be pollarded The Deputy Clerk explained to the Committee that she was awaiting a report and that she would inform members at the next Civic Amenities meeting. Estimates for work to the trees would also be provided if it was felt necessary to carry out the work. ACTION: Deputy Clerk to add to November agenda
c.	Request received from the Village Hall Charity to cut back trees growing on Angel Meadow Members agreed for the work to be carried out but estimates would be required. ACTION: Deputy Clerk to obtain estimates
d.	Invitation received from Essex Playing Fields Association to attend the AGM 15th October 2015 No Committee members were available to attend.

There being no further business the Chairman thanked members for attending and closed the meeting at 9.40p.m.

