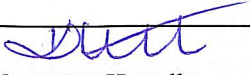


BROOMFIELD PARISH COUNCIL

You are invited to attend the Annual Council Meeting of Broomfield Parish Council to be held on Wednesday 20th May 2015 in Broomfield Village Hall, Main Road, Broomfield at 7.30pm


 Mrs Karen Hurrell
 Clerk to Broomfield Parish Council
 14th May 2015

Public Question Time is taken before the meeting and will last for 10 minutes at the discretion of the Chairman

1.	Election of Chairman	
2.	To receive Chairman's Declaration of Acceptance of Office	
3.	Appoint Vice Chairman	
4.	To receive Declarations of Acceptance of Office from all Councillors	
5.	Apologies for absence	
6.	Co-option of New Councillors, if applicable	
7.	To discuss training for all Councillors – in-house or at EALC	
8.	To receive the minutes of meeting 15th April 2015	*
9.	To receive any Declaration of Interest from Councillors <i>All members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her about it.</i>	
a.	To review of Register of Members' Interests <i>(it is the responsibility of a Councillor to ensure their Register of Member's Interests are updated)</i>	
10.	Receive report from County Councillor Aldridge for items not on agenda (max 10 minutes)	
11.	Receive report from City Councillors for items not on the agenda (max 10 minutes)	
12.	To elect Members to the following Committees: (Parish Council Chair & Vice Chair sit on all Committees)	
a.	Civic Amenities Committee	
	To elect Chair & Vice Chair	
b.	Property & Planning	
	To elect Chair & Vice Chair	
c.	Financial & General Purposes Committee	<i>Chair & Vice Chair of Parish Council, Chair & Vice Chair of Civic Amenities & 2 further Councillors</i>
	To elect Chair & Vice Chair	
d.	Personnel Committee	<i>Chair & Vice Chair of Parish Council, Chair of F& GP & Chair of BVH Charity Management Committee</i>
	To elect Chair & Vice Chair	
e.	Broomfield Village Hall Charity Management Committee <i>(BPC is Sole Trustee Body Corporate)</i>	<i>Chairman of Parish Council stands as Trust Chairman</i>
	To elect Committee Chair & Vice Chair	
f.	Communications Committee	
	To elect Chair & Vice Chair	
13.	Dispensations (Councillors seeking dispensation under Section 33 of the Localism Act 2011)	

a.	To review authority to grant dispensations by Clerk	
b.	Councillors' to request Dispensations	
14.	To confirm Terms of Reference for Committees/Working Parties will be adopted at the first meeting	
15.	Election of Representatives to outside bodies/Charities/other:	
a.	Woollard's Charity	<i>Councillor Garwood to stand until 2018</i>
b.	Emergency Planning	
c.	Passenger Transport Representative	
d.	Broomfield Hospital Liaison Committee	
e.	Parish Paths Partnership (in liaison with Essex County Council)	
f.	Chelmsford Community Forum	
g.	Broomfield Parish Councillors responsibility for specific aspects & areas:	
	School Age Children	Under 5 children
	Elderly/Care Homes	Football/Cricket/Police
	Library	History & Heritage
	Roads & Paths	Public Houses
	Publications Co-ordinator	
16.	Review of Model Code of Conduct, Standing Orders & Financial Regulations <i>(all Councillors should have a copy of these documents – please advise if you require a copy)</i>	
17.	Review & Adoption of all Policies Current Polices: Complaints/Freedom of Information/Data Protection/Health & Safety/Risk Management/Fire Safety/Equal Opportunities/Recruitment/Smoke Free/Training/Retention & Disposal of Documents/Social Media/Pension Discretions/Publications of Photographs/Disciplinary Procedure/Greivance Procedure <i>(copies of all Policies are held in Office – please request a copy if required)</i> To adopt new Policies: Grants Policy/Co-option Policy/changes to Social Media Policy	
18.	Review of deeds for Angel Meadow, Centenary Wood, Allotment Site, Glebe Crescent Land & Broomfield Village Hall Charity & David Smith Memorial Field <i>(available to be viewed at Parish Office if required)</i>	
19.	Review of Assets Register	
20.	Review of effectiveness of internal audit procedure & re-appointment of Internal Auditor (bi-annually)	
21.	Review of General Power of Competence	
22.	Review of risk assessments undertaken	
23.	To note Grants awarded by Broomfield Parish Council since 2012	
24.	Financial Matters	
a.	To approve Financial Reports & Bank Reconciliations for Broomfield Parish Council & Broomfield Village Hall Charity Accounts against relevant Bank Statements	
b.	To approve/ratify invoices/bill payments/direct debits/standing orders for payment up until date of meeting *	
c.	To approve statements & sign Annual Return for the year ended 31.3.2015	
d.	To receive draft Report of the Trustees & Unaudited Financial Statements for Broomfield Village Hall	

	Charity for the year ended 31.4.15
e.	To receive Internal Audit Report 6.5.15
f.	Review of bank signatories for all Bank Accounts
g.	Renewal of insurance policy due 1/6/2015 – renewal £1,874.46
h.	To acknowledge receipt of £300 donation from Woollards Charity (Broomfield United Charities) Charity towards the Pensioners' Lunch
25.	Parish Council Strategy
a.	To receive results from consultation at Annual Parish Meeting
b.	Overall Future Strategy
26.	Civic Amenities Committee to include:
a.	To note minutes (<i>taken as read</i>)
27.	Property & Planning Committee to include:
a.	To notes Minutes (<i>taken as read</i>)
b.	CONFIDENTIAL Update re Broomfield Football Clubhouse
28.	Broomfield Village Hall Charity Management Committee to include:
a.	To note Minutes (<i>taken as read</i>)
29.	Communications Committee to include:
a.	To note Minutes (<i>taken as read</i>)
b.	Update on Broomfield Times
c.	To receive report from Cllr Daden re visit to Chelmer Valley High School & possible Youth Council
d.	To discuss setting up of official email addresses for all Councillors
30.	To receive reports from Representatives to outside bodies/charities
31.	To receive updates on Broomfield Parish Councillor's responsibilities, if applicable
32.	To review Councillor Contact details
33.	Correspondence
a.	To note parking enforcement figures for April 2015
b.	Invitation to Chairman & Members to attend the Annual Civic Service Sunday 7.6.15
34.	Any other business for discussion purposes only & referral to next agenda

** denotes item attached*

BROOMFIELD PARISH COUNCIL

A meeting of Broomfield Parish Council was held on Wednesday 15th April 2015 in Broomfield Village Hall, Main Road, Broomfield at 7.30 pm

Members' Present: Chairman Councillor Smith Vice Chairman Councillor Garwood
Councillors Barnes, Blake, Carter, Cockram, Jones, Steed, Thomson, Tranquada & Wrenn

Also Present: Mrs K Hurrell Clerk Mrs W Martin Deputy Clerk & two members of public

The Chairman thanked Councillors for attending the last meeting of the present Parish Council. It was noted that the Parish Council will have an Uncontested Election with nine existing Councillors having been re-elected and one new Councillor. She thanked Councillors Steed, Wrenn, Cockram and Mullender for their services to the Parish Council – in particular Councillors Steed and Wrenn who had served on the Council for 39 and 28 years respectively. She invited them along to the next Parish Council Meeting for an official thank you.

449. Apologies for absence
Apologies were received from Councillor Daden and City Councillor Pooley

450. Declarations of Interest & receive any Dispensation requests
No declarations of interest were made.

451. To approve minutes of Broomfield Parish Council Meetings:

a. Broomfield Parish Council Meeting 18th March 2015 (taken as read)
It was resolved that the minutes factually correct and were duly signed by the Chairman

452. Receive report from County Councillor Aldridge for items not on agenda (max 10 mins)
Councillor Aldridge was not present at the meeting

453. Receive report from City Councillors for items not on agenda (max 10 mins)
Councillor Pooley had apologised for his non-attendance.

454. Financial Matters

a. To approve Financial Reports & Bank Reconciliations for Broomfield Parish Council & Broomfield Village Hall Charity Accounts against relevant Bank Statements
To approve Financial Reports & Bank Reconciliations for Broomfield Parish Council & Broomfield Village Hall Charity Accounts against relevant Bank Statements
Councillor Cockram had verified the Financial Reports to the Bank Statements which shows the following balances as at 31st March 2015:

Broomfield PC	Current Account Balance	£ 48,300.85
	NSB Earmarked Reserves	£185,370.83
Broomfield Village Hall	Current Account Balance	£ 10,344.87
	Deposit Account Balance	£ 2,368.37

Councillor Cockram duly signed the reports.

b. To approve/ratify invoices/bill payments/direct debits/standing orders for payment up until date of meeting
It was resolved to approve/ratify the invoices, bill payments and direct debits until 15th April 2015 totalling £69,618.46.
Councillor Cockram advised that the 2014/15 Accounts have been prepared in draft and was pleased to report that they show a surplus of £23k during the year. The reserves are standing at £275k and the only debt outstanding is £175k Public Works Loan.

	<p>During his four years as Councillor and in charge of the finances he was pleased to report that the Village Hall has been redeveloped and also the MUGA financed from Earmarked Reserves, Grants, and Public Works Board Loan– and the only increase on the Precept has been inflation. He has enjoyed working with the Clerk and managing the finances and was pleased to pass this responsibility onto to Councillor John Barnes. The Chairman thanked him on behalf of the Parish Council for all his hard work and for managing the finances of the Parish Council to such a high standard.</p>
c.	<p>Request for grant from Broomfield Cricket Club</p> <p>All Councillors had perused the request and associated paperwork. It was agreed that the Clerk formalise the Grant Application procedure and send the appropriate paperwork and form to the Cricket Club for completion and return for further consideration. Councillor Barnes also advised of a grant available to Cricket Clubs through Lord Taverners – the Clerk will pass on this information too. It was also requested that the Clerk compile a formal list of all grants awarded over the last few years to be available to Councillors when considering grant applications from Village organisations.</p> <p>ACTION: Clerk to forward grant application forms to Club for completion</p>
455.	<p>Parish Council Strategy – consideration of future facilities:</p>
a.	<p>Overall Future strategy</p> <p>There were no changes to report at the present time until input has been received from parishioners attending the Annual Parish Meeting and will report back at that time on results from this consultation..</p>
b.	<p>CONFIDENTIAL: To discuss rebuilding of Broomfield Football Club</p> <p><i>It was resolved that this item was taken in confidence and public & press were excluded from the meeting.</i></p> <p>Councillor Blake and Smith had recently met with Broomfield Football Club (BFC) and reported to the meeting various aspects of a proposal to re-build the Clubhouse.</p> <p>ACTION: JB to respond to BFC and report back to the next Planning Meeting</p>
456.	<p>Communications Committee</p>
a.	<p>Annual Parish Meeting 22.4.2015 – final details</p> <p>The Chairman advised that posters and banners had been put up around the Village to encourage parishioners to attend the meeting. Councillors advised which session they would be able to attend and discussion over the various items for display took place.</p>
b.	<p>To note minutes (taken as read)</p> <p>Minutes were taken as read. The following items were discussed:</p> <p>Broomfield Times delivery - teething problems regarding delivery – some houses had been missed from the delivery – the Deputy Clerk was compiling a list and organising delivery and reporting back to Community Ads – this will be referred to the Communications Committee.</p> <p>The next issue of Broomfield Times will contain the next 2015 Annual Report- the deadline for the reports from the Committee Chairman is 24th April 201.</p> <p>Councillors were asked for any items for the next issue to be passed on to Selina Matthews.</p>
457.	<p>Village Feedback i.e. liaison with Schools, Police, Parishioners etc</p>
a.	<p>Report from Essex Police Challenge – Cllr Garwood</p> <p>Councillor Garwood attended a meeting at EALC along with representatives from many Parish Councils. The general feeling was of disappointment that the NAP Meetings were not being held and the Street Meetings were a failure. Neighbourhood Watch is working well however, and the Essex Community Messaging is also working well and encouraged all Councillors to sign up to received emails.</p> <p>Action: GG to find out how neighbourhood watch works & try to arrange effective Street Meetings.</p> <p>GC to arrange meeting with PCSO Calleja to be able to received up-to-date crime figures</p>

458.	Property & Planning Matters to include:
a.	To note Minutes (taken as read) Minutes were taken as read. Councillor Jones reported that work to drainage on Campions Farm have has started.
459.	Civic Amenities Matters (including Allotment Site) to include:
a.	To note Minutes (taken as read) Minutes were taken as read and a report was circulated.
460.	Broomfield Village Hall Charity Management Committee to include:
a.	To note Minutes (taken as read) Minutes were taken as read Councillor Jones reminded the meeting that the Village Games will take place on 19 th July and as much help as possible is required. Also a quiz night is planned for 11 th September.
461.	To receive reports from Representatives to outside bodies/charities New park and ride in Colchester has been opened.
462.	Correspondence
a.	To note parking enforcement figures for March 2015 - Noted.
b.	St Mary's Church May Fayre 16.5.15 offer of use of a table to promote PC activities Councillor Thomson will be able to cover the selling of Country Stile and further Councillors required to promote the Parish Council.
c.	Adopt a telephone kiosk – invite from BT It was agreed that the current kiosk on Angel Green is still an active phone box – so does not require adopting at present. A warning from Galleywood Parish Council re hidden costs was noted.
d.	Invitation to open meeting at Lt Waltham & Gt Notley Surgeries 21.4.15 7pm Councillor to inform Clerk if any Councillors with to attend.
463.	Any other business for discussion purposes only & referral to next agenda
a.	Report from Play in The Park event April 2015
	Two very successful sessions were held during the Easter holidays – 215 children attended – which was the highest attendance in Chelmsford.
	Councillor Carter reported that the path that goes around Stacey's Farm now has signs up restricting access. ACTION: Clerk to ask PROW Officer if he knows what the legal status is & also find out who the landowner is
	The Chairman thanked everyone for attending the meeting and closed the meeting at 9.50 p.m.

Agenda Item 24b) Broomfield Parish Council - Invoices for Approval/Ratification for May 2015 Parish Council Meeting							
EXPENDITURE		Chq No	Supplier	Brief Description of goods/services	C/A total	VAT	Total Ex VAT
Chq Date	01 April 2015	105716	Chelmsford City Council	Repair to bin & Playground Inspections	198.00	33.00	165.00
	01 April 2015	105720	SGW Payroll Ltd	M12 Payroll	30.00		30.00
	02 April 2015	105723	Grasshopper Ltd	Servicing of equipment	222.38	37.07	185.31
	08 April 2015	105696	RCCE	Payment for Course	50.00		50.00
	08 April 2015	105725	Chelmsford City Council	2 x Litter Bins plus installation	576.00	96.00	480.00
	15 April 2015	105726	JE Mills	Accounting Assistant	200.00		200.00
	16 April 2015	B/P	Crystal Galleries	Presentation Plaques for Councillors	85.56		85.56
	20 April 2015	B/P	Staff Salaries	4 x Staff Salaries	2,871.56		2,871.56
	22 April 2015	D/D	O2	M1 Mobile Phone Contract	14.98		14.98
	24 April 2015	105727	A to Z Supplies	Civic Amenities Supplies	113.58	18.93	94.65
	24 April 2015	D/D	Madasafish	M1 Office Telephone	20.27		20.27
	30 April 2015	D/D	Viking	Stationery for Office	49.51	8.25	41.26
				Total Expenditure	4,431.84	193.25	4,238.59
INCOME				Brief Description of goods/services	C/A total		
Date		Payee					
	02-Apr-15	Co-operative Bank PLC		C/A Interest	11.35		
	30-Apr-15	Chelmsford City Council		Precept Received	55,400.00		
				Income Total	55,411.35		
Signed:.....				Dated:.....			