

# BROOMFIELD PARISH COUNCIL

**A meeting of Broomfield Parish Council was held on Wednesday 15th October 2014 in Broomfield Village Hall, Main Road, Broomfield at 7.30 pm**

<b>Members' Present:</b>	Chairman Councillor Smith Vice Chairman Councillor Garwood Councillors: Blake, Carter, Cockram Daden, Jones, Mullender, Thomson & Tranquada
--------------------------	--

<b>Also Present:</b>	Mrs K Hurrell (Clerk) Mrs W Martin (Deputy Clerk) & County Councillor Aldridge
----------------------	--

**Public Question Time:** No members of public were present.

<b>188.</b>	<b>Apologies for absence</b> Apologies were received from Councillors Steed & Wrenn.
-------------	---

<b>189.</b>	<b>Declarations of Interest</b> No declarations of interest were made.
-------------	---

<b>190.</b>	<b>To approve minutes of Broomfield Parish Council Meetings:</b>
-------------	--

<b>a.</b>	<b>Broomfield Parish Council Meeting 17<sup>th</sup> September 2014</b> It was resolved that the minutes were factually correct and were duly signed by the Chairman.
-----------	--

<b>191.</b>	<b>To co-opt new Councillors (if applicable)</b> It was noted that there is still one vacancy to be filled.
-------------	--

<b>192.</b>	<b>Essex Police</b>
-------------	---------------------

<b>a.</b>	<b>To receive report to include incidents since the last meeting</b> No report had been received – this will be chased up.
-----------	---

<b>193.</b>	<b>Receive report from County Councillor Aldridge for items not on agenda (max 10 mins)</b> Councillor Aldridge reported on the following: Pot holes - 80% have been fixed – the main roads are being repaired first. School Crossing Patrols – there are many vacancies as there is difficulty in recruiting volunteers Alleyways/hedge clearing – money had been offered to City Council to carry out the work Road Infrastructure – congestion is still a major problem. He reported the Chelmer Valley Park & Ride has been enlarged by an extra 1,000 spaces. The Parish Council again requests that if cycle paths were provided into Broomfield this would help enormously and encourage people to travel by alternative forms of transport. Main Road Service Road – waiting for alterations to the Hospital Approach roundabout before looking into any 'rat-running' problems to be solved. Broomfield Primary School – talks are being undertaken at the present time with the Head Teacher and decision should be made within the next few weeks.
-------------	--

<b>194.</b>	<b>Receive report from City Councillors for items not on agenda (max 10 mins)</b> No Councillors present to report.
-------------	--

<b>195.</b>	<b>Financial Matters</b>
-------------	--------------------------

<b>a.</b>	<b>To approve Financial Reports &amp; Bank Reconciliations for Broomfield Parish Council Accounts against relevant Bank Statements</b> It was resolved to approve the Financial Report for September which shows the following balances as at 30 <sup>th</sup> September 2014: Current Account: £90,865.75 NSB Earmarked Res Account £123,813.18
-----------	---

b.	<p><b>To approve Financial Reports &amp; Bank Reconciliations for Broomfield Village Hall Charity Accounts against relevant Bank Statements</b></p> <p>It was resolved to approve the Financial Report for September which shows the following balances as at 30<sup>th</sup> September 2014:</p> <table border="0"> <tr> <td>Current Account</td> <td>£11,620.29</td> </tr> <tr> <td>Deposit Account</td> <td>£12,978.96</td> </tr> </table>	Current Account	£11,620.29	Deposit Account	£12,978.96
Current Account	£11,620.29				
Deposit Account	£12,978.96				
c.	<p><b>To approve/ratify invoices/bill payments/direct debits/standing orders for payment up until date of meeting</b></p> <p>It was resolved to approve/ratify the invoices, bill payments and direct debits until 15<sup>th</sup> October 2014 totalling £7,105.96 (see attached).</p>				
d.	<p><b>To receive quarterly Budget Control as at 30<sup>th</sup> September 2014</b></p> <p>These were perused and explained by Councillor Cockram. Budgeting and precept Meetings will be held shortly to set the budgets and precept for 2015/16.</p>				
e.	<p><b>To receive External Auditor Certificate and Opinion 2013/14 Accounts</b></p> <p>It was disappointing to note that PFK Littlejohn had made two comments on the Annual Return concerning documentary evidence to demonstrate it had reviewed the effectiveness of internal control arrangements during the year even though evidence of the review of the effectiveness of Internal Audit was provided. Also the Precept had been wrong by £32 – this was due to rounding by £32 by Chelmsford City Council – which had not been noticed on the spreadsheet provided.</p> <p><b>ACTION:</b> Clerk to report these comments to EALC who is collecting comments from many other Parish Councils with similar reports</p> <p>Write to PFK Littlejohn to explain the comment regarding the effectiveness of Internal Audit</p>				
196.	<p><b>To adopt Polices:</b></p>				
a.	<p><b>To consider &amp; adopt Publication of Photographs Policy</b></p> <p>The Clerk advised that EALC had recommended that the Parish Council adopts a Publication of Photographs Policy. Members perused the document and item 6 was altered and it was resolved to adopt the Policy.</p>				
b.	<p><b>Alterations to Standing Orders number 3 (m)</b></p> <p>The Clerk had been advised by NALC that due to the Public Bodies (Admission to Meetings) Act 1960 had been amended by the Openness of Local Government Bodies Regulations 2014 and an alteration to Standing Order number 3 (m) required to be altered. Members perused the alteration and it was duly resolved to adopt the Policy.</p>				
197.	<p><b>Property &amp; Planning Matters to include:</b></p>				
a.	<p><b>To note Planning Minutes &amp; receive brief report from Planning Committee Chairman</b></p> <p>Village Gateways – Jon Simmonds is unable to attend meetings but invited comments from the Parish Council by email re the proposed design</p> <p>Flooding – Councillor Jones explained that he had met with Anglian Water regarding flooding recently in Gutters Lane and it had been reported that a ‘hyper-blocker’ which had been installed on the new Patching Hall Lane development had been jammed permanently open and the pipe was situated in the wrong place - this will be looked at by Anglian Water.</p>				
b.	<p><b>To note Government consultation on Planning and Travellers to 23.11.14 please see:</b></p> <p><b><u><a href="https://www.gov.uk/government/consultations/planning-and-travellers-proposed-changes-to-planning-policy-and-guidance">https://www.gov.uk/government/consultations/planning-and-travellers-proposed-changes-to-planning-policy-and-guidance</a></u></b></p> <p>This will be placed on the Planning Agenda.</p>				

<b>198.</b>	<b>Civic Amenities Matters (including Allotment Site) to include:</b>
<b>a.</b>	<p><b>To note Civic Amenities Minutes &amp; receive brief report from Civic Amenities Chairman</b> Councillor Tranquada reported on the following:</p> <p>P3 – further work had been carried out to clear overhanging vegetation along the footpath between the Main Road and Goulton Road.</p> <p>Outdoor Gym Equipment – is now installed but the instruction signs and some levelling of the mats was still required.</p> <p>Centenary Wood – the funding bid was unsuccessful for the new benches but the working party had been out to cut the grass etc.</p>
<b>199.</b>	<b>Personnel Committee</b>
<b>a.</b>	<p><b>Update on services of a Book-Keeper</b> The Clerk advised she had informally interviewed a local lady informally and a completed application form was awaited. The advert had only just appeared in Broomfield Times and the closing date is at the end of the month.</p>
<b>b.</b>	<p><b>Update on Health &amp; Safety Officer – Stuart Jones</b> The Clerk advised that the Village Attendant Stuart Jones would be more than suitable to carry out this role for the Parish Council and a schedule of health and safety checks would be completed by the Clerk and Stuart shortly.</p>
<b>200.</b>	<b>Broomfield Village Hall Charity Management Committee to include:</b>
<b>a.</b>	<p><b>To receive Minutes &amp; Chairman's Report</b> A report had been submitted which was perused. The Fete was fairly successful (despite the weather) and £600 was made. Thank you to all who attended and helped and it was planned to organise a fete again for next year.</p> <p>The family Disco went ahead and £215 profit was made.</p> <p>A Charity Bingo Night will be organised on 1<sup>st</sup> November and all were encouraged to bring along their friends and attend.</p> <p>The completion certificate has been issued for the building redevelopment and the final bill had been received.</p>
<b>b.</b>	<p><b>Letter from BVH Charity to Broomfield Parish Office regarding Letter of Confirmation for shared use of Office facilities</b> A letter had been received from Broomfield Village Hall Charity confirming the Charity would provide appropriate office accommodation within the Village Hall building. This gives the Parish Council security of tenure for the Parish Council Office.</p>
<b>201.</b>	<b>To receive report from Working Parties (if any)</b> <b>Broomfield Communications/Village &amp; Community Events/VDS &amp; Parish Plan Action/Parish Council Strategy – Future Facilities</b>
<b>a.</b>	<p><b>Broomfield Communications: report on setting up of new website/domain names</b> Broomfield Times - edition 39 of the Broomfield Times Newsletter has been printed and is ready for distribution.</p> <p>Website – Councillor Carter has made good progress and will display the draft website for approval at the next meeting. All Councillors were requested to forward any information for the website. It was proposed that Councillor Daden join the Communications Working Party – all agreed.</p>
<b>b.</b>	<p><b>Report from Parish Council Strategy – Future Facilities Meeting</b> - <b>Update on potential purchase on Little Bishop's Field &amp; informal meeting with Cllr Whitehead Chelmsford City Council.</b> The next Parish Council Strategy Meeting has been arranged for Wednesday 29<sup>th</sup> October 2014</p>

	<p>at 7.30 p.m. – Councillors are requested to read the Parish Plan, Village Design Statement and Landscape Assessment.</p> <p>Assets of Community Value – Councillor Thomson will research this and it will be an agenda item.</p> <p>Councillor Blake advised that a higher offer had been received for Little Bishop’s Field – which had been accepted – the land will be used for amenity land and not for development.</p> <p>The Parish Council will consider developing Angel Meadow to provide alternative sporting facilities.</p> <p>Councillor Jones met with Councillor Whitehead and the Chief Financial Officer to informally discuss future community facilities in Broomfield. An area of land was discussed behind Church Avenue and he was optimistic that this land may become available on a long term lease to provide facilities for the community. A meeting with Keith Nicholson, Director of Public Places, Chelmsford City Council will be arranged shortly to discuss this matter further.</p> <p><b>ACTION: Clerk to arrange meeting with KN &amp; Cllrs RS &amp; TJ</b></p>
202.	<p><b>To receive report from Representatives to outside bodies/charities (Woollard’s Charity/Passenger Transport/Emergency Planning/Broomfield Hospital Liaison/Chelmsford Community Forum</b></p> <p><b>Larger Local Councils Forum 14.10.14</b> Councillor Smith attended this Forum and reported on many issues raised at the meeting. Essex has been chosen as pilot for Council’s Award Scheme to replace the Quality Parish Scheme – more details to follow from EALC regarding the new three tier scheme. The existing Quality Parish Councils will be given foundation status automatically but they could progress a further two levels if they wished to.</p> <p><b>Transport Representatives Meeting</b> – Councillor Thomson will attend this meeting and requested any queries to be given to her.</p> <p><b>Chelmsford City Race Course</b> – Councillor Jones attended a presentation and the first meeting will be held in January 2015.</p> <p><b>ACTION Clerk to check with Broomfield Hospital to organise next liaison meeting</b></p>
203.	<p><b>To receive reports from Councillors re areas of responsibilities for specific interest:</b></p>
a.	<p><b>School Age Children</b> – Cllr Carter - has contacted Mrs Shelley and invited her to join the Neighbourhood Action Panel – this invite was declined.</p> <p>The Clerk had introduced Councillor Carter to the new Head Teacher at Chelmer Valley High School and he will meet with her shortly.</p>
b.	<p><b>Under 5 Contact</b> – Cllr Smith – outstanding to visit new child minding facility</p>
c.	<p><b>Elderly/Care Homes</b> – Cllr Garwood – has made contact with the Manager of Madelayne Court and advised her of all the activities that take place in the Village – he will write to her shortly with a programme of events taking place and also advise of the possibility of some residents sharing an allotment site.</p>
d.	<p><b>Football/Cricket/Police</b> – Cllr Garwood – Nothing to report at present.</p>
e.	<p><b>Library</b> – Cllr Carter – has spoken to Pippa at the Library who advised that they had had a very successful summer holiday activity programme with lots of children attending.</p>
f.	<p><b>History &amp; Heritage</b> – Cllr Blake – reported that a busy summer of field walking had taken place on Dragons Foot site which was very productive and a geophysical scan had revealed a building shape. The Farmer is happy for the group to carry on with geophysical work and during the winter all finds will be cleaned, plotted on the grid and displayed at the Brumfelda meetings.</p>
g.	<p><b>Public Houses</b> – Cllrs Carter &amp; Thomson – Councillor Carter has been to King’s Arms – nothing to report.</p> <p>Councillor Thomson was generally not impressed with The Angel.</p>

<b>h.</b>	<b>Roads &amp; Paths – Cllr Wrenn – nothing to report</b>
<b>i.</b>	<b>Publications Co-ordinator – Cllr Thomson – she had sold a few Country Stile books and Broomfield Times at the Village Fete.</b>
<b>204.</b>	<b>Risk Assessments undertaken since last meeting – note, if any</b> A new secure step stool had been purchased to allow the consumer unit, computer facilities box and other higher places to be reached safely by staff and contractors.
<b>205.</b>	<b>Correspondence Received – if any</b>
<b>a.</b>	Letter re temporary prohibition of use order for footpath 23 had been copied to the Parish Council regarding this Public Notice. <b>ACTION: The Clerk was requested to enquire of Essex County Council why this prohibition of use will remain in force until 31.3.15 even though the building works alongside the footpath has been completed.</b>
<b>206.</b>	<b>To receive items for information:</b>
<b>a.</b>	<b>To receive parking enforcement figures for September 2014</b> Noted.
<b>b.</b>	<b>To note anniversary of Broomfield Parish Council 120 years (est. 1894)</b> It was agreed that the Parish Council will celebrate the 125 anniversary since it was established and celebrations will be planned for 2019.
<b>207.</b>	<b>Any other business for discussion purposes only &amp; referral to next agenda</b> Councillor Carter had been speaking to local dog walkers and advised that a bin had been requested in the alleyway near Williams Road. It was reported that a request had been made for a bin in this location before but had been turned down due to the close proximity of houses. However, the request could be made again to Chelmsford City Council. He also advised that the area of land in Church Avenue that will be under discussion for leasing from Chelmsford City Council is currently very popular with dog walkers and generally used as an open space – this will be considered for any future planning for this area.
	<i>The Chairman thanked everyone for attending and closed the meeting at 9.50 p.m.</i>

