

## BROOMFIELD PARISH COUNCIL

A meeting of Broomfield Parish Council was held on Wednesday 15<sup>th</sup> July 2015 in Broomfield Village Hall, Main Road, Broomfield at 7.30pm

Members' Present:	Chairman Councillor Smith Councillor Blake ( <i>who was elected to stand in as Vice Chairman in Cllr Garwood's absence</i> ) Councillors: Barnes, Carter, Cole, Daden, Howell, Hubble, Jones, Thomson, Tranquada
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Also Present:	Mrs K Hurrell (Clerk) Mrs W Martin (Deputy Clerk) City Councillor Aldridge & City Councillor Knight
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**Public Question Time:** No members of public were present

<b>97.</b>	<b>Apologies for absence</b> Apologies were received from Councillor Garwood & City Councillor Knight
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<b>98.</b>	<b>To receive any Declaration of Interest from Councillors</b> No declarations were received.
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<b>99.</b>	<b>To co-opt new Councillors – if applicable</b> No candidates were forthcoming.
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<b>a.</b>	<b>Training Seminar for all Councillors – Weds 30<sup>th</sup> September 7.30 p.m.</b> Our Auditor Mike Letch has confirmed the date and the Chairman encouraged all Councillors to attend. She also requested the remaining four Councillors to set up their official Parish Council email addresses by the next meeting in September. Councillor Carter will be able to provide any IT support if required. <b>ACTION: Councillors to set up official BPC email addresses</b>
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<b>100.</b>	<b>To approve the minutes of Broomfield Parish Council's Meeting 17.6.15</b> An alteration was made to minute number 47 – remove the words ' <i>Annual Council</i> ' An alteration was made to minute number 49 – remove ' <i>Councillor Pontin</i> ' Councillor Cole proposed that the minutes were now correct and were duly signed by the Chairman.
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<b>101.</b>	<b>Receive report from County Councillor Aldridge for items not on agenda</b> Councillor Cole reported on the Replacement Waste Local Plan Engagement Event - see comments under minute 110 (a). Local Highway Panel – Councillor Aldridge reported that Jon Simmons will not be able to attend the next Planning Committee meeting on 5 <sup>th</sup> August to discuss the Village Gateways but has requested Councillor Blake contact him with alternative dates for a meeting with himself to take this matter forward. Councillor Aldridge reported that all Essex County Council meetings are now live to listen to on their website. <b>ACTION: JB to supply suitable dates to Cllr Aldridge</b>
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<b>102.</b>	<b>Receive report from City Councillors for items not on the agenda</b> Councillor Knight invited any questions from the Parish Council which needs addressing. Councillor Carter reported he had attended the City Council Development Policy Planning Meeting which discussed Chelmsford's Strategic Housing Land Availability Assessment (SHLAA). He asked whether the sites considered in the Development Committee Report ( <a href="http://www.chelmsford.gov.uk/development-policy-committee-02-jul-2015-700pm">http://www.chelmsford.gov.uk/development-policy-committee-02-jul-2015-700pm</a> ) were the only sites being considered for the new Local Plan and Councillor Knight confirmed they were and will be scrutinized further at their next meeting in September. <b>ACTION: This item to be placed on Planning Committee Meeting 5.8.15</b> Councillor Cole enquired whether Councillor Knight had attended the recent pot hole briefing by
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	<p>Essex County Council – he advised that he had not attended but did receive an update from another attendee – there were no items to report which affected Broomfield. He advised that he regularly walks around the Parish of Broomfield and does report any defects to the County Council.</p> <p>Councillor Carter asked whether the City Council may change their mind regarding the loss of the diving boards at the Riverside Leisure Centre as he had been advised that this will be a great loss to many parishioners – Councillor Knight advised that the decision had been made and the costs were too high to reinstate the diving facility.</p>												
<b>103.</b>	<p><b>Financial Matters:</b></p>												
<b>a.</b>	<p><b>To approve Financial Reports &amp; Bank Reconciliations for Broomfield Parish Council &amp; Broomfield Village Hall Charity Accounts against relevant Bank Statements</b></p> <p>Councillor Barnes had verified the Financial Reports to the Bank Statements which shows the following balances as at 30<sup>th</sup> June 2015:</p> <table border="1"> <tr> <td>Broomfield PC</td> <td>Current Account Balance</td> <td>£ 61,323.36</td> </tr> <tr> <td></td> <td>NSB Earmarked Reserves</td> <td>£185,370.83</td> </tr> <tr> <td>Broomfield Village Hall</td> <td>Current Account Balance</td> <td>£ 9,588.27</td> </tr> <tr> <td></td> <td>Deposit Account Balance</td> <td>£ 2,069.30</td> </tr> </table> <p>Councillor Barnes and Councillor Jones duly signed the reports.</p> <p>Councillor Barnes reported that he had met with the Clerk and they had looked at the overall figures – he had advised that the Parish Council’s finances were in a good position and advised that the sum of £10,297.35 would be transferred from the Current Account to the Public Works Board Loan Earmarked Reserve so that the balance of this Reserve equals the total amount of the Public Works Board Loan outstanding (£159,764.55) after the recent direct debit payment in June had been made. He reported that there is a general working capital reserve of around £20k at present.</p> <p>He is preparing a Five Year Financial Forecast and will present this to the Financial and General Purposes Committee and suggested that they meet in August to discuss this further.</p> <p><b>ACTION: Clerk to transfer the sum of £10,297.35 from the Current A/C to PWB Loan Earmarked Reserve</b></p> <p><b>ACTION: F &amp; GP Meeting to be arranged for August</b></p>	Broomfield PC	Current Account Balance	£ 61,323.36		NSB Earmarked Reserves	£185,370.83	Broomfield Village Hall	Current Account Balance	£ 9,588.27		Deposit Account Balance	£ 2,069.30
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<b>b.</b>	<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> July 2015 totalling £25,426.11.</p>												
<b>c.</b>	<p><b>To note budgets at end of first quarter &amp; approve any virements</b></p> <p>The virement of £1,000 from Election Costs Budget to Grants Budget to cover the increased grants that the Parish Council have given to Broomfield Cricket Club, Broomfield Scouts and St Mary’s Church were approved. It was noted that £250 had been paid for an electrical inspection for the Barn and this will be taken from the Barn Maintenance Reserve (see minute number 106 c).</p>												
<b>104.</b>	<p><b>Parish Council Strategy – consideration of future facilities</b></p> <p>The various Committees are looking in details of the action points which had been highlighted from the Annual Parish Meeting and will report back to each Parish Council Meeting with updates.</p>												
<b>a.</b>	<p><b>To receive update regarding Broomfield Football Club</b></p> <p>Councillor Cole appreciated the background document that Councillor Blake had provided to bring in particular new Councillors up to speed on developments so far.</p> <p>Councillor Blake updated the meeting on the latest information he had received from Broomfield Football Club (BFC) and provided a detailed report to this effect.</p> <p>BFC are to receive insurance money to re-build their current fire-damaged Clubhouse but this is insufficient to cover all the re-build costs. They are therefore proposing to re-build a completely new Clubhouse on their lower field (access off Mill Lane) with the help of various grants and financial</p>												

assistance from the Football Association and also have requested funding from the Parish Council to cover the costs of providing services to the new location - £40k for electrics - £16k for a sewage treatment plant and rainwater drainage total £56k. Members agreed that these figures need to be in far greater detail as they seem inflated compared to the Parish Council's estimates – a full business plan will need to be seen before consideration can be given to the project.

Much discussion took place and Councillor Carter requested that consideration be given to the Clubhouse staying where it is at present but the Angel Meadow Play area be moved to the David Smith Memorial Field which will free up the play area to allow for parking for BFC solely.

Councillor Jones stated that there is a lot of conflict between BFC using the Village Hall car park during the main football season and that the 56 parking spaces were a requirement of the Village Hall's planning decision to be provided to hall users only. He commented that it would be beneficial to the Village Hall if the clubhouse were to move down to the lower field and then the Parish Council could also consider purchasing the waste land at the rear of the Clubhouse from the Brewery to enhance that whole area.

The following matters were raised which will require action/investigation before any funding can be agreed upon:

1. Public consultation will need to take place before the Parish Council can commit any funds to this project
2. There will be objections to the Clubhouse being moved to the Mill Lane site from local residents and the Parish Council must bear in mind that they originally opposed the car park being located there.
3. A full Business Plan and cash flow forecast will need to be supplied to the Parish Council before any further discussions regarding grants can be made
4. It was agreed that Broomfield Cricket Club needs to be consulted and it was suggested that a meeting between BPC, BFC & BCC be initiated by Councillor Garwood to explore other avenues i.e. a joint Clubhouse between all parties for shared use. This would then use the access road already in existence which is away from the bend where BFC currently access their fields. The Parish Council would then be supporting multiple sporting facilities in Broomfield
5. A valuation of the site that BFC Clubhouse currently is situated upon is necessary before any further discussions can take place.
6. Costs of dismantling the current clubhouse will need to be considered and whether there are any hazardous substances in the building which will need specialist input and subsequent high costs
7. If the Clubhouse were to be moved to their lower field – the opportunity to use the land vacated by BFC will need to be pursued and also the possibility of investigating the purchase of the waste land currently owned by the Brewery at the rear of the clubhouse.

The following action points require attention and to be reported back to the full Parish Council Meeting for further consideration:

**ACTION:**

1. Valuation to be obtained for the land that BFC Clubhouse currently sits upon – Clerk to liaise with Councillor Jones to obtain valuation - Clerk & TJ
2. Costs to make good the land re demolition costs - TJ
3. Request a detailed Business Plan and cash flow figures from BFC - JB
4. Request a meeting with BFC, BCC & BPC - GG
5. Enquire as to land at rear of the Clubhouse/The Angel & obtain valuation -TJ

<b>105.</b>	<b>Communications Committee</b>
<b>a.</b>	<p><b>To note minutes</b> The minutes were noted.</p> <p>It had been agreed to take the delivery of Broomfield Times back 'in-house' due to the problems encountered with the first two deliveries but how this will be effected is still to be decided upon – Kathryn Cameron has offered to do some of the deliveries but the Chairman encouraged Councillors to step forward to deliver to some of the streets so they keep an eye on the Parish and liaise with any</p>

	<p>public they encounter.</p> <p>Using a campaign to raise the profile of the Parish Council to residents was drawn to the attention of the meeting. Councillor Barnes' suggestion of a speeding campaign was noted and will be discussed further at the Committee Meeting.</p> <p>Councillor Blake advised that a public awareness campaign should be launched to bring the parishioners' attention to the Chelmsford Strategic Housing Land Availability Assessment (SHLAA) Stage 1 as this will involve discussion of where future housing development will be placed in and around Broomfield. This was passed to the next Communications Committee Meeting for discussion. It was agreed that each Committee Chairman send regular updates to Councillor Carter so that he can update the website of the work undertaken by these Committees.</p> <p><b>ACTIONS:</b></p> <p><b>Items to be taken to Communications Committee 27.7.15:-</b></p> <ul style="list-style-type: none"> <li>- Update on Youth Council</li> <li>- Public Awareness Campaign re SHLAA</li> <li>- Broomfield Times delivery of future issues in-house</li> <li>- Regular updates to be submitted to Cllr Carter from each Committee Chairman</li> </ul> <p><i>Cllr Aldridge arrived at the meeting at 8.55 pm</i></p>
c.	<p><b>To receive update on creation of Broomfield Youth Council – Cllr Daden</b></p> <p>Councillor Daden will report to the next Communications Meeting on 27<sup>th</sup> July an update regarding the formation of a Youth Council.</p>
<b>106.</b>	<b>Civic Amenities Committee (including Allotment Site)</b>
a.	<p><b>To note minutes</b></p> <p>Noted and report received</p>
b.	<p><b>To receive Action Plan regarding Parish Council Strategy for Angel Meadow and open spaces &amp; approve cost of installation of benches on Angel Meadow</b></p> <p>The Committee had approved the purchase of two picnic benches and fixings for the Angel Meadow Field at a total cost of £962 (excluding VAT). It was agreed that this would be paid from the Communications Budget.</p> <p>The Committee have agreed to address the other action points from the Action Plan at the next and future Civic Amenities Committee Meetings.</p> <p><b>ACTION: Clerk to order 2 x picnic benches at a cost of £962 from the Communications Budget</b></p>
c.	<p><b>To note Electrical Inspection carried out on Barn</b></p> <p>An electrical inspection had been carried out on the barn at a cost of £250 which will be taken from the Barn Maintenance Earmarked Reserve. The subsequent recommended works will be carried out at a cost of £480 – also to be taken from the Barn Maintenance Earmarked Reserve.</p>
<b>107.</b>	<b>Broomfield Village Hall Charity Management Committee</b>
a.	<p><b>To note minutes</b></p> <p>The Minutes were noted and a report circulated. Councillor Jones advised that the Village Games Day is to take place on Sunday 19<sup>th</sup> July – the working party will be meeting at 8am to begin set up for 11am start and any help would be appreciated..</p> <p>Thanks were given to Councillor Aldridge for organising the parking at Broomfield Place.</p> <p><i>City Councillor Knight arrived at 9.15 pm</i></p>
b.	<p><b>To receive Action Plan regarding Parish Council Strategy for David Smith Memorial Field</b></p> <p>The Action Plan had been considered by the Committee and comments had been made. A review at each Committee Meeting will be made.</p>
<b>108.</b>	<b>Property &amp; Planning Committee</b>
a.	<b>To note minutes</b>

	Noted.
<b>109.</b>	<p><b>To receive Village Feedback – liaison with Schools, Police, Parishioners etc</b></p> <p>The Chairman wishes to expand this item and this will be discussed further at the next meeting to encourage our new Councillors to liaise with various groups/parishioners etc.</p> <p>Councillor Carter presented vouchers at Broomfield Library from the Parish Council for the Summer Reading Challenge ‘Record Breakers’ event which was held recently.</p> <p>He also advised that the King’s Arms Public House will close mid-August as it has now been sold – he does not know whether it will continue as a Public House which will be a shame as it has been one for 500 years.</p>
<b>110.</b>	<p><b>To receive updates on Broomfield Parish Councillor’s responsibilities &amp; contact with Outside Bodies</b></p>
<b>a.</b>	<p><b>Replacement Waste Local Plan Engagement Event – Cllr Cole</b></p> <p>Councillor Cole had attended this event and was concerned that waste from Broomfield Hospital was not mentioned. A report had been circulated.</p>
<b>b.</b>	<p><b>RCCE AGM – Cllr Cole</b></p> <p>Councillor Cole attended and was concerned that Broomfield was not mentioned as a Parish Council member – although the subscription had been paid. He also advised that a grant may be available through RCCE Essex Rivers Leader Project which may be able to provide funds for various projects. A report had been circulated.</p>
<b>c.</b>	<p><b>Bus Transport Meeting – Cllr Thomson</b></p> <p>Councillor Thomson reported on a few bus changes and advised that the meeting was poorly attended.</p>
<b>111.</b>	<p><b>To receive any correspondence:</b></p>
<b>a.</b>	<p><b>To note parking enforcement figures for June 2015</b></p> <p>Noted.</p>
<b>b.</b>	<p><b>Chelmsford City Council’s Parish Council Meeting – Planning Policy Update – 30.7.15 7.30 pm – invite to all Councillors</b></p> <p>The Chairman invited all Councillors to attend if they were interested – Councillor Blake, Carter and Cole confirmed they will be attending.</p>
<b>112.</b>	<p><b>Any other business for discussion purposes only &amp; referral to next agenda</b></p> <p>A thank you letter had been received from Broomfield Cricket Club and a card from Broomfield Scouts to thank the Parish Council for their recent grants awarded to them.</p> <p>The Clerk requested a convenient date be arranged for the ‘Good, Bad &amp; Ugly’ Tour with Chelmsford City Council Planning Department after 7<sup>th</sup> September.</p> <p>Councillor Tranquada advised that the Five Greens Walk will take place on Sunday 6<sup>th</sup> September 2.30 pm from Broomfield Village Hall.</p>
	<p><i>The Chairman thanked Members for attending and closed the meeting at 9.45 p.m.</i></p>

