

BROOMFIELD PARISH COUNCIL

A meeting of Broomfield Parish Council was held on Wednesday 16th December 2015 in Broomfield Village Hall, Main Road, Broomfield at 7.30pm

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| Members' Present: | Chairman Councillor Smith Vice Chairman Councillor Garwood Councillors Blake; Carter; Daden; Howell; Hubble; Jones; Thomson & Tranquada |
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| Also Present: | Mrs K Hurrell (Clerk) Mrs W Martin (Deputy Clerk) 2 members of public |
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Public Question Time:

Chris Gardiner (Speedwatch) was asked for his input after the Parish Council had received a letter complaining about speeding vehicles observed in Mill Lane, He, along with a member of Essex Police, visited Mill Lane to see if it would be a suitable site for the Speedwatch Volunteers to visit with the speed camera – it was not regarded a suitable site for such an operation. However, Chris again visited Mill Lane on a Sunday when many Broomfield Football Club home games were scheduled and reported that there was no more than one car per minute (80 vehicles per hour) and the vehicles observed were travelling at a safe speed. However, he was concerned regarding the parking of vehicles whilst attending football matches in the School's playing field in School Lane – many vehicles had parked over the grass verge and the footpath – totally blocking it for pedestrians in places on both sides of the road.

**ACTION: Clerk to respond to letter re Mill Lane with input provided by Chris Gardiner
Report inappropriate parking to Essex Police**

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| 310. | Apologies for absence Apologies were received from Councillors Barnes and Cole. |
| 311. | To receive any Declaration of Interest from Councillors Councillor Thomson updated her Declaration of Interest Form and gave to the Clerk for noting and submission to Chelmsford City Council. |
| a. | To grant Councillors dispensation to discuss the setting of the Precept for 2016/17 (applicable to Councillors Daden, Cole & Hubble) Pursuant to Section 101(1) of the Local Government Act 1972, the Parish Council delegated the function of granting dispensation requests under Section 33(2) of the Localism Act 2011 to the Parish Clerk in circumstances where so many Members of the Parish Council have Disclosable Pecuniary Interests in a matter that it would impede the transaction of business. Therefore, the Clerk granted dispensations to Councillors of Broomfield Parish Council to the end of the current four year term for which Councillors had been elected to enable them to participate in debates and to vote on the setting of the Precept under Local Government Finance Act 1972 notwithstanding the fact that they may have a Disclosable Pecuniary Interest, other pecuniary interest or a non-pecuniary interest in the matter being considered at a meeting of the Parish Council. Forms for completion were distributed to Councillors Daden and Hubble and were duly signed. |
| 312. | To co-opt new Councillors – if applicable Councillors were advised that there is still one vacancy on the Parish Council. |
| 313. | To approve the minutes of Broomfield Parish Council's Meeting 18 Nov 2015 An alteration was made to one of the questions in Public Question Time - change proposing to 'opposing'. It was duly resolved to approve the minutes and these were subsequently signed by the Chairman. |
| 314. | To receive report from County Councillor Aldridge for items not on agenda Councillor Aldridge reported that the First Bus consultation has completed and does not affect the Broomfield area although Councillor Thomson reported one bus has been removed during the evening |

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| | <p>period.</p> <p>He reported that he had spoken with Councillor Rodney Bass regarding a possible north west bypass – he reported that this was not being considered at present but he was advised that Chelmsford is developing fast and could not envisage a ring road not being planned for the future.</p> <p>Essex has been requested to re-home refugees but there is no availability in Chelmsford at present. The Essex Coastal Path is being developed at present.</p> | | | | | | | | | | | | |
| 315. | <p>To receive report from City Councillors for items not on the agenda</p> <p>Councillor Knight reported on some recent planning issues:</p> <p>Brooklands – he called this in for a Committee decision but this application was approved</p> <p>Broomfield Football Club – further information on this planning application regarding traffic and redesign of the clubhouse is available to view on the website – it has been called into Committee and he will speak against this application and has advised local residents of the alterations</p> <p>Councillor Thomson asked whether the licence for the new clubhouse would have the same hours as their existing clubhouse or will it be reviewed by the Licensing Committee? – Councillor Knight will find out the answer to this.</p> | | | | | | | | | | | | |
| 316. | <p>Financial Matters:</p> | | | | | | | | | | | | |
| a. | <p>To approve Financial Reports & Bank Reconciliations for Broomfield Parish Council & Broomfield Village Hall Charity Accounts against relevant Bank Statements</p> <p>Councillor Barnes will verify the Financial Reports to the Bank Statements which shows the following balances as at 30th November 2015:</p> <table border="1"> <tr> <td>Broomfield PC</td> <td>Current Account Balance</td> <td>£ 65,004.77</td> </tr> <tr> <td></td> <td>NSB Earmarked Reserves</td> <td>£198,707.86</td> </tr> <tr> <td>Broomfield Village Hall</td> <td>Current Account Balance</td> <td>£ 5,605.84</td> </tr> <tr> <td></td> <td>Deposit Account Balance</td> <td>£ 2,369.48</td> </tr> </table> <p>Councillor Jones duly signed the Broomfield Village Hall reports.</p> | Broomfield PC | Current Account Balance | £ 65,004.77 | | NSB Earmarked Reserves | £198,707.86 | Broomfield Village Hall | Current Account Balance | £ 5,605.84 | | Deposit Account Balance | £ 2,369.48 |
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| | Deposit Account Balance | £ 2,369.48 | | | | | | | | | | | |
| b. | <p>To approve/ratify invoices/bill payments/direct debits/standing orders for payment up until date of meeting</p> <p>It was resolved to approve/ratify the invoices, bill payments and direct debits until 30th November 2015 totalling £7,308.19.</p> | | | | | | | | | | | | |
| c. | <p>To approve Financial & General Purposes Committee Meeting Minutes & to receive subsequent information from St Mary's Church re grant application</p> <p>It was resolved to discuss the St Mary's Parish Churchyard Grant for 2016/17 at a future Financial and General Purposes meeting in 2016.</p> | | | | | | | | | | | | |
| d. | <p>To set the Precept for 2016/2017</p> <p>Members perused the Precept papers that had been prepared by the Finance and General Purposes Committee which recommended that a Precept of £100,105 be set for 2016/17 which is a reduction of around £10,000 on last year. All Members were unanimously in favour to set the Precept at £100,105.</p> <p>ACTION: Clerk to submit Precept to CCC</p> | | | | | | | | | | | | |
| e. | <p>To approve payment of professional fees for appointing planning consultants via virements/General Reserve</p> <p>Councillor Blake presented a paper to the meeting proposing to employ a professional consultant to bring forth a project to advise the Parish Council on Planning issues arising from Chelmsford City Council's Local Plan Issues and Options Consultation.</p> <p>The planning adviser will need to carry out the following activities on behalf of the Parish Council:</p> <ul style="list-style-type: none"> - Study and understand the Broomfield Parish Plan, VDS and Landscape Character Statement | | | | | | | | | | | | |

- Meet with Council representatives to check she/he has a full understanding of the Council's position and to understand progress to date
- Study the City's Issues and Options Consultation Document and associated papers (e.g. the Sustainability Appraisal) and provide a critique of the City's proposals. These would primarily be the proposals affecting Broomfield directly, but could also include examination of some of the alternative sites and options outlined in the Document
- Advise the Council on how best to present its arguments and response to the City Consultation
- Study the Council's draft consultation response and advise how this can be underpinned as effectively as possible in terms of national planning policy, planning evidence and data etc.

The planning consultant would **not** be expected to:

- Attend parish council meetings or other village events
- Attend meetings with City planning officers or members
- Carry out site visits
- Conduct traffic surveys

Councillor Blake had spoken to several planning consultants but had only received two quotations - one for £5,000 plus expenses and one for £12,000 plus expenses. Members discussed this project and unanimously agreed in favour to employ Ann Skippers at a cost of £5,000 plus expenses.

Councillor Blake also advised the meeting that a traffic consultancy project would need to be undertaken and this would be a separate item largely funded by Little Waltham and Chignal Parish Councils. The project would be:

Carrying out a desk-top analysis of the likely traffic impact of a western 'relief road' on the west of Chelmsford (Broomfield, Little Waltham, Chignal Parishes and the surrounding areas), taking account of the level of development suggested in the City Consultation Document and of further development (e.g. in the next planning period) which would be likely to follow.

There was the option of the planning consultant procuring this service as part of the planning brief and upon recommendation it was suggested that we instruct Steve Amann of Journey Transport Planning Limited, based in Chelmsford.

The cost for the above brief is £1,500, of which Broomfield Parish Council would pay £100 and Little Waltham and Chignal Parish Councils the remainder. The brief might be expanded, but any additional cost would be met by the other parishes.

He advised that the other parishes do not meet until early January, when their contribution would be ratified. There is a technical risk that they might choose not to do so and of Broomfield having to pay any costs incurred to date up to £1,500 but this is unlikely.

Members discussed this and unanimously agreed to fund £100 towards this project.

Funds will be found from the Planning Budget and virements from other Administration Budgets or General Reserves.

ACTION: JB & Clerk to confirm employment of planning consultants & traffic consultants

f. Community Initiatives Fund (CIF) update on application for funds

The Clerk reported that the application for £20,000 towards the purchase costs of land vacated by Broomfield Football Club and develop a youth area was not successful due to the fact that the planning application for the relocation of the Clubhouse had not received approval at that stage. She reported that there was an emergency fund that could be applied for if the land were to come up for sale in the future.

317. To receive minutes of Committee Meetings:

a. Property & Planning Committee to include correspondence received re proposed Village Gateways

The minutes had been read and noted. A couple of items were brought to the meetings attention:
Village Gateway:

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| | <p>Councillor Blake advised that after considerable correspondence between ourselves and Highways regarding the Village Gateway it was reported that Highways will not put up a sign with our Village crest on – but it will say ‘Historic Essex Village’ – he advised that the Parish Council should settle for that at this stage but we should indicate we are not happy with the whole fiasco and the way they have been applying a ‘policy’ which does not seem to have been agreed by anyone – but it is their intention to standardise all Village Gateways. A verbal report by our consultant Stuart Bilsland had been received following his conversations with Highways.</p> <p>The Chairman asked for a vote and all Members were in favour to accept this design but a complaint be made to Essex County Council Highways about how this project had been handled by the Local Highways Panel.</p> <p>ACTION: JB & Clerk to respond to LHP by email</p> <p>Local Plan:</p> <p>A report was given to update members on developments with meetings with other Parish Councils and the forthcoming Village Open Day on 9th January.</p> <p>Councillor Daden has been working hard and had distributed leaflets and has ordered advertising boards to be put up along the Main Road and School Lane. Councillor Carter is proposing to provide another leaflet after Christmas.</p> <p>It was agreed that Councillors Blake, Daden and Carter meet to plan for the Open Day on 9th January.</p> |
| b. | <p>Broomfield Village Hall Charity Management Committee</p> <p>The minutes were noted and it was brought to the meetings attention that a Family disco on 20th December is taking place and that Councillor Hubble requires volunteers to join her Village Games Committee – next meeting 29th January 2016.</p> |
| c. | <p>Civic Amenities Minutes & to receive recommendations from Civic Amenities Committee proposed seating on Church Green</p> <p>The minutes were noted and it was proposed to place a bench on Church Green for an on-going trial period near to the entrance to the footpath through the Churchyard. If this does not cause too much nuisance to local residents a circular seat is to be placed around the Jubilee Tree near the War Memorial. All members agreed to this proposal</p> <p>ACTION: Clerk to advise Conservation Officer</p> <p>Letters advising of the proposed trial of seating to be put through the letterboxes of residents of Church Green</p> |
| 318. | <p>Parish Council Strategy – Review & Update</p> <p>The Chairman advised that it was the 10th anniversary of the Parish Plan in 2015 and wishes to review all the actions points made in the Plan and to add all the actions that have arisen since 2005 and produce one document which will brought to the February Parish Council Meeting for perusal and ongoing action by various Committees.</p> <p>ACTION: Updated Parish Council Strategy Action points to be taken to February PC Meeting</p> |
| 319. | <p>To review the procedure for reporting of Broomfield Parish Councillor’s responsibilities with respect to Village Life i.e. School Age Children; Elderly/Care Homes; Library; Publications; Under 5 children; Police; History & Heritage; Public Houses; Football/Sports Clubs; Social Events; Highway matters</p> <p>The Chairman put three suggestions to the meeting:</p> <ol style="list-style-type: none"> 1. Put this item on each Parish Council agenda 2. Selected aspects appear on the agenda in rotation – two or three to be taken at each meeting 3. Only put items on the agenda when there is something to report <p>Councillor Daden stated that it should not be put on the agenda at all and that Councillors have too much work already without any further added responsibilities.</p> <p>Councillor Tranquada suggested a written report be provided at each Parish Council Meeting and the</p> |

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| | <p>Chairman asked members to vote on a report compiled by the Clerk to be circulated two weeks before each Parish Council Meeting and members filling in 'their section' if there is anything to report. 9 Councillors voted in favour of this action 1 voted against.</p> <p>ACTION: Clerk to compose report to be circulated before each Parish Council meetings</p> |
| 320. | To receive reports from outside bodies |
| a. | <p>Broomfield Hospital Liaison Meeting</p> <p>Councillors Blake and Smith met with representatives from the hospital and were having on-going discussions regarding planned new developments and a second access to the hospital site.</p> |
| b. | <p>Parish Council Forum – City Council</p> <p>Councillors Thomson and Blake attended and a report will be circulated to all members for information.</p> |
| 321. | <p>To note Risk Assessments undertaken (if any)</p> <p>No risk assessments to be reported upon.</p> |
| 322. | To receive any correspondence: |
| a. | <p>To note parking enforcement figures for November 2015</p> <p>Noted.</p> |
| 323. | <p>Any other business for discussion purposes only & referral to next agenda</p> <p>Councillor Thomson had drafted a letter to Essex County Council regarding the production of a leaflet (as Maldon DC produces) to provide visitors and new residents to Chelmsford tourist information.</p> <p>ACTION: Letter to be forwarded to RS & Clerk for input</p> |
| | <p><i>The Chairman thanked members for attending and invited them to join her for mince pies and mulled wine and a presentation to celebrate Wendy Martin's 25 years' service with Broomfield Parish Council.</i></p> |

