

BROOMFIELD PARISH COUNCIL

A meeting of Broomfield Parish Council was held on Wednesday 16th March 2016 in Broomfield Village Hall, Main Road, Broomfield at 7.30pm

Members' Present:	Chairman Councillor Smith Vice Chairman Councillor Garwood Councillors: Barnes Blake Carter Daden Jones Howell Hubble Thomson & Tranquada
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Also Present:	Mrs K Hurrell (Clerk) County Cllr Aldridge City Cllr Knight
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Public Question Time: No members of the public were present.

432.	Apologies for absence No apologies were received.
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433.	To receive any Declaration of Interest from Councillors No declarations were made.
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434.	To note resignation of Councillor Cole and Co-opt new Councillors – if applicable The resignation of Councillor Cole was noted and the Chairman has sent a letter acknowledging his resignation and thanking him for his work for the Parish Council.
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435.	To approve the minutes of Broomfield Parish Council's Meeting 17 February 2016 Minuted number 376 was altered to read 'Raw' Café & not 'Roar' Café – after this correction the minutes were approved and duly signed by the Chairman.
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436.	To receive report from County Councillor Aldridge for items not on agenda Councillor Aldridge reported on the following: <ul style="list-style-type: none"> - Meals on Wheels – he reported that as the system is changing, no-one will go without or suffer and alternative arrangements will be made. - Devolution – so far the package currently being offered to Essex is not acceptable at the present time - Zebra Crossing – this will be discussed at Local Highways Panel on 23rd March 2016 – discussion took place on the suggestions to upgrade this crossing but the Parish Council stressed that the current crossing is very dangerous and maintenance issues should not be the responsibility of Local Highways Panel but the Safer Road Partnership – Councillor Aldridge said he would chase our concerns up and report back. - Village Gateway – it was reported that the north end gateways are still in abeyance due to pending improvements to Hospital Approach roundabout. He reported the southern end gateway has been installed but the Parish Council queried that no gateway has been installed on the west side and the gateway on the east side should be 2 metres in width. Councillor Aldridge asked Councillor Blake to check the sizing agreed with LHP and let him know so he can take this matter forward. - Village Games – he is awaiting confirmation that Broomfield Place Car park can be used for the Games. - Broomfield Football Club – he advised that an expression of interest regarding an application to the Community Initiatives Fund has been received from the Club for the new clubhouse.
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437.	To receive report from City Councillors for items not on the agenda Councillor Knight reported on the following: <p>Chelmsford Local Plan – he advised that he had attended a recent meeting re the consultation results for the Chelmsford Local Plan but did not have anything significant to report upon at the present time apart that a good response to the consultation had been forthcoming. He will attend the next meeting and report back from that.</p> <p>Sir Alan Haslehurst – is holding a surgery on 8th April in Broomfield Village Hall.</p> <p>Further help – he offered his services to the Parish Council for any aspects he could help us with in</p>
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liaison with the City Council. Councillor Jones asked if he could assist the Broomfield Village Hall Charity with the issue of high business rates.

Councillor Blake stressed that the Chelmsford Local Plan is a very important issue for Broomfield and would like Councillor Knight to carry on working alongside the Parish regarding this.

Councillor Barnes asked if he could look into the planning permission conditions that were issued to Broomfield Football Club which seemed to be different to that agreed at the City Council's Planning Committee Meeting when many residents of Mill Lane and the Parish Council were present.

Councillor Knight advised he would require a clear brief to take back to the City Council and Councillor Blake requested he question why the planning conditions granted were different to what was agreed at the Planning Meeting where only Football Club activities were allowed to take place in the new clubhouse up to 11 pm at weekends – can the conditions subsequently imposed be withdrawn and also how are the planning conditions monitored?

438. Financial Matters:

a. To approve Financial Reports & Bank Reconciliations for Broomfield Parish Council & Broomfield Village Hall Charity Accounts against relevant Bank Statements

Councillor Barnes verified the Financial Reports to the Bank Statements which shows the following balances as at 29th February 2016:

Broomfield PC	Current Account Balance	£ 38,079.01
	NSB Earmarked Reserves	£200,054.28
Broomfield Village Hall	Current Account Balance	£ 5,445.25
	Deposit Account Balance	£ 2,469.48

The Financial Reports were duly signed.

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 29th February 2016 totalling £13,006.77.

c. To approve any virements between budgets headings

The budgets are being monitored and final virements will be made at the year-end if necessary.

d. To consider purchase of existing Broomfield Football Club (BFC) land on Angel Meadow & grant application

Potential purchase of disused Clubhouse on Angel Meadow:

A letter had been received from BFC in response to the Parish Council's letter expressing an interest in the purchase of the land which is landlocked by Angel Meadow (owned by BPC) and a public footpath – the letter states that BFC are unable to accept our indicative offer and that the land will be sold at auction with a significantly higher reserve.

It was proposed that the Parish Council contact the selling agent and obtain details of the sale. If appropriate, the Parish Council will ask Councillor Aldridge to Chair a meeting between us and BFC and a vote was taken on this proposal – all Members were in favour of this action and it was resolved that contact be made.

ACTION: Clerk to contact selling agent & obtain details for onward perusal by Members and if appropriate arrange meeting with BFC

BFC Grant Application:

A letter had been received from BFC in response to our letter advising that their grant application for £85k had not been supported by the Parish Council and that further information was required. BFC advised that they will not be submitting a further application for grant assistance.

Councillor Tranquada expressed his disappointment re the comments contained in the letter stating that the Parish Council has not assisted BFC for many years – even although his volunteers have

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	worked on a number of occasions on the footpath access to the lower fields, litter picking on Angel Meadow and surrounding areas ^{to new} etc.
e.	<p>To consider Parish Council Strategy finance</p> <p>Councillor Blake apologised that he had not had time to prepared the figures for this item and requested that it is placed on the Finance & General Purposes Meeting to be held in April.</p> <p>Councillor Daden advised that funds for the potential adventure cycleway may be available from Chelmsford City Council. ^{support.}</p>
f.	<p>To receive Broomfield Village Hall Charity's outline timetable with detailed costings & summary of last few year's income & expenditure surplus</p> <p>Councillor Jones reported that as of 29th February 2016 the accounts show a running deficit of £2,500 and advised that the end of year deficit should be approximately £2,000. He advised that during this financial year expenditure had taken place for the first time as new laptops had been purchased; new dishwasher and new noticeboard. He advised that the hall is 90% booked during the week with regular hirings so there is little opportunity to improve this income but weekend bookings are down so this could be improved. The amount of rent paid by the Parish Council for use of the offices was discussed and Councillor Smith proposed that the Parish Council agree in principle that the Parish Council pay a proper market rent as a means to support Bromfield Village Hall Charity on an ongoing basis. A vote was taken on this proposal and 10 Members were in favour – one Member abstaining. It was resolved that Councillors Barnes and Jones will put together a paper for the April F & GP meeting with specific figures for a higher rental of the Offices and this will be referred to the May Parish Council meeting for approval.</p> <p>ACTION: TJ & JBarnes to produce a paper for April F & GP Meeting</p> <p>Councillor Jones reported that there may be issues with the proposed adventure cycleway with ROSPA so this is still being looked into – he was waiting to hear back from the City Council and therefore the final figures are not available yet.</p>
439.	Discussion Topic(s) for March Parish Council Meeting:
a.	<p>To receive presentation from Communications Committee</p> <p>A presentation was given on the communications profile within the website and the work that the Committee has undertaken since it was formed. It was agreed that the Committee launched a very successful campaign 'Save Our Broomfield' and thanks were given in particular to Councillors Daden and Carter for bringing this Campaign to the attention of the Parish.</p> <p>Annual Parish Meeting – topics were discussed and Councillor Blake suggested that the launching of the Neighbourhood Plan for Broomfield could be considered.</p> <p>Discussion of communication within Parish Councillors concerning emails took place and this will be discussed at the next Communications Committee Meeting.</p> <p>ACTION: e-mails within the Parish Council to be discussed and a protocol suggested by the Communications Committee.</p>
440.	To receive minutes of Committee Meetings:
a.	Property & Planning Committee – noted.
b.	Broomfield Village Hall Charity Management Committee - noted
c.	<p>Civic Amenities Minutes – noted.</p> <p>Councillor Hubble advised that there is 'Clean for the Queen' in the Village on 29th March – which has been advertised on the Broomfield Hub Facebook page and hopefully Essex Chronicle – posters will be put up around the Village and on BPC website and facebook pages.</p>
d.	Communications Committee – noted.
e.	<p>To approve Financial & General Purposes Committee Minutes</p> <p>Members noted the recommendations made by this Committee regarding two grant applications for</p>

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	<p>2016/17 in response to requests for further information from the applicants: from St Mary's Church for graveyard maintenance for £1,500, be granted subject to invoices and from Broomfield Football Club for £85,000, be held in abeyance until full accounts are made available together with an indication that the concerns of local residents re access from Mill Lane might be appeased. These minutes were duly approved and signed by the Chairman.</p> <p>Councillor Carter queried the Terms of Reference for this Committee and the Chairman read the terms to the meeting. <i>and it was noted that decisions need to be agreed by the full comtee</i></p>
f.	<p>To approve Extra-Ordinary Meeting Minutes</p> <p>There were a few alterations to be made:-</p> <ul style="list-style-type: none"> - add Councillor Carter to 'Member's Present' - Alter 'adoption' to 'undertake' in the heading of minute 410. - Alter 'adoption' to 'undertake' in minute 410 and change 1 Councillor abstaining from the vote to 1 Councillor voting against the proposal. Add Councillor Cole was not present for the vote. <p>After these alterations were made the minutes were duly approved and signed by the Chairman.</p>
441.	<p>To note Parish Council's resolution to undertake a Neighbourhood Plan & to decide on parish boundary</p> <p>It was noted the Extra-ordinary Meeting's resolution to undertake a Neighbourhood Plan for Broomfield. A paper had been tabled to all Members by Councillor Blake concerning the boundaries of the Parish. It has been advised by the City Council that the Neighbourhood Plan covers the whole of the Parish including the area to the east of the A130. A vote was taken and all Members agreed to include the whole parish in the Neighbourhood Plan.</p>
442.	<p>To approve additional facilities required for hosting Youth Club Bus in April - use of the MUGA</p> <p>It was agreed that the Secretary to Broomfield Village Hall would ask the Committee by email if the MUGA may be used by youths attending the Youth Bus.</p>
443.	<p>To receive reports from Parish Councillors' responsibilities with respect to Village Life</p> <p>The reports were noted.</p>
444.	<p>To receive reports from outside bodies/meetings/courses attended</p> <p>Reports were noted from Cllr Thomson re Transport reps meeting 22nd Feb 2016; Cllr Smith re ECC Children's Centre consultation 7th March 2016 and Cllr Daden re EALC Police Partnership Conference 15th March 2016.</p>
445.	<p>To note Risk Assessments undertaken (if any)</p> <p>Stuart Jones, Village Attended had recently passed his ROSPA Playground Inspection Course and therefore the Clerk had cancelled the City Council carrying out health and safety inspections from today's date. It was noted that Stuart will give Office Staff fire safety training shortly.</p>
446.	<p>To receive any correspondence:</p>
a.	<p>To note parking enforcement figures for February 2016</p> <p>Noted.</p>
b.	<p>Request received for Broomfield Parish Council to support puffin crossing petition – Main Road</p> <p>All Members were in favour to support the petition which Councillor Daden will circulate.</p>
447.	<p>Any other business for discussion purposes only & referral to next agenda</p> <p>No further business was discussed.</p>
	<p>The Chairman closed the meeting at 9.55 p.m.</p>

Signed: 112 Dated: 18-5-16