

BROOMFIELD PARISH COUNCIL

A meeting of Broomfield Parish Council was held on Wednesday 16th April 2014 in Broomfield Village Hall, Main Road, Broomfield at 7.30 pm

Present: Chairman Cllr Smith Vice Chairman Cllr Garwood
Councillors: Blake, Carter, Cockram, Mullender, Thomson, Tranquada, Steed & Wrenn

Also Present: Mrs Hurrell (Clerk) Mrs Martin (Deputy Clerk)
County Councillor Aldridge

Public Question Time: No members of public were present.

452. Apologies for absence
Apologies were received from Councillor Jones & City Councillor Pooley.

453. Declarations of Interest
No declarations were made.

454. To approve minutes of Broomfield Parish Council Meetings:

a. Broomfield Parish Council Meeting 19th March 2014
It was resolved that the Minutes were a true record of the meeting and were duly signed by the Chairman.

455. To co-opt new Councillors (if applicable)
There were no new Councillors to co-opt – there are still two vacancies.

456. Essex Police

a. To receive report to include incidents since the last meeting
PC Williams had provided a report advising of the following incidents since the last meeting:
Burglary/Theft of bicycle – Roselawn Field; Theft from motor vehicle – Coombe Rise;
Criminal damage to motor vehicle - Butlers Close; Fuel taken without payment – Main Road

b. Neighbourhood Action Panel
A meeting had taken place on 10th April which was well attended – it was agreed that the small hall may have to be hired for the next meeting.

457. Receive report from County Councillor Aldridge for items not on agenda (maximum 10 minutes)
Councillor Aldridge reported on the following items:
Main Road Zebra Crossing – it has been agreed that as the crossing lighting is obscured by a cherry tree and telegraph pole that visibility for drivers is reduced and risk to pedestrians is very high. Local Highways Panel will fund a survey - the results of which will determine whether the crossing will remain uncontrolled or be upgraded to a controlled one. If a uncontrolled crossing remains then funding will be spent on upgrading the existing crossing.
Vehicle Activated Sign – the Clerk reported that ECC Street Lighting team look after the maintenance of VAS's – hopefully this will be repaired soon.
Pot Holes – hopefully these will be filled by Summer
Councillor Aldridge left the meeting at 7.55 p.m.

458. Receive report from City Councillors for items not on agenda (maximum 10 minutes)
No City Councillors were present at the meeting.

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459.	Financial Matters				
a.	<p>To receive Financial Report for March 2014</p> <p>It was resolved to the Financial Report for March which shows the following balances as at 31st March 2014:</p> <table style="margin-left: 40px;"> <tr> <td>Current Account</td> <td style="text-align: right;">£26,743.94</td> </tr> <tr> <td>NSB Earmarked Reserves</td> <td style="text-align: right;">£141,147.32</td> </tr> </table>	Current Account	£26,743.94	NSB Earmarked Reserves	£141,147.32
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NSB Earmarked Reserves	£141,147.32				
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 16th April 2014 totalling £8,913.23.23.</p>				
c.	<p>To approve Accounting Statements for 2013/14</p> <p>Councillor Cockram explained the accounting figures and Balance Sheet. The effect the Public Works Board Loan receipt and subsequent grant to Broomfield Village Hall Charity had affected the income and expenditure figures. He advised that expenditure was actually £12k down on last year's figure and the Parish Council would be in a good position to repay the PWB Loan when Section 106 monies were received, hopefully during the next couple of years. Councillor Blake requested that a forecast of the Parish Council's financial position over the next five years be available for the next Parish Council Strategy Meeting due to take place on 21st May 2014.</p> <p>The Accounting Statements for the Annual Return for the year ended 31st March, Statement of Variances and Balance Sheet were approved and duly signed by the Chairman.</p> <p>ACTION: GC to produce 5 year forecast for Strategy Meeting</p> <p>KH to enquire of Planning Officer when the Section 106 monies would become payable from the Hospital Approach development.</p>				
460.	To discuss forthcoming Annual Parish Meeting (30.4.14) Agenda for publication & Annual Reports				
a.	<p>Agenda for publication</p> <p>The proposed agenda was discussed and it was agreed that Councillor Tranquada had a section to thank his volunteers who help with P3, Centenary Wood and Allotment site. All Councillors will produce a short power point presentation.</p> <p>ACTION: Clerk to publish the agenda</p>				
b.	<p>Annual Reports for 2014</p> <p>Annual Reports from each Chairman will be required by 23rd May 2014 so they can be published in the next edition of Broomfield Times.</p>				
461.	Property & Planning Matters to include: (Written Reports to be provided – taken as read)				
a.	<p>To receive report from Planning Committee Meeting 2nd April 2014</p> <p>Report on the decisions on Planning Applications was noted.</p> <p>It was agreed that a Planning Report was not necessary but the draft minutes be circulated with the Agenda in future.</p> <p>ACTION: Clerk to circulate draft Planning Committee Minutes with PC Agenda in future</p>				
b.	<p>Further reports as necessary</p> <p>Councillor Blake reported on the following:</p> <p>Copperfield Road Development – a meeting had taken place with developers advising of Parish Council and local residents' wishes to see Hollow Lane closed.</p> <p>Days' Garage Development – a meeting will be held with developer's agents to discuss the Parish Council's wishes for this site.</p> <p>Village Gateways – a further meeting will be held with Chris Robinson, Highways re the design of the Village Gateways for which money was agreed by the Local Highways Panel.</p>				

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c.	<p>Review of Schedule of Proposed Main Modifications for the Replacement Minerals Local Plan – Cllr Thomson</p> <p>The report was noted - this will not affect Broomfield. Councillor Blake thanked Councillor Thomson for her time spent perusing this Plan.</p>
462.	<p>Civic Amenities Matters (including Allotment Site) to include: (Written Reports to be provided – taken as read)</p>
a.	<p>To receive report from Chairman</p> <p>Report was noted and the following was in hand: Wicksteed Play Area Inspection – action is in hand to remedy risks highlighted – none of which were urgent Centenary Wood – Councillor Tranquada will meet with Roger Cole to inspect the trees and ensure that they are all healthy – action will be taken if any are damaged and need to be felled.</p>
463.	<p>Personnel Committee (Written Reports to be provided – taken as read)</p> <p>The Committee had not been convened since the last Parish Council Meeting.</p>
464.	<p>Broomfield Village Hall Charity Management Committee to include: (Written Reports to be provided – taken as read)</p>
a.	<p>To receive Minutes, Financial Report, Chairman’s Report & update on Broomfield Village Hall redevelopment</p> <p>Reports circulated. Councillor Jones advised the income and expenditure are finely balanced; a manhole cover had been stolen from outside the kitchen area and a significant number of plates and cutlery have gone missing. MUGA has produced £3000 of income over the year and future fundraising and social events are being organised including a Family Disco, Summer Fete on 20th September and Bingo Night on 1st November.</p> <p>MUGA – this needs to be more available for community use – this will be discussed by the BVH Charity Committee and funding will be considered from the Parish Council.</p> <p>Use of Village Hall toilets by visitors to park will also be considered.</p> <p>ACTION: BVH Charity to look at community use for MUGA & use of toilets by non-village hall users</p>
465.	<p>To receive report from Broomfield Communications Working Party</p>
a.	<p>Broomfield Times Newsletter</p> <p>Copies had been delivered to the new show home in Patching Hall Lane. It was requested that the Editor be invited to the Annual Parish Meeting. Following Galleywood Parish Council's new Village newsletter being produced at no cost to the Parish Council – it was agreed that further information be acquired regarding editing rights, advertising etc</p> <p>ACTION: Clerk to arrange meeting</p>
b.	<p>Facebook Page</p> <p>The Clerk had attended an information session at Springfield Parish Council and was pleased to advise that our page had now 15 likes.</p>
c.	<p>Broomfield Parish Council Website</p> <p>The Clerk reported that 563 hits had been made to the website during March. Councillor Carter will have a look at the website.</p> <p>ACTION: Clerk to provide PC with password for access to BPC website</p>
466.	<p>To receive report from Village Events Working Party (when applicable)</p>
a.	<p>To note arrangements to commemorate the Centenary of the commencement of the First World War – Royal British Legion & St Mary’s Church</p> <p>Preliminary arrangements were in hand for this event on 4th August and RBL will advise of further arrangements regarding the Drum Head Service shortly.</p> <p>ACTION: Clerk to advise Editor of BT</p>

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b.	<p>To set date for 2015 Pensioners' (Senior) Lunch proposed date Weds 25th February 2015 It was agreed that the Pensioners' Lunch be held during the school term so that the Choir could perform at the luncheon – the Clerk will liaise with BVH Charity to discuss the best possible date to avoid cancelling too many regular hall hirings and possibility of compensation payable by the Parish Council. A new name for the luncheon will be put forward by Councillor Tranquada. ACTION: Clerk to discuss date with KC. TT to put forward new names for the Luncheon</p>
467.	<p>To receive report from Parish Council Strategy Working Party Report was circulated and noted. Councillor Blake had spoken to Angela Marriage regarding Little Bishop's Field – she advised information would hopefully be forthcoming after Easter. The next meeting will take place on 21st May 2014 at 6p.m.</p>
468.	<p>To receive reports from Councillors re areas of responsibilities (if anything to report):</p>
a.	<p>School Age Children – Cllr Tranquada – The Primary School will be reminded regarding the Centenary Cup presentation.</p>
b.	<p>Nursery & Childrens' Centre – Cllr Smith – Nothing to report</p>
c.	<p>Elderly/Care Homes – Cllr Garwood – Nothing to report</p>
d.	<p>Football/Cricket/Police – Cllr Garwood – a reception will be attended by Councillors Garwood/Smith with the Mayor and members of Broomfield Football Club to celebrate 35 years twinning with Wertle, Germany. Monthly meetings were being held with PCSO Calleja regarding youth and other general concerns. He had met with the Clerk at Springfield Parish Council regarding the setting up of a Youth Council and had also visited the Youth Bus.</p>
e.	<p>Library/Public Houses – Cllr Thomson – There will be a Charity Beer Festival on 5th July in the Angel Public House in aid of Broomfield Hospital Radio.</p>
f.	<p>History & Heritage – Cllr Blake – An informative Brumfelda meeting had been held and a visit to Gestingthorpe was planned. Field walking in Broomfield is planned for late July/early August. A report on past excavations on Windmill Field is suggested for Broomfield Times. ACTION: JB to provide report to BT</p>
g.	<p>Roads & Paths – Cllr Wrenn – reports had been made of potholes in the Village.</p>
469.	<p>To receive report from Representatives to outside bodies/charities (Woollard's Charity/Emergency Planning/Passenger Transport/Broomfield Hospital Liaison Committee</p>
a.	<p>Re-adoption of Emergency Plan Information had been updated and it was agreed to adopt the amended version and provide a copy to the relevant authorities.</p>
470.	<p>Risk Assessments undertaken since last meeting – note, if any</p>
a.	<p>Health & Safety Report for Angel Meadow This had been scrutinised by the Civic Amenities Meeting and work will commence on items requiring attention.</p>
471.	<p>Correspondence Received – if any</p>
a.	<p>EALC Training for Councillors The Clerk will email the dates to Councillors Carter and Mullender for the two New Councillor Training Days. ACTION: Clerk to advise PC & RM</p>
472.	<p>To receive items for information:</p>

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a.	To receive parking enforcement figures for March 2013 Noted.
473.	Any other business for discussion purposes only & referral to next agenda The Clerk advised that the Hollow Lane footpath had been adopted as a public footpath and will be maintained as such.
	<i>The Chairman thanked Members for attending and closed the meeting at 10.05 p.m.</i>

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