

BROOMFIELD PARISH COUNCIL

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

Members Present	Chairman Councillor Smith Councillors: Blake, Carter, Cockram, Jones, Steed, Thomson, Tranquada & Wrenn
Also Present:	Mrs K Hurrell (Clerk) Mrs W Martin (Deputy Clerk) Mrs W Daden

Public Question Time:
There were no member of public was present.

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| 97. | Apologies for absence
Apologies were received from Councillors Garwood, Mullender & City Councillor Pooley |
| 98. | Declarations of Interest
No Declarations of Interest were made at this stage. |
| 99. | To approve minutes of Broomfield Parish Council Meetings: |
| a. | Broomfield Parish Council Meeting 18th June 2014
It was resolved that the minutes were factually correct and were duly signed by the Chairman. |
| | To co-opt new Councillors (if applicable)
It was agreed to co-opt Mrs Wendy Daden to the Parish Council and the Declaration of Acceptance was duly signed. Councillor Daden was duly welcomed by other Members. |
| 100. | Essex Police |
| a. | To receive report to include incidents since the last meeting
A report had been provided to the Clerk in the Police's absence advising of burglaries in the Nash Dive/Court Road area recently – a full report is held in the Parish Office. |
| b. | Report from NAP Meeting held 10.7.14
Councillor Carter had attended the meeting and advised that Church Green and Ridley Road had been highlighted as an area to keep an eye on for youth nuisance. On the whole PC Williams reported that Broomfield was fairly quiet at the present time which was good news. The minutes will follow. |
| c. | Introduction of 'Club Watch' for Broomfield Village Hall
The Clerk advised that Broomfield Village Hall had now been included under 'Club Watch' after a number of break-ins in the area – a form of communication in the local area. |
| 101. | Receive report from County Councillor Aldridge for items not on agenda (max 10 mins)
No report was received. |
| 102. | Receive report from City Councillors for items not on agenda (max 10 mins)
No report was received. |
| 103. | Financial Matters |
| a. | To receive Financial Reports and to approve Bank Reconciliations for Broomfield Parish Council & Broomfield Village Hall Charity Accounts against Bank Statements
It was resolved to approve the Financial Report for April which shows the following balances as at 30 th June 2014:
Current Account: £34,383.08
NSB Earmarked Reserve A/C £141,147.32 |

b.	<p>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 16th July 2014 totalling £48,762.64 (<i>see attached</i>)</p>
c.	<p>To review quarterly Budget Control as at 30.6.14 The quarterly Budget Control Report was reviewed and it was noted that no virements were required at present.</p>
d.	<p>To note increase in cost of Broomfield Village Hall hire for meetings to £28.35 The 5% increase was noted for the hire of the small hall for meetings.</p>
e.	<p>To consider bad debt £25 for Broomfield Times Advert Despite two letters and numerous phone calls – this debt of £25 had still not been paid by Mr Barker. The Clerk will chase this debt one more time.</p>
104.	<p>Property & Planning Matters to include:</p>
a.	<p>To note Planning Minutes & receive brief report from Planning Committee Chairman A letter had been sent to Chelmsford City Councillor regarding an error in the report on the land between Berwick Ave/School Lane/Main Road/Broomfield Place to the Development Policy Committee – it had been confirmed that this error had been corrected at their meeting – Councillor Blake will check the minutes to confirm. A date has been arranged for a meeting with Highways, Essex County Council on 6th August Councillors Smith and Blake will attend to discuss the possibility of closing the far end of Hollow Lane. The Clerk advised that an application for 60 new homes to the western parcel of land north of Copperfield Road had been received into the Office today which will be looked at the next Planning Meeting on 6th August 2014. Planning consent has been formally approved for Hospital Approach and Section 106 Agreements are in place. Action: JB to speak to Local Highways Panel re design for the new Village Gateways</p>
105.	<p>Civic Amenities Matters (including Allotment Site) to include:</p>
a.	<p>To note Civic Amenities Minutes & receive brief report from Civic Amenities Chairman Councillor Tranquada reported that scalplings have been placed on the footpath at the bottom of Sweeps Walk together with sleepers and handrails which has upset Broomfield Football Club as they use this access to maintain the Angel Meadow football pitch. He advised that the Parish Council had only asked for scalplings and not hand rails and sleepers – the Football Club are in contact with the Rights of Way Officer. Members were encouraged to support the Five Green Walk on Sunday 20th July 2014.</p>
b.	<p>Report from Community Litter Pick 19.6.14 A group of Year 7 students from Chelmer Valley High School assisted Councillors and a volunteer in the annual Community Litter Pick on 19th June – a letter of thanks had been sent to the School. The alleyway and ditch next to the School has already begun to see a lot of litter so the Parish Council have agreed to install and fund a new litter bin next to the kissing gate – a request had also been made to the School to help fund the bin at a cost of £270. Councillor Carter will arrange to meet the new Head Teacher and will suggest that perhaps a voluntary group from the School regularly helps to keep the environment outside of the School litter free. The Parish Council had also requested that Chelmsford City Council install a bin in the old Church Avenue play area site.</p>
c.	<p>To note water leak & cost on allotment site Emergency repairs had to be carried out to a leak beneath one of the standpipes at a cost of £180. New padlocks had been purchased to replace the missing locks on the standpipes – which had now re-appeared.</p>

106.	Personnel Committee
a.	To approve Minutes (<i>if appropriate</i>) No meeting had been held.
107.	Broomfield Village Hall Charity Management Committee to include:
a.	To receive Minutes, Financial Report & Chairman's Report The Chairman's Report had been circulated. It was pleasing to note that the MUGA court has finally been completed and is now ready to be used for various sports. The Charity's finances were healthy at the present time. Kathryn Cameron requires help on Saturday 20 th September with the Village Fete. Fundraising efforts are very important to provide extra income for the Charity to help build up a contingency fund. A letter had been written to Roy Whitehead, Chelmsford City Council requesting support and funding for future facilities in Broomfield.
b.	To adopt Terms of Reference The Terms of Reference were approved and duly signed by the Chairman after a minor alteration.
108.	To receive report from Working Parties (<i>if any</i>) Broomfield Communications/Village & Community Events/VDS & Parish Plan Action/Parish Council Strategy – Future Facilities
a.	Report on Broomfield Communications Working Party Meeting 10.7.14 & to agree budget for creation of website The Working Party had held a meeting to discuss Councillor Carter's report on improvements to the website and email addresses for both the Clerk and Deputy Clerk as well as for Councillors. The recommendation agreed by the Working Party was to proceed with the setting up an in-house website and the email accounts at a cost of £75 – additional costs of around £75 will be required for the one-off extra software that will be needed. This will enable greater flexibility on the layout and design of the website. Councillor Carter is prepared to carry out the work in setting up the new website but will require input from other Members for initial content and information to be provided on a regular basis. It was resolved that funds will be taken from the Computer Budget in the region of £150. Councillor Carter will look at domain names and report back. ACTION: PC to set up new website and domain names The Chairman thanked Councillor Carter for his hard work so far with this project. Councillor Jones brought to the attention of the meeting a copy of Great Waltham Parish News and advised that printing costs were approximately half that of Broomfield Times and a profit was made annually due to extra advertising. Councillor Daden agreed to look into the costs of producing the Great Waltham Parish News and report back. ACTION: WD to contact Gt Waltham PC & report back on printing/advertising costs
b.	Report from Parish Council Strategy/Future Facilities Working Party – to consider letter received from Whirlledge & Nott re potential purchase of Little Bishops Field An email had been received from Whirlledge & Nott advising they had been instructed to find a buyer and agree a sale for Little Bishop's Field and offers are being sought by 31 st July 2014. They were four conditions to the sale: 1. That the sale includes a condition stating that the use of the land shall be restricted to private / public recreational uses. 2. That the purchaser shall pay to the vendor 25% of any increase in value arising at any time within the next 25 years if the land is developed. This condition will apply to the first and any subsequent changes of use (except for a change of use for recreational uses that does not include buildings).

	<p>3. That the purchaser agrees to pay the vendor's reasonable agent's and legal fees whether or not a sale is concluded.</p> <p>4. That, if necessary, the purchaser shall meet 50% of the cost of obtaining a land registry compliant plan.</p> <p>After much discussion, it was resolved that the Parish Council were interested in purchasing the land subject to contract for future recreational use for the benefit of Broomfield Parish but that it is important that the correct value of the land is established. It was agreed to hold a Parish Council Strategy Working Party Meeting on Monday 21st July 2014 and in the meantime Councillor Jones was requested to investigate the current costs of an acre of agricultural land and Councillor Blake will contact three land agents to discover the cost of providing a valuation on the land – the cost to come from the Property and Planning Committees Budget (to be no more than £500 maximum). Councillor Cockram will provide a draft letter responding to Whirlledge & Nott for the meeting on Monday for approval.</p> <p>The financing of the possible purchase was discussed and it was agreed that the possibility of phased payments over a number of years would probably be the best scenario so the purchase can be funded within the yearly precept.</p> <p>Once the valuation of the land is known a meeting with Whirlledge & Nott will be arranged to discuss the conditions of the sale and possible offer.</p> <p>ACTION: All Councillors invited to attend Parish Council Strategy Meeting on Monday 21/7/14</p> <p>TJ to investigate current cost per acreage of agricultural land JB to obtain three estimates to provide a land agent's valuation GC to draft letter in response to Whirlledge & Nott</p>
109.	<p>To receive report from Representatives to outside bodies/charities (Woollard's Charity/Passenger Transport/Emergency Planning/Broomfield Hospital Liaison/Parish Paths Partnership/Chelmsford Community Forum</p> <p>Councillor Thomson commented on the review of First Buses.</p>
110.	<p>To receive reports from Councillors re areas of responsibilities for specific interest:</p>
a.	<p>School Age Children – Cllr Carter - Presentation of Centenary Cup to Broomfield Primary School</p> <p>This was presented recently during an assembly – it was disappointing to note that the Parish Council had not been invited to present the cup and Councillor Carter will have a word with the Head Teacher to ensure future presentations will be made by a representative from the Parish Council.</p> <p>ACTION: Councillor Carter to contact Broomfield Primary School</p>
b.	<p>Under 5 Contact – Cllr Smith – no report</p>
c.	<p>Elderly/Care Homes – Cllr Garwood – no report</p>
d.	<p>Football/Cricket/Police – Cllr Garwood – no report</p>
e.	<p>Library – Cllr Carter – has made contact with library recently</p>
f.	<p>History & Heritage – Cllr Blake - To receive a request from Brumfelda (local history group) for funding for archaeological investigation in the region of £500</p> <p><i>Councillor Blake declared a non-pecuniary interest in this item</i></p> <p>A Geophysics Team will be required to survey the land shortly and it was requested that a fund of £100 be provided to pay the travelling expenses required for this project.</p> <p>It was resolved that up to £100 be funded from the Grants and Donations Budget.</p>

g.	Public Houses – Cllrs Carter & Thomson The Angel beer festival was cancelled as The Angel is being closed for refurbishment – Sunday 27 th July to Wednesday 30 th July. The King’s Arms takings were down due to England’s failure in the World Cup.
h.	Roads & Paths – Cllr Wrenn - Nothing to report.
i.	Publications Co-ordinator – Cllr Thomson - £6 collected from Cartridge World for purchases of Country Stile.
111.	Risk Assessments undertaken since last meeting – note, if any
a.	Centenary Wood – possible health & safety risk to be investigated Concern was raised as to the possibility of children being unaccompanied and playing in the small stream – the Clerk will ask the advice of Craig Brewster, Chelmsford City Council’s Play Area Supervisor regarding the area and report to Civic Amenities Committee. Councillor Tranquada advised that in the Green Flag Award Report on the Wood no mention of the stream as a hazard was made.
112.	Correspondence Received – if any
a.	Notification received from Essex Highways re temporary prohibition of use to Bridleway 37 for 6 months Noted – this is in the vicinity of building works for Beaulieu Park.
113.	To receive items for information:
a.	To receive parking enforcement figures for June 2014 Noted.
b.	EALC Councillor Training Days – Cllrs Carter & Mullender Councillor Carter reported that the second training day was far more enjoyable and one overriding lesson was to not allow Parish Council meetings to last longer than 2 hours and helpful suggestions on how to keep meetings short were made.
c.	EALC Training – Pension Legislation 15.7.14 Clerk The Clerk attended a workshop with Essex Pension Fund on Tuesday and will be working on a Pension Discretion Policy to be considered by the Parish Council in due course.
d.	EALC Annual General Meeting Thursdays 18.9.14 The Chairman maybe available to attend this meeting.
114.	Any other business for discussion purposes only & referral to next agenda It was suggested that instead of traditionally missing a meeting in August each year that perhaps consideration be given to perhaps changing this to another month? Councillors were requested to forward any suggestions to the Clerk.
	<i>The Chairman thanked Members for attending and closed the meeting at 10.05 pm</i>