

BROOMFIELD PARISH COUNCIL

A meeting of Broomfield Parish Council which was held on Wednesday 17th December 2014 in Broomfield Village Hall, Main Road, Broomfield at 7.30 pm

Members' Present: Chairman Councillor Smith Vice Chairman Councillor Garwood
Councillors Blake, Daden, Jones, Steed, Thomson, Tranquada & Wrenn

Also Present: Mrs K Hurrell (Clerk) Mrs W Martin (Deputy Clerk)
County Councillor Aldridge & 6 members of public

Public Question Time: No comments were made

285. Apologies for absence
Apologies were received from Councillors Mullender, Carter, Cockram and City Councillor Pooley.

286. Declarations of Interest & receive any Dispensation requests
No declarations of interest were made.

287. To approve minutes of Broomfield Parish Council Meetings:

a. Broomfield Parish Council Meeting 19th November 2014 (taken as read)
It was resolved that the minutes were factually correct and were duly signed by the Chairman.

288. Receive report from County Councillor Aldridge for items not on agenda (max 10 mins)
Councillor Aldridge reported briefly on the following:
Drainage issues resulting from new development in Patching Hall Lane - he has made contact with the relevant person and is waiting for a reply. This will be followed up before work on the housing development has been completed. The Chairman reported that the Parish Council have responded to the questionnaire from Essex County Council re engagement in workshops regarding Flood Management.
ECC Charter - He reported that County Councillors had reached a Charter and some had achieved Charter Plus.
Street Lighting – He reported that LED lighting will not be installed in Essex at present because of the very high costs involved, however, small pilot schemes will be taking place in various areas.
Local Policing – he advised that local Parish Councils including ourselves have concerns regarding the level of cutbacks seen in local policing, Councillor Aldridge has written to complain and is awaiting a reply. He is hoping to co-ordinate a meeting with the Inspector and local Parish Councils where these concerns can be tabled and will advise in due course.

289. Receive report from City Councillors for items not on agenda (max 10 mins)
No City Councillors were in attendance.

290. Financial Matters

a. To approve Financial Reports & Bank Reconciliations for Broomfield Parish Council & Broomfield Village Hall Charity Accounts against relevant Bank Statements
Councillor Cockram had verified the Financial Reports which shows the following balances as at 30th November 2014:

Broomfield PC	Current Account Balance	£ 76,862.21
	NSB Earmarked Reserves	£123,81318
Broomfield Village Hall	Current Account Balance	£ 8,694.20
	Deposit Account Balance	£ 2,807.53

Signed:.....

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Dated:.....

	Councillor Cockram had duly signed the Reports.
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 17 th December 2014 totalling £3,239.67.67.
c.	To discuss internal audit & appointment of Internal Auditor The Clerk had advised of her concerns re lack of contact with Heelis and Lodge who had been originally appointed to conduct a half yearly audit of accounts. Due to reports from other Parish Councils it was resolved to unappoint Heelis and Lodge and contact EALC to advise of this problem and also request a list of recommended Internal Auditors to contact. ACTION: Clerk to contact EALC for alternative Internal Auditors' contact details
d.	To note display of Conclusion of Audit on notice boards The Clerk confirmed that the Conclusion of Audit had been displayed on notice boards.
291.	Property & Planning Matters to include:
a.	To note Minutes (taken as read) Members had perused the Minutes. Councillor Blake had attended Chelmsford City Council's Planning Committee Meeting on 16 th December to discuss the proposed housing development west of Copperfield Road along with representatives from Chignal Parish Council and Newland Springs Residents' Association. Although he was pleased that the Planning Committee seemed to agree with our concerns that the western application should be deferred and looked at alongside the eastern application – he was disappointed that the Committee had decided to approve the western application on its own merits. Councillor Pooley, who had attended the meeting as a substitute on the Planning Committee, also made a very good representation that the item should be deferred too. The only hope is that the two separate developers will see sense and work together on these developments. The Chairman thanked Councillor Blake for all his hard work on these planning applications and for his representation at the Chelmsford City Council Planning Committee.
292.	Civic Amenities Matters (including Allotment Site) to include:
a.	To note Minutes (taken as read) Members had perused the Minutes. Councillor Tranquada was pleased to advise that the Community Initiatives Fund application was successful and a new roundabout will be installed for disabled and abled users in the New Year. He also wanted to express his thanks to all the volunteers who had helped in the Village on various tasks throughout the year. The Chairman thanked him for all his hard work too.
293.	Broomfield Village Hall Charity Management Committee to include:
a.	To note Minutes (taken as read) Members had perused the Minutes. Councillor Jones advised that tickets to New Year's Party were still available.
294.	Personnel Matters
a.	To approve National Joint Council for Local Government Services 2014-2016 increase in Payscale & Allowances It was resolved to approve the NALC Pay Scales for the Clerk, Deputy Clerk and Broomfield Village Hall Secretary which take effect from 1 st January 2015.

295.	To receive report from Working Parties (if any)									
a.	<p>To approve Broomfield Communications Working Party 11.12.14 (taken as read) Members had perused the Minutes and the following items were approved: The Terms of Reference were slightly adjusted and then adopted. A discussion took place regarding using Community Ads for future production of Broomfield Times. It was resolved to proceed with the Working Parties recommendation to use Community Ads at nil cost to the Parish Council. The Working Party will meet with Kelly Stacey to discuss various items including style, regular features, design, size, delivery etc before the Spring edition is printed. Community Ads had advised that no contract would need to be signed. The Clerk advised that she had spoken to Mike Robertson who had edited and printed Broomfield Times for the last ten years and it was agreed that a thank you note and gift be given to him for all his help and hard work over this period. Aspects of delivering of Broomfield Times in the future were discussed. Website – it was agreed to pay expenses incurred by Councillor Carter for costs in setting up the new website - domain £23.98; template £50.87; Hosting £120 total £194.87. It was also agreed to pay for additional subsidiary items totalling approximately £84 to enable surveys, polling etc to be set up on the website. These funds will be taken from the Communications Budget. ACTION: Working Party to hold meeting with Community Ads to discuss future editions of BT.</p>									
296.	To discuss format of Annual Parish Meeting 22.4.15 & formation of Working Party This item was discussed under minute number 302.									
297.	Village Feedback i.e. liaison with Schools, Police, Parishioners etc. Councillor Thomson advised she had details of bus times and extra opening hours of Park & Ride if anybody required them.									
298.	To receive reports from Representatives to outside bodies/charities (taken as read) Brumfelda advised that there is a meeting on Broomfield's Lost Prince and his World on 11 th February 2015 in Broomfield Village Hall – see advert and article in Broomfield Times.									
299.	Correspondence									
a.	To note parking enforcement figures for November 2014 These were duly noted.									
b.	To receive response from Police Authority re Neighbourhood Action Panel Meetings All Members had perused the response and the Chairman raised the concerns voiced by Councillor Aldridge regarding public engagement with the Police and this will be pursued (see above). It was also suggested that the Inspector be invited to talk to parishioners at the Annual Parish Meeting on 22 nd April 2015 – this will be decided upon after a meeting had been set up with other Parish Council's (to be organised by Councillor Aldridge).									
c.	To receive any further correspondence/items for attention									
300.	<p>Community Assets – locations to be provided to Clerk It was agreed to initially bid for eight buildings/land to be placed on Chelmsford City Council's Community Assets Register - the eight nominations are:</p> <table border="1"> <tr> <td>Broomfield Library</td> <td>Broomfield Village Hall</td> <td>David Smith Memorial Field</td> </tr> <tr> <td>Angel Meadow</td> <td>Centenary Wood</td> <td>Main Road Allotment Site</td> </tr> <tr> <td>Land behind Church Avenue</td> <td colspan="2">Broomfield Scout Hut School Lane</td> </tr> </table>	Broomfield Library	Broomfield Village Hall	David Smith Memorial Field	Angel Meadow	Centenary Wood	Main Road Allotment Site	Land behind Church Avenue	Broomfield Scout Hut School Lane	
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Signed:.....

Dated:.....

	<p>As these are considered to fit all the criteria on the application form. Further suggestions were made but it was considered that these eight locations are put forward initially.</p> <p>ACTION: Nomination Forms to be submitted for the 8 buildings/land as suggested above.</p>
301.	Parish Council Strategy – consideration of future facilities:
a.	<p>To discuss means to identify requirements</p> <p>The Chairman advised that the Parish Council needed to decide how to contact parishioners to identify what facilities are required by them in Broomfield. All age groups will need to be contacted. Discussion took place on how this would be achieved and many suggestions were made. It was agreed that the Communications Working Party look at this at their next meeting.</p> <p>ACTION: Communications Working Party to discuss ways to contact parishioners to identify requirements for future facilities</p>
b.	<p>Prioritisation of Parish Plan/Cllr Tranquada’s Strategy Paper/Broomfield Leisure Facilities Document 2010</p> <p>These were perused by Councillors and will be looked at once consultation with all age groups in the Parish is completed.</p>
302.	<p>To discuss format of Annual Parish Meeting 22.4.15 & formation of Working Party</p> <p>It was agreed that the Annual Parish Meeting’s format needs to be changed to attract more parishioners. It was suggested that it should be a celebration of what Broomfield has to offer and also a sounding point for what parishioners would like to see in their Village.</p> <p>It was agreed that the Communication Working Party discuss this and report back to the full Council in January.</p> <p>ACTION: Ideas required for the Annual Parish Meeting – to be discussed and organised by Communications Working Party & report back to January PC Meeting</p>
303.	<p>Any other business for discussion purposes only & referral to next agenda</p> <p>There was no further business to be discussed and the meeting closed at 9.30 p.m.</p> <p>The Chairman invited all present to join her with Christmas refreshments.</p>