

## BROOMFIELD PARISH COUNCIL

A meeting of Broomfield Parish Council was held on Wednesday 17<sup>th</sup> June 2015 in Broomfield Village Hall, Main Road, Broomfield at 7.30pm

**Members' Present:** Councillors Barnes; Blake; Carter; Daden; Howell; Jones; Thomson; Tranquada

**Also Present:** Councillor Aldridge  
Mrs K Hurrell (Clerk) Mrs W Martin (Deputy Clerk) & 3 members of public

**Public Question Time:** No questions were raised.

**44. Apologies for absence**

Apologies were received from Councillors Smith & Garwood.  
In the absence of the Chairman and Vice Chairman Councillor Blake was nominated to act as Chairman for the meeting.

**45. To receive any Declaration of Interest from Councillors**

No declarations were received.

**46. To co-opt new Councillors – Susan Hubble & Charlie Cole**

The Chairman introduced Mrs Hubble and Mr Cole to the meeting and asked if there were any questions to our prospective Councillors. As none were forthcoming Councillor Carter proposed that Mrs Hubble and Mr Cole be co-opted onto the Parish Council and Councillor Daden seconded this proposal. All Members agreed. Therefore, Councillor Hubble and Cole were duly co-opted onto the Council to fill two of the three vacancies after the recent election. They duly signed the Declaration of Acceptance of Office and were requested to completed a Registration of Members' Interest Form and return it to the Clerk as soon as possible.

**a. To discuss Information Seminar for all Councillors**

The Chairman encouraged all Councillors to attend this Seminar – a table was circulated and Councillors were requested to advise the Clerk when they would not be able to attend.

**ACTION: Clerk to circulate possible dates to Mike Letch**

**47. To approve the minutes of Broomfield Parish Council's ~~Annual Council Meeting~~ 20<sup>th</sup> May 2015**

Two small alterations were made and then it was agreed the minutes were factually correct and were duly signed by the Chairman.

**48. Receive report from County Councillor Aldridge for items not on agenda**

Councillor Aldridge advised he had attended the Local Highways Panel meeting and updated Members. An improvement to the Main Road/Ericks Avenue zebra crossing has been given first priority – however, costings were awaited before this can be taken forward. The north and south Village Gateways are still awaiting final designs and validation and this should follow shortly. It was reported there is a budget of £5k for each Gateway. There was no report forthcoming on two other schemes which had been put forward by the Parish Council; widening of the footpath outside Little Orchards and extension of the 30 mph from Butlers Close to Hospital Approach.

He reported that he had attended a meeting with the Local Flooding Partnership and provided the Clerk with a useful guide booklet.

He advised that a bus consultation will take place on 18<sup>th</sup> June - 10-12pm at the Central Baptist Church – Councillor Thomson will attend.

**ACTION: JA to send to Clerk LHP minutes**

**a. To note comments in Chief Inspector Cook's letter to Cllr Aldridge 12.5.15**

Noted

**49. Receive report from City Councillors for items not on the agenda**

Councillors Knight, ~~Porter~~ and Raven had sent their apologies for their absence.

**50. Financial Matters:**

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

Councillor Barnes had verified the Financial Reports to the Bank Statements which shows the following balances as at 28<sup>th</sup> May 2015:

Broomfield PC	Current Account Balance	£ 86,425.58
	NSB Earmarked Reserves	£185,370.83
Broomfield Village Hall	Current Account Balance	£ 9,155.32
	Deposit Account Balance	£ 2,269.00

Councillor Barnes 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<sup>th</sup> June 2015 totalling £13,329.64.
- c. To note renewal of Parish Council Insurance Policy at the sum of £1290.08 with Came & Company (Insurance Budget)**  
It was noted that the Clerk had received and perused three quotations – a Parish Council Policy had been secured with Came and Company which offered comparable insurance cover at a very competitive price.
- d. To approve transfer of Local Open Space contributions from Chelmsford City Council (£3439.68 Copland Close development) to Broomfield Parish Council**  
It was agreed to allocate the funding to the Village Hall and surrounding local open space area. It was also agreed that as the contribution was allocated for the Copland Close area - funds should be provided at a later stage to spend a similar sum on contribution to possible future purchase of Night Pasture or Angel Green - to install benches, flowers etc.  
**ACTION: Clerk to advise CCC of planned expenditure**
- e. To consider Grant Application of £1,238 from Broomfield Cricket Club (Grants & Donations Budget plus virements required)**  
It was approved to grant the sum of £1,238 to Broomfield Cricket Club. A virement of £1000 will be made from the Election Budget to the Grants and Donations Budget to cover the extra expenditure. Councillor Daden requested that the Cricket Club are invited to participate in the Village Fun Day. Councillor Barnes advised that Financial & General Purposes Committee will look at the grant application form and change the wording from 50% membership of a Club/Organisation from Broomfield' to an explanation on how the Club/Organisation participates and contributes to the Village.  
**ACTION: Clerk to send cheque £1,238 to Cricket Club with request to volunteer at our Village Fun Day.**  
**Clerk to action virements of £1000 from Election to Grants & Donation Budget**  
**Grant Form to be reviewed by F & GP Committee**
- f. To approve payment of £30 to provide prizes to children participating in Broomfield Library's The Book Review (Village Events Budget)**  
It was approved that £30 be paid from the Village Events Budget to Broomfield Library.  
**ACTION: Clerk to send £30 cheque**
- g. To approve membership fee of £187 plus £15 one-off joining fee for Society of Local Council Clerks (Subscriptions Budget)**  
It was approved to join the Society of Local Council Clerks.  
**ACTION: Clerk to submit membership forms & cheque**
- 51. Parish Council Strategy – consideration of future facilities**
- a. To discuss updated working document from Cllr Blake**  
The Chairman explained how the Parish Council are developing a Strategy on how we can utilise funds obtained from Developers to improve the life of parishioners by providing facilities in its open spaces

	<p>for all age groups. He advised that he will circulate an updated Overarching Strategy Document of the projects listed for consideration.</p> <p>He advised that there is no spare funds at present as we have a Public Works Board Loan outstanding to pay for the redevelopment of the Village Hall but planning contributions have been received from the Saxon Gate, Patching Hall Lane development and we are awaiting further contributions from Hospital Approach, Broomfield Place and part of the Hollow Lane/North of Copperfield Road developments. Hopefully, there will be around £80k in funds available to take our Strategy forward. The Clerk advised that there would be time limits to spend the planning contribution monies received which would preclude some of the proposed projects.</p> <p>Councillor Barnes suggested that the Overarching Strategy Document needs to be prioritised with costings and put into a time limit.</p> <p><b>ACTION: JBlake to update &amp; circulate Overarching Strategy Document</b>  <b>Clerk &amp; JBarnes to prepare timeline for money to be received &amp; prepare financial position to support the Strategy document</b></p>
b.	<p><b>To receive update regarding Broomfield Football Club</b>  <i>It was resolved that this item was taken in confidence and public &amp; press were excluded from the meeting</i></p> <p>Councillor Blake advised that Broomfield Football Club had had a site visit yesterday with all their sponsors – he had agreed to meet with them together with Councillor Smith next week to discuss progress on the possible relocation of their Clubhouse.</p> <p><b>ACTION: Cllrs JB &amp; RS to meet with BFC and bring report to July PC Meeting</b></p>
c.	<p><b>To discuss item referred from Civic Amenities Committee regarding petition requesting seating to be placed on Church Green &amp; letter received opposing any seating</b></p> <p>It was agreed that no decisions will be made by the Parish Council on installation of any seating on Church Green – this will be looked at under the Parish Council Strategy to be reviewed shortly.</p>
52.	<p><b>Communications Committee</b></p>
a.	<p><b>To receive results from Cllrs Blake &amp; Daden re consultation at Annual Parish Meeting</b></p> <p>Councillor The Chairman thanked Councillor Daden for analysing the comments in table form and Councillor Blake had made a summary of the comments received which had been circulated to all Members.</p> <p>He advised that the Parish Council need to respond to the comments received at the Annual Parish Meeting and suggested this be reported in the next edition of Broomfield Times.</p> <p>Councillor Aldridge advised that this was by far the most productive and useful Annual Parish Meeting he had attended and was a good platform for the Parish Council to take forward the wishes of their Parishioners.</p> <p>Councillor Thomson suggested further consultation takes place at the Village Fun Day to receive further comments.</p> <p>Councillor Daden suggested that picnic benches are provided immediately for Angel Meadow – as they are much needed for families to picnic during the forthcoming months.</p> <p><b>ACTION:</b>  <b>Communications Cttee to compose a report for the next edition of Broomfield Times &amp; also look at possibility of a display at Village Fun Day</b>  <b>Civic Amenities Cttee to provide a plan and costings to look at sites for picnic benches on Angel Meadow/David Smith Field/other locations/seating/planting in all areas of the Village &amp; report any recommendations to July PC Meeting</b>  <b>BVH Cttee – to provide a plan and costings for installing a path for cyclists/rollerblading/wheelchair use etc meandering around the perimeter of David Smith Field &amp; report any recommendations to July PC Meeting</b></p>
b.	<p><b>To note results from Essex Life Community Magazine Awards 2015 – 11.6.15</b></p> <p>The Chairman was very pleased to note that Broomfield Times had received a ‘Highly Commended’</p>

	award at the Essex Life presentations, along with Writtle. Apparently we just missed out on a cash prize and out of the 14 finalist we were only beaten by Galleywood 3 <sup>rd</sup> , Ambo 2 <sup>nd</sup> and Thaxted 1 <sup>st</sup> . <b>ACTION: Photo of Selina Matthews receiving the award to be placed in Broomfield Times</b>
c.	<b>To receive update on creation of Broomfield Youth Council – Cllr Daden</b> Councillor Daden has been liaising with Chelmer Valley’s Student Voice and had suggested a member join the Parish Council (to fill our last vacancy) to be able to liaise with Student Voice and the Parish Council effectively. She is also liaising with Mike Hector, Youth Support Worker Driver, Essex County Council to help provide further youth facilities in Broomfield. <b>ACTION: WD to report back on progress</b>
<b>53.</b>	<b>Civic Amenities Committee (including Allotment Site)</b>
a.	<b>To note minutes</b> Minutes were taken as read. Councillor Tranquada reported that the new roundabout has been installed although there were issues with the safety surfacing provided. P3 activities had been taken place including walking footpaths and cutting back of branches.
<b>54.</b>	<b>Broomfield Village Hall Charity Management Committee</b>
a.	<b>To note minutes</b> Minutes were taken as read. Councillor Daden reported she had received help from Broomfield Football Club and other sponsors for her Foot Golf game.
<b>55.</b>	<b>Property &amp; Planning Committee</b>
a.	<b>To note minutes</b> Minutes were to be taken to the next Parish Council Meeting.
b.	<b>To receive summary of Essex County Council’s Statement of Community Involvement Update 2015 – Public Consultation 14.5.15 to 25.6.15 see: <a href="http://www.essex.gov.uk/SCI">www.essex.gov.uk/SCI</a> from Cllr Blake</b> Councillor Blake has perused this document and will make one comment – consultation with stakeholders did not mention Parish Councils. <b>ACTION: JB submit comment</b>
<b>56.</b>	<b>To receive Village Feedback – liaison with Schools, Police, Parishioners etc</b> Councillor Carter thanked the Parish Council for supporting Broomfield Library.
<b>57.</b>	<b>To receive updates on Broomfield Parish Councillor’s responsibilities &amp; contact with Outside Bodies</b> No reports were received.
<b>58.</b>	<b>To receive any correspondence:</b>
a.	<b>To note parking enforcement figures for May 2015 – Noted.</b>
b.	<b>Invite from 1<sup>st</sup> Broomfield Scout Group for one Councillor to attend celebratory meal in recognition of grant aid given by Broomfield Parish Council – 3/7/15 7pm</b> It was agreed that Councillor Daden attend – she will advise if she is available.
c.	<b>To note invitation to an Essex County Council engagement event 19.6.15 (9.30am) to view the Revised Preferred Approach to The Replacement Waste Local Plan – St Cedds Hall, Chapter House, Chelmsford</b> <b>ACTION: CC to attend</b>
<b>59.</b>	<b>Any other business for discussion purposes only &amp; referral to next agenda</b>
	There was no further business and the Chairman closed the meeting at 9.30 pm