

BROOMFIELD PARISH COUNCIL

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

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

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

Public Question Time:

Chris Gardiner requested help with advising local community groups of the advantages of joining the Neighbourhood Action Panel which meets with the local Police to discuss local issues – Councillors will advise local groups to join NAP – the Clerk will place a request on Facebook.

160. Apologies for absence
Apologies were received from Councillor Jones.

161. Declarations of Interest
No declarations were made.

162. To approve minutes of Broomfield Parish Council Meetings:

a. Broomfield Parish Council Meeting 16th July 2014
It was resolved that the minutes were factually correct after minute numbers 109 should read '*Councillor Thomson commented on the Bus Review from Essex County Council*' and minute 110 (i) should read '*purchases of Country Stile and Broomfield Times*' and were duly signed by the Chairman.

163. To co-opt new Councillors (if applicable)
No new Councillors were forthcoming at this stage.

164. Essex Police

a. To receive report to include incidents since the last meeting
The Clerk read a report which had been received from Essex Police on incidents which had occurred since the last meeting. The Chairman stated that she was disappointed that the Police could not attend more of our meetings.

b. To note Neighbourhood Action Panel Minutes 10.7.14
The Minutes were received and duly noted. It was pleasing to note that Chelmer Valley High School had sent a representative and more attendees from local community groups will be encouraged to join.

165. Receive report from County Councillor Aldridge for items not on agenda
Councillor Aldridge advised the meeting on the following:
Overgrown alleyways – please pass on any highway problems which have not been quickly resolved so that he can follow these up. He suggested that the Parish Council considers approaching Essex County Council Highways to see if some of the maintenance of the alleyways can be transferred to the Parish Council – this will be discussed at the next Civic Amenities Committee Meeting.
New developments Hollow Lane/Patching Hall Lane – he was advised that a meeting is being planned between Broomfield Parish Council, Chignal Parish Council and Newland Spring Community Association regarding access through to the Newland Springs Community hub from these new developments. He advised it is not too late to question the NCAAP and seek Highway's preferred route.
Park & Ride – it was reported that the Chelmer Valley site will be expanded to 1,000 places but as yet no funding is forthcoming from the Hospital to secure places for their use.

	Community Agents – these will replace Village Agents – information will be provided for Broomfield Times.
166.	<p>Receive report from City Councillors for items not on agenda</p> <p>Councillor Pooley advised the meeting on the following:</p> <p>Broomfield School – it is believed the School will remain on the existing site – Councillor Aldridge advised that a definite decision will be made in the next few weeks and encouraged the Parish Council to approach Persimmon when the decision has been made to be consulted at an early stage as to their proposals for the site.</p> <p>GP Surgery – it was advised that a GP Surgery will not be sited within the North Hospital Approach development and in fact that it has been concluded that no surgery is required in Broomfield Parish at the present time – according to a study by the NHS Clinical Commissioning Group.</p>
167.	Financial Matters
a.	<p>To receive Financial Reports & Bank Reconciliations for Broomfield Parish Council Accounts against relevant Bank Statements</p> <p>It was resolved to approve the Financial Report for July and August which shows the following balances as at 29th August 2014:</p> <p>Current Account: £38,804.09 NSB Earmarked Res Account £123,813.18</p>
b.	<p>To receive Financial Reports & Bank Reconciliations for Broomfield Village Hall Charity Accounts against relevant Bank Statements</p> <p>It was resolved to approve the Financial Report for July and August which shows the following balances as at 29th August 2014:</p> <p>Current Account £8,058.05 Deposit Account £12,127.32</p>
c.	<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 17th September 2014 totalling £7,528.04 (<i>see attached</i>).</p>
d.	<p>To approve amended Financial Regulations & Risk Management Policy</p> <p>Councillors Cockram and Garwood together with the Clerk had reviewed the revised Financial Regulations which had been forwarded from EALC. Councillor Cockram advised that our existing Financial Regulations needed to be updated and a list of key issues had been identified and brought to the attention of the Meeting. The Parish Council approved and adopted the new Financial Regulations with immediate effect.</p> <p>The Parish Council's Risk Management Policy had also been reviewed and updated and the following points need to be actioned:</p> <p>1.4 a letter is required from Broomfield Village Hall Charity confirming the continued use of office accommodation within the Broomfield Village Hall facility by Broomfield Parish Council subject to payment of the annual rent to be reviewed annually. ACTION: Clerk to forward request to Secretary of BVH Charity</p> <p>1.6 a fire proof cupboard is to be purchased to store Parish Council records securely ACTION: Clerk to report costs to future PC Meeting</p> <p>2.1 to be added – P3 Volunteers are fully trained in use of machinery and certificates held. The Parish Council approved and adopted the new Risk Management Policy subject to the above amendments being made.</p>
e.	<p>To appoint Responsible Financial Officer</p> <p>The Clerk was duly appointed as Responsible Financial Officer.</p>

f.	To approve Schedule of Annual Direct Debits/Bill Payments The Schedule of Annual Direct Debits/Bill Payments were reviewed and approved.
g.	To approve Schedule of Annual Contracts The Schedule of Annual Contracts were reviewed and approved.
h.	To receive grant application from Broomfield Village Hall Charity to pay for installation of new fitness equipment on David Smith Charity Field in the sum of £2,427 A grant application was perused and it was approved to grant Broomfield Village Hall Charity £2,427 for the delivery and installation of the new fitness equipment. The Clerk reported that the monies will be taken from some Section 106 monies for the Butlers Farm development – Chelmsford City Council will draw up a legal document and release the funds shortly. ACTION: Clerk to chase S106 monies and when received grant £2,427 to BVH Charity.
i.	To approve subscription to Open Spaces Society of £45 This renewal subscription was approved.
j.	Report on unpaid invoice of £25 re Broomfield Times Advert Despite numerous phone calls and three letters demanding payment – it was agreed that this debt be written off. It was agreed that in future new advertisers be asked to pay ‘up front’ for their adverts before publication. ACTION: Deputy Clerk to request payment for adverts before publication
168.	To adopt Polices:
a.	To adopt Health & Safety (& appointment of Health & Safety Officer) The current Health and Safety Policy had been reviewed and updated. Following the recent Personnel Committee Meeting it was agreed to appoint Stuart Jones (Village Attendant) as the Parish Council Health and Safety Officer to oversee health and safety matters for employees, public etc in the Parish Office as well as the current checks he carries out on all street furniture and outside areas of the Parish. The Clerk had spoken to Stuart regarding this increased responsibility and he was happy to carry out this role. The Clerk will write to the Broomfield Village Hall Charity advising that Stuart would be available to oversee the Health and Safety inspections for the Village Hall. The Health and Safety at Work Policy was duly adopted.
b.	To adopt Fire Safety Policy The Fire Safety Policy had been reviewed and it was agreed that staff receive training on the use of firefighting equipment – Stuart Jones will be instructed to train the staff in the use of the fire extinguishers. The Fire Safety Policy was duly adopted.
169.	Property & Planning Matters to include:
a.	To note Planning Minutes (2) & receive brief report from Planning Committee Chairman Councillor Blake advised that over the last two Planning Committee Meetings they had been consulted on a large number of planning applications including the western parcel of land north of Copperfield Road – which had been objected to by the Parish Council. The drainage and flooding problem recently experienced in Hearsall Avenue and Gutters Lane areas had been discussed and Councillor Jones and Blake were continuing to liaise with Chelmsford City Council concerning this matter especially in light of further development in the area which will exacerbate the problem in the future. He reported that he had received information regarding the proposed Village Gateways – this will be discussed at the next Planning Committee Meeting on 1 st October and all Councillors were welcome to attend this meeting to provide their views on the design.

170.	Civic Amenities Matters (including Allotment Site) to include:
a.	<p>To note Civic Amenities Minutes (2) & receive brief report from Civic Amenities Chairman</p> <p>Councillor Tranquada reported that he and Councillor Garwood had recently met with Broomfield Football Club regarding their current situation and the maintenance of Angel Meadow. The building rubble left on Parsonage Green after recent development on Parsonage Farm was currently being observed by the Village Attendant and correspondence will be sent if it is not removed within a couple of weeks.</p> <p>The new gym fitness equipment should be installed on Friday.</p> <p>A Community Initiatives Fund Grant will be applied for a new roundabout in the play area to replace the rocking horse.</p> <p>The P3 Group had cleared nettles and brambles from the alleyway from New Road to Goulton Road.</p>
171.	Personnel Committee
a.	<p>To approve Minutes 29th August 2014</p> <p>A recent meeting was held to review staff appraisals and staff salaries. It was noted that the Clerk requested her hours be reduced from 30 to 26 hours per week and a book-keeper be employed on a casual basis to help with the monthly updating of the accounting system, help with budgeting, precepting and end of year accounts together with salary payroll.</p> <p>The Deputy Clerk also requested to reduce her hours by 2 per week to help with family commitments.</p> <p>The Village Hall Secretary's Spinal Column Point had been increased to reflect her evolving role in the day-to-day management and responsibilities of the Village Hall.</p> <p>Information from EALC is still awaited as to whether a pay increase will be awarded for 2014 and if not a bonus to staff members will be discussed at the Precept Meeting in lieu of a pay rise, if appropriate.</p> <p>Members approved the Minutes and they were duly signed by the Chairman.</p>
b.	<p>To adopt BPC Employer Policy Discretions for Local Government Pension Scheme</p> <p>The Personnel Committee had perused this Policy in great detail and it was approved and adopted by the Parish Council.</p>
c.	<p>To confirm entitlement of staff to join Essex Pension Fund</p> <p>It was resolved that members of staff be entitled to join the Essex Pension Fund.</p>
172.	Broomfield Village Hall Charity Management Committee to include:
a.	<p>To receive Minutes (2) & Chairman's Report</p> <p>The report was perused and it was noted that volunteers are required to help organise and run the Village Fete on Saturday. Councillor Daden had some useful ideas for promoting village events to enable the wider community to be made aware of activities taking place in the Village. These ideas could be referred to the Broomfield Communications Working Party.</p>
b.	<p>To receive end of year accounts to 31st March 2014</p> <p>The end of year accounts had been received by the Parish Council and were duly approved and signed by the Chairman, Trustee of Broomfield Village Hall Charity.</p>
173.	<p>To receive report from Working Parties (if any)</p> <p>Broomfield Communications/Village & Community Events/VDS & Parish Plan Action/Parish Council Strategy – Future Facilities</p>
a.	<p>Broomfield Communications: report on setting up of new website/domain names & a report on printing costs of Gt Waltham Parish News</p> <p>Councillor Daden had provided the meeting with a report on the comparison of costs between the Broomfield Times and Gt Waltham Parish News which were considerably less. Other areas</p>

	<p>of communication to parishioners via Facebook, twitter, etc were discussed and it was agreed that a Broomfield Communications Working Party will be arranged to look at ways to increase publication of Parish events (particularly Village Hall events) – this will be arranged after Councillor Carter had completed work on the new website</p> <p>ACTION: Meeting to be arranged for Broomfield Communications Working Party to include Councillor Daden and Selina Matthews (Editor – Broomfield Times)</p>
b.	<p>Report from Parish Council Strategy – Future Facilities: update on potential purchase of Little Bishop’s Field</p> <p>Councillor Blake advised that a response was still awaited from Whirledge & Nott regarding the potential purchase of Little Bishop’s Field. The next Parish Council Strategy Meeting was arranged for 20th October at 7.30 p.m.</p>
174.	<p>To receive report from Representatives to outside bodies/charities (Woollard’s Charity/Passenger Transport/Emergency Planning/Broomfield Hospital Liaison/Chelmsford Community Forum</p> <p>Councillor Thomson reported that Community Transport will be taking over the Hopper Bus service around the hospital site.</p>
175.	<p>To receive reports from Councillors re areas of responsibilities for specific interest:</p>
a.	<p>School Age Children – Cllr Carter will make contact with Mrs Goodchild, the new Head Teacher of Chelmer Valley High School. The Clerk has received a letter from Mrs Goodchild introducing herself and offering to share the cost of the new litter bin which has been installed outside the School at our request.</p> <p>ACTION: Clerk to reply to letter & introduce Councillor Carter & request donation towards the new litter bin.</p>
b.	<p>Under 5 Contact – Cllr Smith – will be unable to attend the next meeting of the Forum as it had been rescheduled. She will make contact with the new child care provision at the Old Post Office.</p>
c.	<p>Elderly/Care Homes – Cllr Garwood – nothing to report</p>
d.	<p>Football/Cricket/Police – Cllr Garwood – met with Broomfield Football Club recently regarding Angel Meadow and it was agreed that the Parish Council would support the continuing maintenance of the pitch by the Club to their required standard and to continue with regular inspections by the Essex Playing Fields Association.</p>
e.	<p>Library – Cllr Carter - nothing to report</p>
f.	<p>History & Heritage – Cllr Blake - field walking has been carried out over the past five weekends and many archeologically finds have been made.</p>
g.	<p>Public Houses – Cllrs Carter & Thomson – Councillor Thomson reported that she was not very impressed with the recent alterations to The Angel.</p>
h.	<p>Roads & Paths – Cllr Wrenn – Berwick Ave – a parishioner had advised Councillor Wrenn that locking posts have been installed on a piece of land whose ownership is questionable – the parishioner is requested to contact the Parish Office who can investigate this matter further.</p>
i.	<p>Publications Co-ordinator – Cllr Thomson - money is still being collected from Cartridge World for the sale of Country Stile and Broomfield Times and she would have a stall at the Village Fete.</p>
176.	<p>Risk Assessments undertaken since last meeting – note, if any</p> <p>Nothing to report.</p>
177.	<p>Correspondence Received – if any</p> <p>No correspondence had been received.</p>
178.	<p>To receive items for information:</p>
a.	<p>To receive parking enforcement figures for July & August 2014 - noted.</p>

b.	EALC Annual General Meeting Thursdays 18.9.14 – No Councillors were available to attend this meeting. Apologies had been forwarded.
c.	Report on Play in the Park August 2014 (total 265 attend 4 Broomfield sessions) A very successful event with 265 children attending the sessions.
d.	Review of Polling Districts & Polling Places in Chelmsford http://www.chelmsford.gov.uk/2014review Councillors were requested to view the proposals on line and this will be discussed at the next Planning Committee Meeting. ACTION: Clerk to place item on Planning Committee Agenda
179.	Any other business for discussion purposes only & referral to next agenda No further business was discussed.
	<i>The Chairman closed the meeting at 10.15 p.m.</i>