

BROOMFIELD PARISH COUNCIL

A meeting of Broomfield Parish Council was held on Wednesday 18th November 2015 in Broomfield Village Hall, Main Road, Broomfield at 7.30pm

Members' Present:	Chairman Councillor Smith Vice Chairman Councillor Garwood Councillors Barnes; Blake; Carter; Cole; Daden; Howell; Hubble; Jones; Thomson & Tranquada
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Also Present:	Mrs K Hurrell (Clerk) Mrs W Martin (Deputy Clerk) City Councillor Knight & 15 members of public
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Public Question Time:

Residents from the Mill Lane area attended the meeting to inform the Parish Council of their views on the planning application for Broomfield Football Club (BFC) to move their Clubhouse from Angel Meadow to BFC's own lower fields. The Chairman invited them to put forward any questions/observations:

- What will the Parish Council do to support residents in ^{prop}proposing this construction in an area of natural beauty according to the Community Landscape Character Statement?
- Concern regarding an increase in the number of teams to play in fields accessed from Mill Lane which will increase the volume of traffic – safety concerns were expressed in speeding traffic and conflict with pedestrians and cyclists on such a narrow lane
- If the Clubhouse does move to the new site – what are the Parish Council's plans for use of their existing site?
- Does the Parish Council know how many members of BFC that actually live in the Village?
- Does the Parish Council understand the significance of protected lanes and does it respect the policy?

Councillor Blake, Chairman of the Parish Council's Property and Planning Committee, thanked everyone for coming and for their input. He stated that the Parish Council did not know how many members of BFC actually lived in the Village and requested that this information be sought.

ACTION: Clerk to request this information from BFC

He advised that this planning application will be considered amongst others at the Parish Council's Property and Planning Meeting to be held on Wednesday 2nd December 2015 at 7.30 p.m. He advised that in 2010 the Parish Council objected to BFC's planning application to provide parking on their land to be accessed via Mill Lane as there was concern about the bend in the lane and the safety of pedestrians/cyclists but this was over-ruled by Chelmsford City Council who had taken Essex County Council Highway's advice that the road was perfectly adequate and they had not raised an objection.

He advised that the Parish Council understands the drawback of the current location of the Clubhouse which has no available parking and understood that the Football Foundation said they should have a bigger site and supported the application.

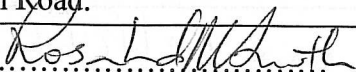
Residents were advised to record their objections to the City Council who are the Planning Authority and will make the ultimate decision on this application.

The Chairman thanked residents for attending the meeting and putting forward their views and advised that they could attend the Property and Planning Meeting on 2nd December – the venue will be advised on the website as it was agreed that a larger room would be required to accommodate members of the public.

ACTION Clerk to see if a hall is available to hire in Broomfield Village Hall – if not to book alternative venue.

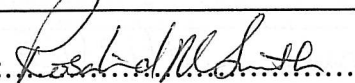
269.	Apologies for absence No apologies for absence were received
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270.	To receive any Declaration of Interest from Councillors Councillor Cole may have a non-pecuniary interest in traffic congestion through the Village as he lived in Main Road.
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Signed: 

Dated:16.11.2015.....

	No further declarations of interest were received.
271.	To co-opt new Councillors – if applicable Not applicable at the present time – one vacancy remains.
272.	To approve the minutes of Broomfield Parish Council’s Meeting 21.10.15 The following observations were noted: 226 h) To alter ‘David King’ to ‘David Bearman’ – and change wording to ‘Asset of Community value’ 217) The belisha beacon is working but the pole is not lit on eastern side of the Erick Avenue zebra crossing It was duly resolved to approve the minutes and these were subsequently signed by the Chairman.
273.	To receive report from County Councillor Aldridge for items not on agenda In Councillor Aldridge’s absence he had sent a brief report on the following: Park & Ride to Broomfield Hospital – this will commence on Monday and is reported in Broomfield Times BFC Planning Application – he had received concerns regarding the BFC application from residents in Mill Lane Local Development Plan – bring to Parish Council’s attention and to note that there is no mention of a north west relief road as a Highways possibility at present Village Gateway Sign – an offer has been made for the Parish Council to consider but this omits the Saxon jewel logo Broomfield Primary School - further discussions were on-going Councillor Cole had a question he would like Councillor Aldridge to answer: ‘Situation: weekdays there are traffic jams from 7 to 9 am and 3 to 6 pm daily on Main Road from the Petersfield link to the southern edge and beyond Great Leighs – a distance of 2.7 miles through Broomfield – could Essex County Council arrange for a study of the amount of Nitrous Oxide and Carbon Dioxide caused by the vehicles to be provided? ACTION: Clerk to pass this question to Cllr Aldridge
274.	To receive report from City Councillors for items not on the agenda Councillor Knight advised that the Local Plan for 2021 to 2036 is going live on Thursday 19 th November at 8.45 a.m. for eight weeks. He advised that Chelmsford City Council are providing two exhibitions in Broomfield: 2 nd December exhibition at Broomfield Hospital 11-3 pm 9 th December Broomfield Village Hall 6-8 pm He advised that the Mayor’s evening for young people is on 1 st April and any nominations must be received by 23 rd December 2015. Broomfield Football Club – he is in touch with residents of Mill Lane and he has called this application to be heard in front of the City Councils Planning Committee. Councillor Cole requested the Chairman to write to Councillor Pontin to help monitor the traffic jam on Hospital Approach from the rear of her house between 7 to 9pm and 3 to 5 pm. which could help determine ways to help traffic flow. Members were not in agreement with this but suggested she be requested to ask for an up-to-date traffic survey completed of traffic jams during peak times on Hospital Approach which affects traffic along Main Road, Broomfield. ACTION: Clerk to write to Cllr Pontin
275.	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 31 st October 2015:

Signed: 

Dated: 16/12/15

Broomfield PC	Current Account Balance	£ 69,553.31
	NSB Earmarked Reserves	£199,107.86
Broomfield Village Hall	Current Account Balance	£ 8,496.46
	Deposit Account Balance	£ 1,869.48

Councillor Barnes and Councillor Jones duly signed the reports.

b. To approve/ratify invoices/bill payments/direct debits/outstanding orders for payment up until date of the meeting

It was resolved to approve/ratify the invoices, bill payments and direct debits until 31st October 2015 totalling £10,122.98.

276. To receive Proposal on reorganisation and refocussing of full Parish Council meetings

A proposed schedule and notes had been circulated to members. A couple of alterations were made to the content of the Parish Council Meetings but it was approved by Members to reduce the amount of full Parish Council Meetings to seven and also move the Annual Parish Meeting to May annually.

The revised schedule is as below:

MONTH:	MEETING:	DISCUSSION TOPIC:
JAN 20 TH	NO Parish Council Meeting Communications Committee Meeting 20.1.16 7.30pm	To set schedule for Broomfield Times for 2016
FEB 17 TH	Parish Council Meeting	To Review Broomfield Village Hall Charity Committee, including future plans & Civic Amenities Committee- to receive plan for activities for year
MARCH 16 TH	Parish Council Meeting	To set Strategy for Communications Committee for Annual Parish Meeting
APRIL 20 TH	NO Parish Council Meeting Financial & General Planning Committee 20.4.15 7.30 pm	To review End of Year Accounts & 5 Year Financial Plan
MAY 18 TH	ANNUAL MEETING OF THE COUNCIL	Statutory meeting to review Policies & Committees & to receive Annual Reports
MAY 25 TH	ANNUAL PARISH MEETING	Meeting with Parishioners
JUNE 15 th	Parish Council Meeting	To receive Year End Accounts & Annual Financial Statement
JULY 20 TH	NO Parish Council Meeting Communications Committee Meeting 20.7.15 7.30 pm	To review Annual Parish Meeting & take forward actions
AUG 17 TH	Parish Council Meeting	To review Planning & Property Committee & update 5 year Strategy Plan
SEPT 21 ST	NO Parish Council Meeting	
OCT 19 TH	Parish Council Meeting	To review Communications Committee
NOV 16 TH	NO Parish Council Meeting Finance & General	To approve Budgets & set Precept

Signed:.....

Dated:..... 10/12/15

	Purposes Meeting 16.11.15 7.30 p.m.	
DEC 21 st	Parish Council Meeting	To set Precept To review Broomfield Village Hall Charity Committee – to receive plan of activities and report

It was agreed, due to the short notice for the Broomfield Village Hall Charity Committee, to produce a brief outline of plans and report for the next Parish Council Meeting.

277. To receive minutes of Committee Meetings:

- a. Property & Planning Committee**
The minutes were taken as read.
As reported under Public Question Time it was agreed that the Planning Committee hold their meeting on 2nd December in larger premises to accommodate the next meeting so that residents are able to attend.
Councillor Blake advised that there are comments made in Broomfield Football Club’s Design & Access Statement (which forms part of their planning application) which are inaccurate and that this will be addressed at the Planning Committee.
Local Highways Panel Village Gateways – it was advised that Highways have agreed that the Parish Council’s requested design is technically correct but they wish to standardise the wording and delete the Saxon Jewel logo. The Parish Council will make a complaint to Essex County Council Highway regarding the length of time and money it has cost to get to this stage and inaccurate information provided if their design is not approved.
It was agreed to employ Stuart Bilsland (Consultant) for two hour maximum (£180 from Planning Budget) to liaise with Essex County Council Highways to state that technically we could have the logo included in the design. Councillor Blake will arrange for this action.
ACTION: JB proposed that we write back to Highways and thank them for acknowledging their mistake – advise of the preferred design and request they speak to our Consultant – if our design is not approved a formal complaint will be made
Councillor Blake advised that he and Councillor Smith had met with local Parish Councils (Writtle/Little Waltham/Chignal and Newland Spring Residents Association) to discuss Chelmsford’s Local Plan for 2021 to 2036 and it was agreed that a Statement of Common Ground will be composed and submitted to Chelmsford City Council.
- b. Communications Committee**
The minutes were taken as read.
Councillor Daden reported on plans for the campaign to raise awareness regarding Chelmsford’s Local Plan and how it will affect parishioners with extra houses being planned for 2021 to 2036.
The plans for the Campaign so far are:
Information provided in Broomfield Times (to be printed & circulated shortly) as a brightly coloured flier
Followed by an information leaflet to be circulated separately 2 weeks later
Two information evenings to be held – one on Saturday 9th January meeting between 3 – 6 pm in Broomfield Village Hall - the other to be arranged possibly in December.
Posters, boards and banners to be placed in peoples windows/gardens and on Village Greens
ACTION: Date to be confirmed and circulated re information meeting in December
Posters/Boards/leaflets to be circulated
- c. Broomfield Village Hall Charity Management Committee**
The minutes were taken as read.
Councillor Jones advised that the next event is Bingo to be held this Saturday and advised that any raffle prizes would be gratefully received. There will be a Family Party on Sunday 20th December.

d.	<p>Civic Amenities Committee The minutes were taken as read. Councillor Tranquada thanked all the hard-working volunteers for all their help in maintaining Centenary Wood and clearing the Parsonage Green ditches.</p>
e.	<p>To approve Personnel Committee The minutes were approved and duly signed by the Chairman.</p>
278.	<p>To review reporting of Broomfield Parish Councillor's responsibilities with respect to Village Life i.e. School Age Children; Elderly/Care Homes; Library; Publications; Under 5 children; Police; History & Heritage; Public Houses; Football/Sports Clubs; Social Events; Highway matters A discussion paper had been circulated – but due to lack of time it was agreed that this item be taken to the next Parish Council Meeting in December to gauge how Councillors would like to report on this section. ACTION Item to be placed on next agenda</p>
279.	<p>To receive reports from outside bodies Reports were taken as read. It was agreed that the issue of recording Roman and Saxon sites be referred to Brumfelda to investigate into and get these sites listed. It was agreed that Councillor Thomson draft a letter for approval to be sent to Essex County Council and Chelmsford City Council regarding the lack of a Tourist Office for Chelmsford. ACTION: Cllr AT to draft a letter re Tourist Office</p>
280.	<p>To note Risk Assessments undertaken</p>
a.	<p>To update Emergency Plan Councillor Hubble had attended an Emergency Training Session at Chelmsford City Council and will provide information for the next issue of Broomfield Times. The Clerk had updated the Emergency Plan and will forward to Councillor Garwood for approval and circulation. ACTION Clerk to forward EP to Cllr GG & then circulate to relevant authorities</p>
281.	<p>To receive any correspondence:</p>
a.	<p>To note parking enforcement figures for October 2015 Noted.</p>
282.	<p>Any other business for discussion purposes only & referral to next agenda Councillor Thomson reported that the results of the Bus Review will be taken to the Cabinet Meeting of Essex County Council tomorrow – Councillor Cole may attend the meeting.</p>
	<p><i>The Chairman thanked Members for attending and closed the meeting at 9 37 p.m.</i></p>

Signed:.......... 69

Dated:.....16/11/15.....

