

BROOMFIELD PARISH COUNCIL	
The Annual Council Meeting of Broomfield Parish Council was held on Wednesday 18th May 2016 in Broomfield Village Hall, Main Road, Broomfield at 7.30pm	
<b>Members' Present:</b>	Councillors Smith, Garwood, Barnes, Blake, Carter, Daden, Howell, Hubble, Thomson & Tranquada
<b>Also Present:</b>	Mrs K Hurrell (Clerk) Mrs W Martin (Deputy Clerk) County Councillor Aldridge & 3 members of public
<b>Public Question Time:</b> No questions were forthcoming	
<b>1.</b>	<b>Election of Chairman</b> Councillor Smith advised that she would like to stand down as Chairman – this was accepted and she was thanked for her five years of dedicated chairmanship of the Parish Council. She advised that she still wished to be a Councillor. Councillor Tranquada nominated Councillor Blake as Chairman and this was seconded by Councillor Garwood. Councillor Blake accepted the nomination – all members were in favour. Councillor Blake requested that he would like to have two Vice Chairmen working alongside him to share, in particular the attendance at Committee Meetings but also at other occasional meetings – this was agreed.
<b>2.</b>	<b>To receive Chairman's Declaration of Acceptance of Office</b> Councillor Blake duly signed the Declaration of Acceptance of Office.
<b>3.</b>	<b>Appoint Vice Chairman</b> Councillor Tranquada proposed that two Vice Chairmen be appointed to assist the Chairman – a vote was taken and 9 members were in agreement 1 member abstained. Councillor Smith proposed Councillor Garwood to stand as Vice Chairman – seconded by Councillor Barnes – all agreed. Councillor Thomson proposed Councillor Smith to stand as Vice Chairman - seconded by Councillor Howell – all agreed.
<b>4.</b>	<b>Apologies for absence</b> Apologies were received from Councillor Jones. The Clerk advised that City Councillor Knight will be attending the meeting later.
<b>5.</b>	<b>Co-option of New Councillors, if applicable</b> Two vacancies still exist on the Council – no potential Councillors were forthcoming at present.
<b>6.</b>	<b>To receive the minutes of meeting 16<sup>th</sup> March 2016</b> Alterations were made to the following: 438 d) change <i>his</i> to <i>village</i> Change <i>litter picking</i> to <i>maintenance</i> 438 e) change <i>funds</i> to <i>support</i> 439 e) add <i>and it was noted that decisions need to be agreed by the full Council</i> After the alterations were made by the Chairman - it was resolved that the minutes were approved and they were duly signed by the Chairman.
<b>7.</b>	<b>To receive any Declaration of Interest from Councillors</b> No declarations of interest were made.
<b>a.</b>	<b>To review of Register of Members' Interests</b> Members reviewed their Register and provided the Clerk with any alterations required. <b>ACTION Clerk to forward altered Register of Members Interests to CCC</b>

8.	<b>Receive report from County Councillor Aldridge for items not on agenda</b> The Chairman congratulated Councillor Aldridge on his appointment as Chairman of Essex County Council. He reported on the following matters:- Erick Ave/Main Road Crossing – he will pass on the safety design update when this is received He will chase the breakdown of the cost quoted of £140k to convert this crossing to a pelican crossing which had been requested by Councillor Carter at an earlier meeting. Discussion took place on how Main Road has two pelican crossings further up the road but the one at the Erick Ave location was only a zebra crossing. Councillor Aldridge explained that, in his opinion the Angel pelican crossing was installed as it was to replace a patrolled officer together with the high footfall of school children crossing at this point. As to the Mill Lane pelican crossing – this has been in place for many years and the criteria regarding its installation may have been different then. <b>ACTION Clerk to place this item on the next Planning Committee Agenda to receive the breakdown of costs of £140k quoted for pelican crossing</b> Army & Navy flyover – please note that the timing of the change of direction is now flexible Bus consultation – to note that fares are to increase by approximately 5% Broomfield Football Club –requested that he be updated as to the outcome of the meeting held with the Club and the Parish Council <b>ACTION Clerk to forward meeting notes to update JA</b>	
9.	<b>Receive report from City Councillors for items not on the agenda</b> Councillor Knight reported that at the next Development Policy Meeting on 9 <sup>th</sup> June – updates regarding the Local Plan should be received. The Chairman advised that the responses to the Local Plan should be published with the agenda to this meeting. Councillor Knight also reported he had spoken to the City Council regarding business rates for the Village Hall – but this will not be altered as Broomfield already received favourable rates at present.	
10.	<b>To elect Members to the following Committees:</b> It was agreed that the Chairman and Vice Chairman be elected at the first Committee meeting after the Annual General Meeting – until this meeting the current Chairman and Vice Chairman will stand.	
a.	<b>Civic Amenities Committee</b>	
	Councillors: Tranquada; Garwood; Howell; Thomson	<b>To appoint substitute Cllr:</b> Cllr Smith
b.	<b>Property &amp; Planning</b> Councillors: Blake, Barnes, Garwood, Thomson, Carter, Daden, Smith	No substitute was appointed
c.	<b>Financial &amp; General Purposes Committee</b> Councillors: Barnes, Garwood, Blake, Jones, Daden	No substitute was appointed
d.	<b>Personnel Committee</b> Councillors: Smith, Garwood, Jones, Barnes	<b>To appoint substitute Cllr:</b> Cllr Hubble
e.	<b>Broomfield Village Hall Charity Management Committee (BPC is Sole Trustee Body Corporate)</b> Councillors: Jones, Garwood, Tranquada, Hubble & Smith	No substitute was appointed.
f.	<b>Communications Committee</b> Councillors: Daden, Carter, Hubble, Garwood, Howell Also Editor of Broomfield Times: Selina Matthews	<b>To appoint substitute Cllr:</b> Cllr Smith

<b>11.</b>	<b>To confirm Terms of Reference for Committees will be adopted at the first meeting</b> It was approved that each Committee will peruse their own Terms of Reference at their first Committee Meeting held after this Annual General Meeting and suggest any changes it thinks are necessary. All terms will need to be altered to state that the Chair and Vice Chair be elected at each Committee's first meeting after the Annual General Meeting. These Terms of Reference will be approved at the next full Parish Council meeting.	
<b>12.</b>	<b>Election of Representatives to outside bodies/Charities/other:</b>	
<b>a.</b>	<b>Woollard's Charity</b>	<i>Councillor Garwood to stand until 2018</i>
<b>b.</b>	<b>Emergency Planning</b>	Councillor Garwood
<b>c.</b>	<b>Passenger Transport Rep</b>	Councillor Thomson
<b>d.</b>	<b>Broomfield Hospital Liaison Committee</b>	Councillor Smith/Councillor Blake
<b>e.</b>	<b>Parish Paths Partnership (in liaison with Essex County Council)</b>	Councillor Tranquada
<b>13.</b>	<b>Broomfield Parish Councillors responsibility for specific aspects &amp; areas:</b>	
	Football/Sports Clubs – Cllr Daden	Roads & Paths – Cllr Howell
	Elderly/Care Homes - Cllr Garwood	Publications Co-ordinator – Cllr Thomson
	Library - Cllr Carter	Public Houses – Cllr Thomson/Carter
	School Age Children Primary School- Cllr Carter Secondary School – Cllr Daden	Police – Cllr Garwood
	Under 5 Children - Cllr Smith	History & Heritage – Cllr Blake
<b>14.</b>	<b>Review of Model Code of Conduct, Standing Orders &amp; Financial Regulations</b> The Clerk advised that one additional item concerning Public Contract Regulations 2015 should be adopted into the Standing Orders as follows: <i>18 g) Public Contracts Regulations 2015 - the procurement and award of contracts covered by the Public Contracts Regulations 2015 which have an estimated value of £25,000 or more must also satisfy the requirements of the 2015 Regulations which include use of the Contracts Finder website and other light touch rules detailed in the 2015 Regulations</i> It was resolved to adopt this additional item 18 g). <b>ACTION: Clerk to amend all copies of Standing Orders.</b> The Clerk advised that the Financial Regulations be amended – the various amendments had been listed and perused and recommended by the Financial & General Purposes Committee for adoption. It was resolved to approve the alterations to the Financial Regulations. <b>ACTON: Clerk to amend all copies of Financial Regulations</b> The Chairman thanked all the staff for their hard work throughout the year and also thanked all the Parish Councillors for their hard work carried out in the various Committees.	
<b>15.</b>	<b>Review &amp; Adoption of all Policies</b>	
<b>a.</b>	<b>Current Polices: Complaints/Freedom of Information/Data Protection/Health &amp; Safety/Risk Management/Fire Safety/Equal Opportunities/Recruitment/Smoke Free/Training/Retention &amp; Disposal of Documents/Social Media/Pension Discretions/Publications of Photographs/Disciplinary Procedure/Greivance Procedure</b> The Clerk had circulated a revised policy for Social Media (no.12) as the last policy was more aimed at staff and use of social media whilst at work. Councillors agreed to defer this item to allow them more	

	time to peruse this Policy. It will also be discussed at the next Communications Committee Meeting. Otherwise all existing Policies were re-adopted. <b>ACTION: All Members to peruse draft Social Media policy (please pass on comments to Clerk). Comms Committee to consider and make recommendations.</b>												
b.	<b>To adopt new Policies: Co-option Policy/Recording &amp; use of social media at Council Meetings</b> Two new policies were put before the Council for discussion and it was deferred to the next Parish Council Meeting in June for approval. <b>ACTION: Co-option &amp; recording &amp; use of social media be referred to next PC Meeting</b>												
16.	<b>Review of deeds for Angel Meadow, Centenary Wood, Allotment Site, Glebe Crescent Land &amp; Broomfield Village Hall Charity &amp; David Smith Memorial Field</b> Members noted the deeds for the land that the Parish Council owned. No alterations were required.												
17.	<b>Review of Assets Register</b> The Assets Register was noted and no amendments were necessary.												
18.	<b>To re-appointment of Internal Auditor (one internal audit per annum)</b> It was resolved to appoint Michael Letch as the Parish Council's Internal Auditor and it was agreed that he should carry out his audit in March each year.												
19.	<b>Review of General Power of Competence</b> It was resolved that Broomfield Parish Council is eligible to use this Power as the Clerk had attained Module 7 'The General Power of Competence' (May 2012) and that as two thirds of the Council were elected at the last ordinary election can use our General Power of Competence.												
20.	<b>Review of risk assessments undertaken</b> A review of the year's risk assessments had been undertaken and brought to the attention of Members. No significant risks were faced by the Parish Council. Reports were brought to the Civic Amenities Meeting each month for monitoring/noting and also to every Parish Council meeting.												
21.	<b>Financial Matters</b>												
a.	<b>To approve Financial Reports &amp; Bank Reconciliations for Broomfield Parish Council &amp; Broomfield Village Hall Charity Accounts against relevant Bank Statements</b> <table border="1"><tr><td>Broomfield PC</td><td>Current Account Balance</td><td>£ 84,904.42</td></tr><tr><td></td><td>NSB Earmarked Reserves</td><td>£183,329.54</td></tr><tr><td>Broomfield Village Hall</td><td>Current Account Balance</td><td>£ 4,330.26</td></tr><tr><td></td><td>Deposit Account Balance</td><td>£ 2,619.48</td></tr></table> <p>Councillor Barnes had duly approved and signed the March Financial Reports – he will verify and sign the April Financial Reports shortly. <b>ACTION: JBa to verify April Financial Reports</b> Councillor Jones had duly approved and signed the March and April Financial Reports and these were countersigned by the Chairman.</p>	Broomfield PC	Current Account Balance	£ 84,904.42		NSB Earmarked Reserves	£183,329.54	Broomfield Village Hall	Current Account Balance	£ 4,330.26		Deposit Account Balance	£ 2,619.48
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b.	<b>To approve/ratify invoices/bill payments/direct debits/standing orders for payment up until date of meeting</b> It was resolved to approve/ratify the invoices, bill payments and direct debits until 30 <sup>th</sup> April 2016 totalling £8,855.33 – these were duly counter-signed by the Chairman. The Clerk advised that this report will now be placed onto the Parish Council's Website every month. <b>ACTION: Clerk to place Approval of Invoices onto Website</b>												
c.	<b>To approve statements &amp; sign Annual Return for the year ended 31.3.2015</b> It was resolved to approve the Annual Governance Statements and the Annual Return was duly signed by the Chairman and Responsible Financial Officer.												
d.	<b>To approve Financial &amp; General Purposes Committee Minutes 20.4.16</b> Councillor Barnes reported that under minute number 481) an action for the full Parish Council to												

	<p>approve the sum of £35,000 to be set aside funds under Section 1 'Sports and Formal Leisure Activities' for the Parish Council's Overarching Strategy was discussed. He advised that this money is available from funds in the Precept and Public Works Loan Board Earmarked Reserve.</p> <p>Councillor Carter queried the increase in rent of the Parish office to Broomfield Village Hall Charity. In response, earlier discussion at the last Parish Council Meeting and the Financial and General Purposes Committee was noted. The Committee had resolved to accept this increase to support the Broomfield Village Hall Charity, in view of the fact that the rent that the Parish Council had been paying since the redevelopment of the Village Hall had not increased for a number of years.</p> <p>Councillor Barnes proposed that both these items are adopted and called for a vote on both proposals:</p> <ul style="list-style-type: none"> <li>- to approve the sum of £35,000 to be set aside for Section 1 of the Overarching Strategy Document – all in favour</li> <li>- to approve the increase in rent of the Parish Council Office to £800 per month – 9 in favour – 1 against</li> </ul> <p>It was noted that Councillor Daden's supportive comments of the Broomfield Football Club had not been included in the Committee minutes. This was purely because not every part of a discussion can be recorded in minutes, beyond the decision and subsequent action. It was resolved to approve the minutes as a true record and they were duly signed by the Chairman.</p>
e.	<p><b>To receive draft Report of the Trustees &amp; Unaudited Financial Statements for Broomfield Village Hall Charity for the year ended 31.3.16</b></p> <p>The end of year accounts had not been finalised and will be referred to the next Parish Council Meeting.</p>
f.	<p><b>To receive Internal Audit Report 17.5.16</b></p> <p>The internal audit had been completed by Michael Letch and circulated to all Members. Members were satisfied with the report and thanked the Clerk for her hard work in keeping the accounts accurately and up to date.</p>
g.	<p><b>Review of bank signatories for all Bank Accounts</b></p> <p>These were reviewed and no changes were recommended.</p>
h.	<p><b>Renewal of insurance policy due 1/6/2016 – to consider quotations</b></p> <p>It was resolved to purchase a policy from Came and Company at a cost of £1,264.44.</p> <p><b>ACTION: Clerk to renew policy with Came &amp; Co</b></p>
i.	<p><b>To acknowledge receipt of £300 donation from Woollards Charity (Broomfield United Charities) Charity towards the Seniors' Lunch</b></p> <p>Members acknowledged the generosity of Woollards Charity in their donation.</p>
j.	<p><b>To note sale of Broomfield Football Club land &amp; clubhouse at auction on 25.5.16/to receive details of sale from auctioneer &amp; meeting with BFC/to decide course of action</b></p> <p><i>It was resolved that this item was taken in confidence and public and press were excluded</i></p> <p>The Parish Council had met with Broomfield Football Club and the notes from the meeting had been circulated to all Members. The Chairman advised that the point of the meeting was to see if an arrangement could be sought with the Football Club which might lead them to selling the clubhouse site to us at an agreed price and withdrawing from the lot from the auction. He reported that the meeting had been fairly constructive but understandably the Football Club wished to go to auction to achieve a higher price than the guidance price advised to them of £30k. The Parish Council's main concern was that a Deed of Exchange dated 1988 (which covers all the rights of access to the land and limitations) had not been given as part of the legal pack to potential purchasers and it was stressed by the Parish Council that this document should be issued within the Legal Pack – the Football Club agreed to instruct their agent to include this.</p> <p>Councillor Barnes had taken legal advice from Leonard Gray Solicitors and in their brief view of the Deed of Exchange they advised that the covenant of access covers deliveries to a social club only but this would need to be looked at in greater detail.</p>

	<p>Councillor Barnes proposed that the Parish Council instruct Leonard Gray to formally write to the seller's agents and solicitors explaining the content of the Deed of Exchange regarding the limitations regarding access issues and request that these must be made clear to all potential buyers at a cost of £200 plus VAT. A vote was taken on this proposal - 8 Members were in favour and 1 against and 1 abstained – the motion was carried.</p> <p><b>ACTION: Instruct Leonard Gray to write to the Agent &amp; Sols.</b></p> <p>It was stated that the Parish Council had then done everything in their power to provide correct information to any potential purchasers.</p> <p>The question of whether the Parish Council wished to go to the auction and bid for the clubhouse and land was put before Members and, if they agreed to go to auction to bid, what price would they go up to. (It was noted that the Valuation Office had placed a valuation of £12,000 upon the land but the Valuer had advised that in some case, Parish Councils had paid up to 100% more to secure land– six Councillors stated the Parish Council should bid up to £xxx; Two Councillors stated the Parish Council should bid up to £xxx and two Councillors did not agree to a bid.</p> <p>Therefore, it was resolved to send Councillors Tranquada and Garwood to attend the auction and bid up to £xxx if appropriate. If the reserve price was not met and the sale withdrawn then the Parish Council would meet with the Football Club at a later date to discuss this matter further. Councillor Barnes would find out more information about procedures at an auction and furnish Councillors Garwood and Tranquada with this.</p> <p>The Clerk stated that if the Parish Council's bid was successful there will still be a lot of further expenditure required to either restore or remove the building from the land and develop it. It was stated that this would be looked at if the Parish Council were successful in their bid.</p> <p><b>ACTION: TT &amp; GG to attend auction &amp; authorised to bid up to £xxxk</b></p>
k.	<p><b>Overarching Strategy Document - To approve expenditure on items in section 1 of Overarching Strategy Document to the sum recommended by the F&amp;GP Committee</b></p> <p>This item was agreed under minute number 21 d).</p>
22.	<p><b>Annual Parish Meeting 25<sup>th</sup> May 2016 – to confirm final details &amp; costings</b></p> <p>It was agreed that the Chairman of each Committee provide materials to display on the work of the Committee over the last year.</p> <p>It was agreed that free refreshments be available, including wine and Country Stile would be offered for sale.</p> <p>Councillor Daden will look at the banners and if necessary order two new ones.</p>
23.	<b>To receive updates and to note minutes from the following Committees:</b>
a.	<p><b>Broomfield Village Hall Committee</b></p> <p>Minutes were noted and no questions were forthcoming.</p>
b.	<p><b>Civic Amenities Committee</b></p> <p>Minutes were noted and no questions were forthcoming.</p>
c.	<p><b>Communications Committee</b></p> <p>Minutes were noted and no questions were forthcoming.</p>
d.	<p><b>Property &amp; Planning Committee</b></p> <p>Minutes were noted. It was also noted that any queries regarding the accuracy of Committee minutes should be raised at the following Committee Meeting when they will be discussed and approved.</p> <p>The Chairman reported that he had received a response from Councillor Aldridge regarding the setting up of a meeting regarding Broomfield Primary School – it was agreed that Councillors Blake, Smith and Carter attend the meeting – the date to be confirmed.</p>
24.	<p><b>To receive reports from Representatives to outside bodies/charities</b></p> <p>All Members had received report and Councillor Thomson reported that bus fares were in fact going up by 15% over a 5 year period – not 5% which Councillor Aldridge had reported earlier in the meeting.</p> <p>Councillors Daden and Hubble had met with Chelmer Valley High School and students were available to do community work and required any ideas by mid-June.</p>

<b>25.</b>	<b>To receive updates on Broomfield Parish Councillor's responsibilities, if applicable</b> The report was noted.
<b>26.</b>	<b>Correspondence</b>
<b>a.</b>	<b>To note parking enforcement figures for April 2016</b> Noted.
<b>b.</b>	<b>Invitation to Chairman &amp; Members to attend the Annual Civic Service Sunday 12.6.15 3.30pm</b> Noted – no-one is available to attend the Service.
<b>c.</b>	<b>Letter from St Mary's Church requesting permission to hold Pet Service 11.9.16 3pm Church Green</b> It was resolved to grant permission to hold the Pet Service on Church Green.
<b>27.</b>	<b>Any other business for discussion purposes only &amp; referral to next agenda</b> Councillor Tranquada suggested a social get together for Councillors and Staff – this item will be placed on the next agenda for discussion.
	<b>The Chairman thanked Members for attending and closed meeting at 10.05 pm</b>

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