

# BROOMFIELD PARISH COUNCIL

**A meeting of Broomfield Parish Council which was held on Wednesday 18th June 2014 in Broomfield Village Hall, Main Road, Broomfield at 7.30 pm**

<b>Members' Present:</b>	Chairman Councillor Smith Vice Chairman Councillor Garwood Councillors Blake, Carter, Cockram, Jones, Mullender, Steed, Thomson, Tranquada & Wrenn
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<b>Also Present:</b>	3 members of public Councillor Aldridge Councillor Pooley ( <i>joined the meeting at 7.50 pm</i> ) Mrs K Hurrell (Clerk) Mrs W Martin (Deputy Clerk)
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The Chairman thanked Councillor Mullender for donating his painting of Angel Green which was on display and will be hung in the Parish Office.

**Public Question Time:**

Chris Gardiner – requested formal approval to approach the Police to increase the number of places to five for use of the community speed watch; the Parish Council agreed for CG to approach the Police. The Police are suggesting a Trucam (laser photographic speed device) be installed in the Village – a fixed installation which is controlled by the Police – the Parish Council agreed that the Police be approached to find out more about the criteria and then a decision will be made.

<b>58.</b>	<b>Apologies for absence</b> No apologies were received.
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<b>59.</b>	<b>Declarations of Interest</b> No declarations of interest were made.
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<b>60.</b>	<b>To approve minutes of Broomfield Parish Council Meetings:</b>
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<b>a.</b>	<b>Broomfield Parish Council Meeting 21<sup>st</sup> May 2014</b> It was resolved that the minutes were factually correct and were duly signed by the Chairman.
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<b>61.</b>	<b>To co-opt new Councillors (if applicable)</b> Wendy Daden attended the meeting and showed interest in becoming a Councillor, hoping to be co-opted at the next meeting.
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<b>62.</b>	<b>Essex Police</b>
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<b>a.</b>	<b>To receive report to include incidents since the last meeting</b> No Police Officers were able to attend the meeting but a verbal report had been received advising that millennium burglaries were increasing in the Avenues and in the Melbourne area.
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<b>b.</b>	<b>Report of graffiti on Court Road Bus Shelter</b> The Clerk reported graffiti had been written on the bus shelter; she had liaised with the Police and the School and was meeting the offenders tomorrow (Thursday) to supply graffiti wipes to remove the offending words.
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<b>63.</b>	<b>Receive report from County Councillor Aldridge for items not on agenda</b> Councillor Aldridge reported that Essex County Council meetings are now open to the public and questions can be asked by members of the public - a time limit will be in force. Tour de France is taking place on 7 <sup>th</sup> July and crossing the route will not be possible Flood relief – reports have been produced for Chelmsford for affected areas - Broomfield has not been mentioned as it is not affected by flooding. Village Greens – new legislation that Parish Councils can register land as Village Green – the Parish Council may need to look into this, if applicable. The Clerk advised that a Community Public Access Defibrillator Package cost £1,945 + VAT from East of England Ambulance Service – there is a certain criteria to be adhered to and the
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	<p>distance from the local Accident and Emergency Department determines whether a Village is eligible or not.</p> <p>Market Square inside the County Hall has now been renamed Remembrance Square The Chairman thanked Councillor Aldridge for bringing these items to our attention.</p>				
64.	<p><b>Receive report from City Councillors for items not on agenda</b></p> <p>Councillor Pooley apologised for being late</p> <p>He was pleased that Essex County Council are opening up their meetings to the public.</p> <p>He advised that future development of land after 2021 in Chelmsford City is beginning to be discussed by the City Planners - Broomfield will definitely be affected and Councillor Blake will be keeping an eye on developments. The Chairman thanked Councillor Pooley for bringing this to our attention.</p>				
65.	<p><b>Financial Matters</b></p>				
a.	<p><b>To receive Financial Reports and to approve Bank Reconciliations for Broomfield Parish Council &amp; Broomfield Village Hall Charity Accounts against Bank Statements</b></p> <p>It was resolved to approve the Financial Report for April which shows the following balances as at 30<sup>th</sup> May 2014:</p> <table> <tr> <td>Current Account:</td> <td>£66,908.11</td> </tr> <tr> <td>NSB Earmarked Reserve A/C</td> <td>£141,147.32</td> </tr> </table>	Current Account:	£66,908.11	NSB Earmarked Reserve A/C	£141,147.32
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b.	<p><b>To approve/ratify invoices/bill payments/direct debits/standing orders for payment up until date of meeting</b></p> <p>It was resolved to approve/ratify the invoices, bill payments and direct debits until 18<sup>th</sup> June 2014 totalling £16,333.83 (<i>see attached</i>)</p>				
c.	<p><b>To approve transfers to/from NSB Earmarked Reserve Account:</b></p> <p><b>Transfer £23,528 to Earmarked Reserve (PWB Loan Repayments) from General Fund</b></p> <p>Agreed to transfer the leftover sum from the PWB Loan of £23,528 to PWB Loan Repayments Reserve.</p> <p><b>Transfer £33,456.66 from Earmarked Reserve (PWB Loan Repayments) to cover 2 x PWB Loan Repayments</b></p> <p>These amounts are direct debited from the Current Account and a transfer is required from the NSB Account to reimburse the Current Account.</p> <p><b>Transfer £7,405.48 from Earmarked Reserve (S106 &amp; Playground Equipment) for Angel Meadow Play Area replacement fencing</b></p> <p>It was agreed to carry out the transfer to Current Account to pay for the fencing.</p> <p>All Members agreed to approve the transfers as detailed.</p>				
d.	<p><b>To adopt revised Financial Regulations</b></p> <p>Councillor Cockram and Garwood met with the Clerk to peruse the new Financial Regulations. There are many alterations required and new practices to be undertaken – it was agreed a further meeting will be required to finalise the Regulations together with a look at the Financial Risk Assessment and Management Policy and this matter was deferred to the next meeting.</p> <p><b>ACTION: Clerk to look at Risk Assessment &amp; Management Policy and arrange another meeting with GC &amp; GG &amp; Financial Regulations to be circulated to all Councillors</b></p>				
e.	<p><b>Request received from Broomfield Village Hall Charity to fund the re-siting of the Kickwall, architects drawings and submission of plans cost £2,000 – to discuss &amp; approve expenditure (if applicable) &amp; from which budget</b></p> <p>Further consideration of a new location was discussed and it was agreed to delay the re-siting of the Kickwall at the present time. A decision for requesting funds will be made at a future date when the location had been agreed upon with Broomfield Village Hall Charity and the Parish Council following further review by the Strategy – Future Facilities Group to review the overall</p>				

	<p>picture.</p> <p>It is recorded that the Parish Council are not happy with its present location and safety issues. MUGA court is being opened to the public between 2-5 pm during the Summer months which could reduce the use of the Kickwall.</p>
<b>66.</b>	<b>Property &amp; Planning Matters to include:</b>
<b>a.</b>	<p><b>To adopt Terms of Reference</b></p> <p>It was agreed to adopt the Terms of Reference with a slight amendment to the Broomfield Village Hall Charity.</p>
<b>b.</b>	<p><b>To note Planning Minutes &amp; receive brief report from Planning Committee Chairman</b></p> <p>The Minutes were perused by Members.</p> <p>Village Gateways – confirmation has been received from Local Highways Panel that funding of £5000 had been secured to install both gateways and hopefully the sum promised will be adequate to cover the design and installation. Designs will be considered in due course. Councillor Tranquada suggested that the Village sign (which is being stored in the barn) could be used for the Patching Hall Lane entrance to the Village.</p> <p>Parking around hospital site - Councillors Cockram and Blake together with the Clerk met with Colin Barford, Essex Parking Partnership and had received useful information regarding parking restrictions. Chelmsford City Council will be reviewing the parking in December and they will be writing to all the residents obtaining their views on parking restrictions. The Parish Council will be copied into any correspondence for consideration.</p>
<b>67.</b>	<b>Civic Amenities Matters (including Allotment Site) to include:</b>
<b>a.</b>	<p><b>To adopt Terms of Reference</b></p> <p>It was approved to adopt the Terms of Reference with slight amendments to delegated powers to include Allotments; Centenary Wood; Play Area; Five Greens and Angel Meadow specifically.</p> <p>The suggested change of the name will be referred back to the Committee.</p>
<b>b.</b>	<p><b>To note Civic Amenities Minutes &amp; receive brief report from Civic Amenities Chairman</b></p> <p>Centenary Wood - The Chairman recorded his thanks to Roger Cole for his survey and work to the trees in the Wood recently.</p> <p>P3 Scalpings had been placed on footpath 17 including sleepers and hand rails.</p> <p>5 Greens Walk - Sunday 20<sup>th</sup> July 2014 in conjunction with the Village Footpath Society and U3A – all welcome.</p> <p>Allotments – thanks to Councillor Mullender for clearing brambles on the site – two allotment holders had recently been written to concerning the upkeep of their plots.</p> <p>Play Area - thanks to Stuart Jones for the re-painting work he is carrying out on the Angel Meadow Play Area equipment which has been noted by many residents. The new fence and gates had been installed.</p>
<b>c.</b>	<p><b>Community Litter Pick – Volunteers required Thursday 19<sup>th</sup> June 10 – 1pm</b></p> <p>Volunteers were required to help with the litter pick on Thursday and were asked to meet at 10 am outside Chelmer Valley High School together with students from the School. The problem of litter in the ditch in the alleyway next to the School was discussed and it was suggested that perhaps the ditch is pipe and filled in. This will be discussed further at Civic Amenities Meeting.</p>
<b>68.</b>	<b>Personnel Committee</b>
<b>a.</b>	<p><b>To approve Minutes (if appropriate)</b></p> <p>No meeting has been convened.</p>

<b>69.</b>	<b>Broomfield Village Hall Charity Management Committee to include:</b>
<b>a.</b>	<b>To receive Minutes, Financial Report &amp; Chairman's Report</b> A potential closure meeting had recently been held with contractors and an extension to the warranty from Blue Flame for the heating had been agreed to May next year with a complete service in October. A full inspection of the building and snagging list was compiled which will be actioned. A successful family disco was held last Friday with 130 attending and funds raised.
<b>70.</b>	<b>To receive report from Working Parties (if any)</b> <b>Broomfield Communications/Village &amp; Community Events/VDS &amp; Parish Plan Action/Parish Council Strategy – Future Facilities</b> The Chairman thanked Councillor Carter for a very detailed report which he had produced giving various options for the new website and emails, etc. Various suggestions will be discussed at the Communications Working Party – date to be arranged by Councillor Carter. Councillor Blake had circulated a paper requesting dates and times when everyone could attend a Parish Council Strategy Meeting – a regular date will be circulated by Councillor Blake.
<b>a.</b>	<b>Names of Working Parties to be confirmed</b> Please see list attached.
<b>b.</b>	<b>Broomfield Times – Cllr Garwood meeting with Editor</b> The Chairman thanked Selina Matthews (Editor) for her hard work and for attending the meeting. It was explained that feature articles need to be written by volunteers for each issue. Ideas from younger people to contribute articles will be encouraged to give their views on the Village/facilities. Councillor Garwood will approach new residents on the new Patching Hall Lane development.
<b>71.</b>	<b>To receive report from Representatives to outside bodies/charities (Woollard's Charity/Passenger Transport/Emergency Planning/Broomfield Hospital Liaison/Parish Paths Partnership/Chelmsford Community Forum</b> Councillor Thomson had produced a report on the recent Passenger Transport Meeting which Councillors had perused. Concern was expressed about the continuing lack of real time information and poor performance on the 42 route.
<b>a.</b>	<b>Hospital Liaison Meeting 17.6.14</b> Councillors Blake, Smith and Garwood had a useful meeting with Chief Executive of the Hospital. An Open Day is taking place on 9 <sup>th</sup> August at the hospital – all welcome. Inclusion of the Hospital into the Park and Ride is being considered at present. Formal minutes will be produced and circulated in due course.
<b>72.</b>	<b>To receive reports from Councillors re areas of responsibilities for specific interest:</b>
<b>a.</b>	<b>School Age Children – Cllr Carter</b> Contact has been made with Mrs Shelley at Broomfield Primary School and details of the receiver of the Centenary Cup will be finalised.
<b>b.</b>	<b>Under 5 Contact – Cllr Smith</b> Contact will be made with the new nursery facility in Main Road when it opens.
<b>c.</b>	<b>Elderly/Care Homes – Cllr Garwood</b> No contact has been made yet.
<b>d.</b>	<b>Football/Cricket/Police – Cllr Garwood</b> Contact with Cricket Club has been made and observation of training will be undertaken and reported in Broomfield Times.
<b>e.</b>	<b>Library – Cllr Carter</b> The Library would like to link into our new website and have a blog to update.

f.	<b>History &amp; Heritage – Cllr Blake</b> An outing had been arranged for Saturday to view a Roman Villa in Dunmow. Field walking will hopefully be arranged with Mr Stacey on his land shortly.
g.	<b>Public Houses – Cllrs Carter &amp; Thomson</b> Beer Festival for Broomfield Hospital will be on 5 <sup>th</sup> July at The Angel. The King's Arms Publican was making initial enquiries regarding the placement of tables and chairs on Church Green – the Parish Council would not allow this.
h.	<b>Roads &amp; Paths – Cllr Wrenn</b> The path and displaced kirbstones had been repaired in Erick Avenue.
i.	<b>Publications Co-ordinator – Cllr Thomson</b> Money had been collected from Cartridge World for on-going sales of Country Stile.
73.	<b>Risk Assessments undertaken since last meeting – note, if any</b> No risks were identified since the lase
74.	<b>Correspondence Received – if any</b> An amendment to the Definitive Map for Footpath 5 next to Scravels, Hollow Lane had been received – any representations must be received by 8 <sup>th</sup> August 2014. An email had been received regarding installation of new bus shelters – the Clerk will respond accordingly.
75.	<b>To receive items for information:</b>
a.	<b>To receive parking enforcement figures for May 2014</b> Noted.
b.	<b>To note Village Coffee Morning – first Wednesday of each month – Broomfield Village Hall</b> Councillors were encouraged to attend to meet with parishioners.
c.	<b>To consider use of sirens along Main Road</b> This was mentioned at the Hospital Liaison meeting by Councillor Smith who advised that attendance to Accident and Emergency Department had increased by 20%. <b>ACTION: The Chairman to draft a letter to Ambulance Service to enquire of the criteria for using sirens along Main Road</b>
d.	<b>To note the fire damage to Broomfield Football Club</b> This unfortunate event was noted. A letter of sympathy will be sent to the Club. <b>ACTION: Letter to be sent</b>
e.	<b>To note new bus shelter to be installed on Main Road (outside The Angel) funded by Local Highways Panel</b> It was noted that a grant had been awarded and the new shelter will be in place within 6 weeks.
76.	<b>Any other business for discussion purposes only &amp; referral to next agenda</b> Bus shelters – Councillors to look at possible sites and future funding.
	<i>The Chairman thanked Members for attending and closed the meeting on 10.25 pm</i>

