

## BROOMFIELD PARISH COUNCIL

A meeting of Broomfield Parish Council was held on Wednesday 19<sup>th</sup> November 2014 in Broomfield Village Hall, Main Road, Broomfield at 7.30 pm

<b>Members' Present:</b>	Chairman Councillor Smith Vice Chairman Councillor Garwood Councillors Carter, Daden, Jones, Steed, Thomson & Tranquada
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<b>Also Present:</b>	Mrs K Hurrell (Clerk) Mrs W Martin (Deputy Clerk) County Councillor Aldridge & 1 Member of Public
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**Public Question Time:** No questions were forthcoming

<b>243.</b>	<b>Apologies for absence</b> Apologies were received from Councillor Blake, Cockram, Mullender and Wrenn
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<b>244.</b>	<b>Declarations of Interest &amp; receive any Dispensation requests</b> Councillors Smith, Garwood, Jones, Steed and Tranquada had previously been granted a dispensation from the Clerk (Minute number 328 a) 2013) to enable them to participate in debates and vote on the setting of the Parish Precept. However, Councillors Carter and Daden had not previously been given a dispensation. Therefore, the Councillor's Request for Dispensation Form was given to these two Councillors and duly completed and signed by the Clerk. The Clerk will forward copies to Chelmsford City Council for their attention.
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<b>245.</b>	<b>To approve minutes of Broomfield Parish Council Meetings:</b>
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<b>a.</b>	<b>Broomfield Parish Council Meeting 15<sup>th</sup> October 2014 (taken as read)</b> It was resolved that the minutes were factually correct and were duly signed by the Chairman.
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<b>b.</b>	<b>Finance &amp; General Purposes Meeting 14<sup>th</sup> November 2014 (taken as read)</b> It was resolved that the minutes were factually correct and were duly signed by the Chairman
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<b>246.</b>	<p><b>To discuss time management at Parish Council Meetings</b> Councillor Daden had brought the issue of time management to the attention of the meeting. The Clerk had discussed this with the Chairman and they had agreed on the revised agenda for tonight's meeting. The Clerk had also circulated a paper on suggestions to reduce the time of the meeting – the main topic was for all Councillors to read the minutes and any reports before the meeting commenced so that these could be taken as read with only pertinent questions being raised. The Clerk advised that Committee Meetings also take place each month for Planning, Civic Amenities and Broomfield Village Hall Charity and any Councillors can attend any of these meetings to gain further information if required. A time limit of two hours was discussed but it was not agreed to alter our Standing Orders to strictly adhere to this although effort would be made for meetings to take place within a two hour period. The Clerk had suggested that full Parish Council Meetings take place bi-monthly but it was agreed that monthly meetings would still take place. The Chairman and Clerk together with Councillor Blake will discuss how to incorporate Parish Council Strategy and Future Facilities discussions onto the agenda. This will enable all Councillors to be present to discuss these very important issues for the future of the Parish.</p> <p>All Councillors agreed that this matter needed to be addressed and were pleased with the revised agenda and will provide further suggestions for future agendas.</p> <p>The Clerk will provide information for the next issue of Broomfield Times advising parishioners of the various Committee Meetings that the Parish Council hold and invite them to attend these as well as full Council Meetings.</p>
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247.	<p><b>Receive report from County Councillor Aldridge for items not on agenda</b></p> <p>Councillor Aldridge reported on the following:</p> <p>Snow clearance - snow patrols should be put in place and advice to home owners that they can clear the snow away from outside their house without the fear of being prosecuted will be put into the next issue of Broomfield Times.</p> <p>Copperfield Road/Hollow Lane Developments – he had expressed his concern that the two separate developments were not being looked at as a ‘whole’ new development by planners. The Chairman advised that Broomfield and Chignal Parish Councils together with Newland Springs Residents Association had submitted a ‘Statement of Common Ground’ to the Planning Authority expressing this view.</p> <p>Drainage – Councillor Aldridge will make enquiries into recent problems with the new drainage system on the Patching Hall Lane site and report back. He was made aware of the Parish Council’s concern on the need for a complete overview of surface water drainage in the Parish.</p>												
248.	<p><b>Receive report from City Councillors for items not on agenda</b></p> <p>No City Councillors were present at the meeting.</p>												
249.	<p><b>Financial Matters</b></p>												
a.	<p><b>To approve Financial Reports &amp; Bank Reconciliations for Broomfield Parish Council &amp; Broomfield Village Hall Charity Accounts against relevant Bank Statements</b></p> <p>Councillor Cockram had verified the Financial Reports which shows the following balances as at 31<sup>st</sup> October 2014:</p> <table border="1" data-bbox="183 929 1420 1131"> <tr> <td>Broomfield PC</td> <td>Current Account Balance</td> <td>£83,595.71</td> </tr> <tr> <td></td> <td>NSB Earmarked Reserves</td> <td>£123,81318</td> </tr> <tr> <td>Broomfield Village Hall</td> <td>Current Account Balance</td> <td>£10,82.12</td> </tr> <tr> <td></td> <td>Deposit Account Balance</td> <td>£2,250.17</td> </tr> </table> <p>Councillor Cockram had duly signed the Reports.</p>	Broomfield PC	Current Account Balance	£83,595.71		NSB Earmarked Reserves	£123,81318	Broomfield Village Hall	Current Account Balance	£10,82.12		Deposit Account Balance	£2,250.17
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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 19<sup>th</sup> November 2014 totalling £11,305.25</p>												
c.	<p><b>Request for ‘crowd funder’ for production of book re local sculptor Huxley-Jones</b></p> <p>This request was considered and it was agreed that further information regarding the project should be sought and other granting bodies be suggested.</p> <p><b>ACTION: RS/Clerk to reply to Andrew Latham</b></p>												
d.	<p><b>To approve Precept for 2015/16</b></p> <p>The Financial and General Purposes Committee had met and submitted their recommendations for the setting of the budgets for the Precept. An increase in budgets for tree pollarding and general maintenance; stationery costs, subscriptions; training for new and existing Councillors; Play in the Park activities and an increase in grant requests from 1<sup>st</sup> Broomfield Scouts and St Mary’s Church were agreed. It was also agreed to budget £10,036 into General Reserves and increase Earmarked Reserves by £4,500 for the Standpipe Replacement, Tree Maintenance and Village Hall Car Park Reserves.</p> <p>It was proposed by Councillor Garwood and seconded by Councillor Tranquada that a Precept of £110,800 be set for 2015/2016. This was agreed by all Members and it was resolved to Precept £110,800 which is an increase of 1.97% on the current year’s Precept of £108,650. (see attached Precept Calculation Sheet)</p> <p><b>ACTION: Clerk to submit formal Precept Form to Chelmsford City Council</b></p>												

<b>250.</b>	<b>Property &amp; Planning Matters to include:</b>
<b>a.</b>	<b>To note Minutes (taken as read)</b> The Minutes were previously circulated to Members and duly noted.
<b>b.</b>	<b>Consultation for Employment Land Review (ELR) Draft see</b> <a href="http://www.chelmsford.gov.uk/ELR">http://www.chelmsford.gov.uk/ELR</a> Councillor Blake will forward the Parish Council's proposed response to all Planning Committee Members for comment.
<b>c.</b>	<b>To note Government consultation on Planning and Travellers to 23.11.14 please see:</b> <a href="https://www.gov.uk/government/consultations/planning-and-travellers-proposed-changes-to-planning-policy-and-guidance">https://www.gov.uk/government/consultations/planning-and-travellers-proposed-changes-to-planning-policy-and-guidance</a> Councillor Blake will forward the Parish Council's proposed response to all Planning Committee Members for comment
<b>251.</b>	<b>Civic Amenities Matters (including Allotment Site) to include:</b>
<b>a.</b>	<b>To note Minutes (taken as read)</b> The Minutes were previously circulated to Members and duly noted. Councillor Tranquada had also circulated a brief bullet point report for Members which was appreciated.
<b>252.</b>	<b>Broomfield Village Hall Charity Management Committee to include:</b>
<b>a.</b>	<b>To note Minutes (taken as read)</b> The Minutes were previously circulated to Members and duly noted. Councillor Jones reported he would also normally circulate a brief bullet point report but due to his holiday he had not had time to do this. He reported on fund-raising activities and encouraged all Members to support these activities.
<b>253.</b>	<b>Personnel Committee Matters</b>
<b>a.</b>	<b>Update re services of an Accounts Assistant</b> Councillor Garwood reported that Janet Mills will be commencing her duties to help the Clerk next week.
<b>254.</b>	<b>To receive report from Working Parties (if any)</b>
<b>a.</b>	<b>To note minutes from Parish Council Strategy &amp; Future Facilities Meeting (taken as read)</b> The Minutes were previously circulated to Members and duly noted. Councillor Garwood reported the sale of Little Bishop's Field was progressing and exchange of contracts was awaited – he was unable to advise who the purchaser was at this stage. Councillor Tranquada had been requested to collate a list of facilities required in the Parish and circulated his list. Councillors were requested to study the list and provide comments and suggestions to Councillor Tranquada for the next Parish Council Meeting. Councillor Thomson will also clarify criteria and provide a list of Community Assets to be considered at the next Parish Council Meeting. <b>ACTION: All Councillors to peruse Councillor Tranquada's document and provide comments/suggestions</b> <b>Councillors to suggest assets for the Community Assets Register to Councillor Thomson</b>
<b>255.</b>	<b>Village Feedback i.e. liaison with Schools, Police, Parishioners etc.</b> Councillor Smith had met the new owners of the childcare provision next to the Methodist Church – it was reported it was well attended and parking was not an issue. Councillor Thomson advised of changes to the bus services through Broomfield. Councillor Carter reported that he was meeting with the Head Teacher of Chelmer Valley High School next week.

256.	<p><b>To receive reports from Representatives to outside bodies/charities (taken as read)</b>  Councillor Thomson had provided a report on the recent Transport Representatives Meeting she had attended.</p> <p>The Chairman reported on a meeting with Chelmsford City Council's Keith Nicholson (Director of Public Places) and Paul Van Damme (Parks &amp; Green Spaces Manager) to review current public open spaces and also to discuss the possibility of providing additional facilities on land currently owned by them at the rear of Church Avenue/St Marys Church. They will conduct a feasibility study and make enquiries to local land owners to see if a purchase could be made to enlarge the area. They will also provide details of a long term lease to Broomfield Parish Council.</p>
257.	<p><b>Correspondence</b></p>
a.	<p><b>To note parking enforcement figures for October 2014</b>  These were duly noted.</p>
b.	<p><b>Letter to Police Authority re Neighbourhood Action Panel Meetings</b>  The Chairman had sent a letter to Nick Allston the Police and Crime Commissioner regarding lack of liaison with local Police including the abolishment of Neighbourhood Action Panel Meetings – a response was awaited.</p>
c.	<p><b>To receive any further correspondence/items for attention</b>  A letter had been received from Mr Cole bringing the Parish Council's attention to the possible closure of the Springfield Medical Drop In Centre and the possible affect it could have on increased traffic in the Village should the facility be moved to Broomfield Hospital site. The Chairman advised she had attended the consultation event but the Parish Council had not submitted comments on the consultation.  <b>ACTION: A reply will be sent to Mr Cole</b></p>
d.	<p><b>Notification of AGM of Assoc, of Chelmsford District Parish Councils 1.12.14 7.30 pm  Champions Hall, South Woodham Ferrers</b>  The Clerk will attend this meeting.</p>
258.	<p><b>Any other business for discussion purposes only &amp; referral to next agenda</b>  Councillor Carter will bring a presentation of the new website to the next Parish Council Meeting.  A Communications Committee Meeting will be held on 11<sup>th</sup> December and proposals for the Broomfield Times production will be brought to the next Parish Council Meeting.  Discussions on the Annual Parish Meeting format will be discussed.</p>
	<p><i>The Chairman thanked Members for attending and closed the meeting at 9.10 p.m.</i></p>