

BROOMFIELD PARISH COUNCIL

A meeting of Broomfield Parish Council was held on Wednesday 19th February 2014 in Broomfield Village Hall, Main Road, Broomfield at 7.30 pm

Members' Present: Chairman Councillor Smith Vice Chairman Councillor Garwood
Councillors Blake, Jones, Steed, Thomson, Tranquada & Wrenn

Also Present: Councillors Aldridge & Pooley
Mrs K Hurrell (Clerk) & Mrs W Martin (Deputy Clerk)
3 members of public

Public Question Time: Three potential Parish Councillors introduced themselves and explained why they would like to become Councillors. The Chairman thanked them for their interest and invited them to attend the meeting in order to establish whether they would still be able to commit to the duties and interests of the Parish Council and if so, invited them to attend the next meeting so they can be co-opted onto the Council.

380. Apologies for absence
Apologies were received from Councillor Cockram.

381. Declarations of Interest
Councillor Blake declared a non-pecuniary interest in minute number 387 (c).

382. To approve minutes of Broomfield Parish Council Meetings:

a. Broomfield Parish Council Meeting 15th January 2013
It was resolved that the Minutes were a true record of the meeting and were duly signed by the Chairman.

383. To co-opt new Councillor (if applicable)
The Chairman invited potential new Councillors to attend the next meeting.

384. Essex Police

a. To receive report to include incidents since the last meeting
PCSO Calleja had sent her apologies as she had been called to attend a serious incident but had provided a written report advising that there had been the following incidents since the last meeting:
Nuisance youths in Woodlands Way
Theft of motorbike – Main Road
Burglary in an outbuilding in Main Road
Burglary to a house in Main Road

b. Report on meeting regarding Neighbourhood Action Panel (NAP)
The Chairman and Mr Chris Gardiner had attended a meeting with the Chief Inspector and PC Williams on 16th January 2014 and it was agreed to hold NAP meetings again. The first meeting will be on 10th April and will be advertised in the next issue of Broomfield Times.

385. Receive report from County Councillor Aldridge for items not on agenda
Councillor Aldridge reported on the following items:
Tour de France – advised that many roads along the route will be closed from very early on the day of the race which may cause problems for commuters
ECC Budget – the planned budget increase has been dropped and a freeze grant was obtained.
Stile on Footpath 16 – the landowner will be fixing this stile
Care Bill – will receive Royal Assent in May - this is a very complex Bill and Councillor Aldridge will provide information separately if required

386.	<p>Receive report from City Councillors for items not on agenda</p> <p>Councillor Pooley reported on the following items:</p> <p>New primary school and GP surgery – he had been liaising with CCC Planning Department regarding these two proposals but there are no answers at present to whether they will be built and discussions are ongoing</p> <p>Planning Policies – the Parish Council should have more input into applications for development outside the Village Envelope in future</p>
387.	<p>Financial Matters</p>
a.	<p>To receive Financial Report for January 2014</p> <p>It was resolved to approve the Financial Report for January which shows the following balances as at 31st January 2014:</p> <p>Current Account £37,628.30</p> <p>NSB Earmarked A/C £139,397.32</p> <p>The total expenditure for January was £7,299.58 and income received of £2,709.66.</p>
b.	<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 19th February 2014 totalling £5,326.76.</p>
c.	<p>Acceptance of computer maintenance contract with Ghost Enterprises Company</p> <p><i>Councillor Blake declared a non-pecuniary interest in the following item:</i></p> <p>It was agreed to accept a new computer maintenance contract on an hourly basis.</p>
388.	<p>Property & Planning Matters to include:</p>
a.	<p>To receive report from Planning Committee Meeting 5th February 2014 & further reports as necessary</p> <p>A report detailing the planning application decisions made at the last meeting was noted. Councillor Blake reported on the following:</p> <p>Hollow Lane residents: residents had been invited to a coffee morning hosted by the Parish Council to gauge their reaction to the proposed Copperfield Road development and the impact of traffic on Hollow Lane. The residents advised the Parish Council that they would like Hollow Lane to be closed at the western end to stop Hollow Lane becoming an access road and rat run through to School Lane. Councillor Blake will liaise with ECC Highways to advise that the Parish Council support the views of the residents and wish to see Hollow Lane closed to traffic at the western end.</p> <p>Meeting with Cllr Bass: Councillors Blake and Smith attended a meeting with County Councillors Bass and Aldridge regarding many traffic issues concerning Broomfield. Topics covered were the lack of another access road to the proposed Hospital Approach development; use of park and ride facility for Broomfield Hospital; Hollow Lane access to new Copperfield Road development – Councillor Bass agreed that an access road should be put through the green space into Newlands Spring development; confirmation that there will be a traffic study of North East Chelmsford after the City Centre traffic study had been completed; A Highways Officer Chris Robinson has been assigned to assist the Parish Council with their plans for traffic reduction through Broomfield i.e. new Village gateways.</p> <p>J's Hospice: Councillor Blake had held an informal meeting with Hospice and local landowner and other sites were now being considered.</p>
389.	<p>Civic Amenities Matters (including Allotment Site) to include:</p>
a.	<p>To receive report from Chairman</p> <p>Report had been circulated to Members covering the following items:</p> <p>Centenary Wood</p> <p>The working group have topped up the wood chippings around the benches in the wood to keep</p>

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those areas mud free. Hazel shrubs has been coppiced this year as part of the maintenance plan. The lawn area in front of the benches was weeded. Bramble plants have been dug out of areas where we do not want them and have been replanted around the edges of the wood to help form an effective boundary.

Parish Pathways Partnership (P3)

The latest P3 walks have taken the following routes: (1) through the Hospital grounds, through Pudding Wood towards Partridge Green before bringing us back through Shapley Wood and then (2) along the permissive path by Mill Lane towards Newland Grove where we plan to help put in some new way-marker posts to specify the new path by this nature reserve. We have spoken to the County Council Public Pathways group about the need for ‘scalpings’ to be placed on the muddy pinch point at the lower end of Angel Meadow. The first request for these was made during the summer and we have been told that the request is in the system and is down to be completed some time in the future.

5 Greens

The 5 Greens Walk this year will (hopefully) involve our friends from the Village Footpath Society and U3A. The date for this year’s annual walk will be Sunday 20th July leaving the Village Hall car park at 2:30pm. The walk should take a leisurely 2½ hours.

Allotments

A number of small disputes have been settled with some tenants and new tenancy agreements have been issued. There are still some ½ plots available. The chain across the grassed roadway to the top of the allotment site will now be kept locked during the wet winter months.

Play-area

It has been agreed to replace the wooden fence around the children’s play area, which was proving costly to maintain, with a long lasting metal one.

Dog fouling

This remains a problem in the recreation ground and data has been collected. The Clerk has spoken to Public Health Officer and information will be placed into the next issue of Broomfield Times. The Dog Wardens have been requested to call to visit the site.

Civic Amenities/Village Hall Charity – Outdoor Gym Equipment

A visit was made to three sites where outdoor exercise/gym equipment had been installed. The ‘Patching Hall Lane site’ has equipment from the ‘Outdoor Gym Equipment’ company, the ‘Writtle site’ has equipment from the Wicksteed Company and the ‘Abridge site’ has equipment from the ‘Fitness First Company’. It was agreed that the preferred supplier will be the Fitness First Company. Grant applications will be made to various bodies including Broomfield Parish Council for approximately £3,000 to cover the delivery and installation of the chosen equipment.

Green Flag Award

The Green Flag had finally been received and was on display and Councillor Smith thanked Councillor Tranquada for all his hard work in achieving this award for Centenary Wood.

b. Confirmation received regarding nil rateable value for storage barn
The Clerk reported that the storage barn had been cleared of stored items for the Broomfield Village Hall Charity and the entry for rateable value had now been deleted.

390. Personnel Committee

a. Employment of Village Attendant – Stuart Jones
Councillor Garwood advised that we had interviewed many strong candidates for this position and Stuart Jones had been the successful candidate who had started work on 10th February 2014. He welcomed Stuart to the Parish Council staff.

b. Adoption of Social Media, Internet & Email Policy
This had been perused by the Chairman and Vice Chairman – it was agreed to adopt the Policy for all its staff who have access to the internet – a copy to be given to each member of staff to be signed and also to each Member for their perusal.
ACTION: Clerk to issue Policy to all members of staff and Councillors

391.	Broomfield Village Hall Charity Management Committee to include:
a.	<p>To receive Minutes, Financial Report, Chairman's Report & update on Broomfield Village Hall redevelopment</p> <p>A report had been circulated to Members advising of the following:</p> <p>Village Hall Bookings – were at a record level and now the halls are virtually full during the week.</p> <p>MUGA - use has greatly increased and is now bringing nearly a £1000 per month in new income.</p> <p>Social Activities - social activities are going well with Stay and Play a real hit and the first coffee morning was very well attended. There will be a dance on Saturday 22nd March with a live band playing There are more activities planned for the rest of the year, details are available from the Office.</p> <p>Contractors - the ongoing saga with contractors continues regarding mechanical and electrical. Negotiations for the warranties to be extended are ongoing.</p> <p>Fitz the Caretaker is now a member of Broomfield Village Hall Charity staff and is a very diligent and helpful member of staff.</p> <p>Councillor Smith thanked Councillor Jones and his team for their hard work.</p>
392.	<p>To receive report from Broomfield Communications Working Party (Website, Facebook & Newsletter)</p> <p>The copy deadline for the next issue of Broomfield Times is 21st February 2014. Hopefully Selina Matthews, Editor will be able to attend the next meeting.</p>
393.	To receive report from Village Events Working Party (when applicable)
a.	<p>Pensioners' Lunch 26th February 2014/supply of beef/receipt of £300 from Broomfield United Charities</p> <p>It was agreed to offer the Butchers free advertising in Broomfield Times in exchange for the beef to be supplied for the Pensioners' Lunch. Help is required on the day to set out tables and assist with serving wine etc.</p> <p>ACTION: Clerk to speak with Butchers.</p>
394.	<p>To receive report from Parish Council Strategy Working Party</p> <p>A meeting had been held on 4th February and a report had been issued. The next meeting will be on 25th March 2014.</p>
395.	To receive reports from Councillors re areas of responsibilities:
a.	School Age Children – Cllr Tranquada – Councillors Tranquada and Smith had attended a useful contact meeting with David Franklin, Head Teacher, Chelmer Valley High School. Litter was one issue which was discussed and action to install new litter bins outside the perimeter fencing of the school are in hand with Chelmsford City Council. The School's attendance with the Parish Cleansing Days was also suggested and will be followed up.
b.	Nursery & Childrens' Centre – Cllr Smith – it was reported that Councillor Smith is unable to attend every monthly Cluster Meeting but will attend when she can.
c.	Elderly/Care Homes – Cllr Garwood - nothing to report.
d.	Football/Cricket/Police – Cllr Garwood – Councillor Garwood had been liaising with the Football Club and the Police recently.
e.	Library/Public Houses – Cllr Thomson – it was reported that Ian Wilson from the King's Arms wishes to become more involved in community activities
f.	History & Heritage – Cllr Blake – A Brumfelda meeting had taken place and the next meeting will be 12 th March. Councillor Blake will put an article into the next edition of Broomfield Times.
g.	Roads & Paths – Cllr Wrenn – the School Lane pavements have been reported.

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396.	<p>To receive report from Representatives to outside bodies/charities (Woollard's Charity/Emergency Planning/Passenger Transport/Broomfield Hospital Liaison Committee</p> <p>The next Passenger Transport Meeting had been cancelled – there were issues with the new number 40 bus and confusion re the new 47 route – Councillor Thomson will place an article in the next Broomfield Times.</p>
397.	<p>Risk Assessments undertaken since last meeting – note, if any</p> <p>Nothing to report.</p>
398.	<p>Correspondence Received – if any</p> <p>No correspondence received.</p>
399.	<p>To receive items for information:</p>
a.	<p>To receive parking enforcement figures for January 2013 – noted.</p>
b.	<p>Play in the Park Bookings for August 2014 – bookings had been made for all Fridays in August to coincide with the Broomfield Village Hall Charity tuck shop. The last Friday will also have the addition of a bouncy castle and slide</p>
c.	<p>Community Coffee Morning in Broomfield Village Hall first Wednesday of the month & attendance of Chelmsford City Council help desk</p> <p>The first morning was well attended and Councillors were invited to attend.</p>
d.	<p>To discuss forthcoming Annual Parish Meeting agenda (20.4.14)</p> <p>It was agreed to have the title of the meeting 'The success of Broomfield Village Hall and report on the new housing developments affecting Broomfield'.</p>
e.	<p>Re-adoption of Emergency Plan</p> <p>Councillor Garwood will re-assess the section on flooding and bring to the March meeting. ACTION: Councillor Garwood to review Plan for re-adoption</p>
21. 400	<p>Any other business for discussion purposes only & referral to next agenda</p> <p>There was no further business to be discussed.</p>
	<p><i>The Chairman thanked Members for attending and closed the meeting at 10.05 p.m.</i></p>

