

## BROOMFIELD PARISH COUNCIL

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

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

**Also Present:** Mrs W Martin (Deputy Clerk), two members of the public, PCSO Karen Calleja and County Councillor Aldridge

**Public Question Time:**

No questions were asked

**410. Apologies for absence**  
Apologies were received from City Councillor Pooley

**411. Declarations of Interest**  
No declarations of interest were received.

**412. To approve minutes of Broomfield Parish Council Meetings:**

**a. Broomfield Parish Council Meeting 19<sup>th</sup> February 2014**  
It was resolved that the Minutes were a true record of the meeting and were duly signed by the Chairman.

**413. To co-opt new Councillors (if applicable)**  
Peter Carter and Ray Mullender were duly co-opted as Broomfield Parish Councillors.

**414. Essex Police**

**a. To receive report to include incidents since the last meeting**  
PCSO Calleja reported on the following incidents since the last meeting:  
Burglary at Broomfield Football Club  
Attempted burglary – Main Road  
Nuisance bikes behind Jubilee Avenue  
Robbery – Court Road

**b. Neighbourhood Action Panel**  
An article had been placed in the latest Broomfield Times requesting attendees for the proposed meeting on 10<sup>th</sup> April 2014 at 7 pm.

**415. Receive report from County Councillor Aldridge for items not on agenda**  
Councillor Aldridge reported on the following:  
Lollypop assistance – there is a possibility that they will no longer be funded  
Broomfield Primary School redevelopment – no further news at the present time  
He had noted the poor lighting at the zebra crossing at Main Road, Erick Avenue junction and suggested that down lighting would be beneficial as at the moment it is extremely dangerous for pedestrians using the crossing. Councillors agreed and it was decided to write to Essex County Council Highways requesting that they consider installing down lights in that area, County Councillor Aldridge will add his support.  
**Action: Clerk to write to Highways requesting that down lighting be installed to the zebra crossing**

**416. Receive report from City Councillors for items not on agenda**  
Councillor Pooley was not at the meeting but had telephoned the Chairman during the afternoon. They had discussed various topic including:  
Review of traffic and the redevelopment of Broomfield Primary School.

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	<p>Councillor Wrenn informed members that Councillor Patient was no longer residing in Roland Close. It was decided to contact the City Council and request his new address as it is published in Broomfield Times.</p> <p><b>Action: Clerk to contact Chelmsford City Council requesting new address for Councillor Patient</b></p>
<b>417.</b>	<b>Financial Matters</b>
<b>a.</b>	<p><b>To receive Financial Report for February 2014</b></p> <p>It was resolved to approve the Financial Report for February which shows the following balances as at 28<sup>th</sup> February 2014:</p> <p>Current Account                      £ 32,400.39  NSB Earmarked Account £139,397.32</p>
<b>b.</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> March 2014 totalling £4645.54</p>
<b>c.</b>	<p><b>To approve virements between Budget Headings/Earmarked Reserves</b></p> <p>Councillor Cockram explained the virements between the budgets and that there was a remaining budget of £23,228 from the Public Works Board Loan and that this should be put in a Public Works Board Loan Reserve Fund – all Councillors were in agreement.</p> <p><b>Action: Clerk to set a new Budget Heading – Public Works Board Loan Reserve Fund</b></p>
<b>418.</b>	<b>Property &amp; Planning Matters to include:</b>
<b>a.</b>	<p><b>To receive report from Planning Committee Meeting 5<sup>th</sup> March 2014 &amp; further reports as necessary</b></p> <p>A report detailing the planning application decisions made at the last meeting was noted. Councillor Blake reported on the following:</p> <p><b>Planning Meetings</b> - A Planning Officer from Chelmsford City Council had been invited to attend the next Planning meeting.</p> <p><b>Days Garage</b> - A planning application for the development at Days Garage will be coming forward in the near future. This should include new premises for the CO-OP with additional parking facilities.</p> <p><b>Neighbourhood Plan</b> – This will be considered in the near future.</p> <p><b>Parking at Mandeville Way</b> - Councillor Cockram informed members that there was an increasing problem with parking at Mandeville Way and the surrounding area which was caused by people parking there to go to Broomfield Hospital. Councillor Blake suggested that this item be placed on the next Planning agenda and he invited Councillor Cockram to attend the meeting.</p> <p><b>Chelmsford City Council Briefing on Parking and Highways</b> – Councillors Garwood and Smith had attended this meeting which they found informative.</p> <p><b>Action: Parking issues in Mandeville Way to be placed on next Planning agenda</b></p>
<b>419.</b>	<b>Civic Amenities Matters (including Allotment Site) to include:</b>
<b>a.</b>	<p><b>To receive report from Chairman</b></p> <p><b>Allotment Site</b> – Trees had been removed from the ditch, water had been put back on and the chain across the path has had a combination lock fitted.</p> <p><b>P3</b> – Shrubs had been cut from footpath 9 and a damaged bridge had been reported in Night Pasture.</p> <p><b>Centenary Wood</b> – The Green Flag had been received and a photograph had been taken with the volunteers and it will be forwarded to the press. Weeding had been carried out in the flower beds and on the lawn.</p>

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	<p><b>Five Greens Walk</b> – This will be taking place on Sunday 20<sup>th</sup> July starting at 2.30pm from the Village Hall car park. Councillor Tranquada suggested that the map of Broomfield showing the footpath numbers and information on the Greens and some of the buildings within the Parish be published in Broomfield Times. This will be considered at a future date.</p> <p><b>Organised Litter Pick</b> – This will take place on the 19<sup>th</sup> June 10am – 1pm with the help of the students from Chelmer Valley High School. They will be clearing the ditch that runs from Chelmer Valley High School towards the Church.</p> <p><b>Outdoor Exercise Equipment</b> – All Councillors had received information on the different types of exercise equipment that would be required. Councillor Tranquada would be applying for grants but if they were not forthcoming then he would possibly fund the equipment from Civic Amenities reserves budget.</p> <p>He pointed out how colourful the bulbs had looked on the various Greens and all Councillors agreed that they had made a great improvement to the Village.</p> <p>The Chairman thanked Councillor Tranquada for all of his hard work.</p>
	<b>Councillor Aldridge joined the meeting at 9pm.</b> - His report is under minute number 415
b.	<p><b>Memorial plaque for Ken Searles</b></p> <p>The Deputy Clerk showed members the plaque that will be sited at the bottom of David Smith field in front of a tree already selected by Mrs Searles.</p>
420.	<p><b>Personnel Committee</b></p> <p>Nothing to report at present.</p>
421.	<b>Broomfield Village Hall Charity Management Committee to include:</b>
a.	<p><b>To receive Minutes, Financial Report, Chairman’s Report &amp; update on Broomfield Village Hall redevelopment</b></p> <p>A report had been circulated to Members advising of the following:</p> <p><b>Village Hall Bookings</b> – the hall was almost booked to maximum capacity although due to the running costs involved with the building there will be a 5% increase in hall prices from July 2014.</p> <p><b>MUGA</b> – Muga is nearing completion with equipment being ordered and an equipment shed nearing delivery.</p> <p><b>Social Activities</b> – Social activities are going well with Stay and Play and the Coffee Morning being a big success. There is also a Summer Fayre planned for early September and various other events such as Bingo and family discos will be taking place throughout the year. The possibility of a quiz night is also being considered.</p> <p><b>Contractors</b> – the ongoing saga with contractors continues regarding mechanical and electrical problems. A request had been made regarding extending the warranty period to cover winter 2014/15.</p> <p>Councillor Jones informed members that he would be exploring the possibility of obtaining 100% rate relief for the Village Hall.</p>
422.	<p><b>To receive report from Broomfield Communications Working Party (Website, Facebook &amp; Newsletter)</b></p> <p>The Deputy Clerk informed members that Broomfield Times will be delivered to the office on 25<sup>th</sup> March to be distributed late that week.</p>
423.	<b>To receive report from Village Events Working Party (when applicable)</b>
a.	<p><b>Report from Pensioners’ Lunch 26<sup>th</sup> February 2014 &amp; setting of date for 2015</b></p> <p>The Pensioners Lunch was a great success with thank you letters being received in the Office. The possibility of holding the event on a Saturday was discussed and it was decided to add this to the April Parish Council agenda. The Chairman thanked Councillors for their attendance.</p>
424.	<b>To receive report from Parish Council Strategy Working Party</b>

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a.	<b>Little Bishop's Field</b> A meeting to discuss Little Bishop's Field will be held on Tuesday 25 <sup>th</sup> March in the Parish Office - all Councillors are welcome.
<b>425.</b>	<b>To receive reports from Councillors re areas of responsibilities:</b>
a.	<b>School Age Children – Cllr Tranquada</b> Councillor Tranquada thought that that the litter pick would be good for building a relationship between the Parish Council and Chelmer Valley High School.
b.	<b>Nursery &amp; Childrens' Centre – Cllr Smith</b> - nothing to report
c.	<b>Elderly/Care Homes – Cllr Garwood</b> – nothing to report
d.	<b>Football/Cricket/Police – Cllr Garwood</b> – Councillors Garwood and Smith had received an invitation to join the Football Club at their 35 <sup>th</sup> anniversary of the football club's German Exchange, both Councillors will attend.
e.	<b>Library/Public Houses – Cllr Thomson</b> - both public houses had been visited and were said to be doing well.
f.	<b>History &amp; Heritage – Cllr Blake</b> – Brumfelda, an article will appear in the next edition of Broomfield Times and there will be an outing to visit a Roman villa and museum at Gestingthorpe. It was suggested that older residents in Broomfield record their memories so that they are available fore future generations. Councillor Blake will make enquiries.
g.	<b>Roads &amp; Paths – Cllr Wrenn</b> – more kerb defects had been reported.
<b>426.</b>	<b>To receive report from Representatives to outside bodies/charities (Woollard's Charity/Emergency Planning/Passenger Transport/Broomfield Hospital Liaison Committee</b>
a.	<b>Chelmsford City Council briefing on Parking &amp; Highways</b> This item had been reported on minute number 418a.
<b>427.</b>	<b>Risk Assessments undertaken since last meeting – note, if any</b> Nothing to report.
<b>428.</b>	<b>Correspondence Received – if any</b>
a.	<b>Chelmsford City Council – Control of Street Trading</b> - Noted
b.	<b>Request received from St Marys to hold events – May Fayre 17.5.14 &amp; Songs of Praise 6.7.14 &amp; enquiry whether BPC require a stall</b> - All Councillors agreed that the May Fayre and Songs of Praise be held on Church Green. Councillor Thomson will let the Deputy Clerk know if she is available to run a stall at the May Fayre on behalf of the Parish Council. <b>Action: Deputy Clerk will email the vicar and let her know</b>
c.	<b>Peace Exhibition 22.3.14</b> - Noted
<b>429.</b>	<b>To receive items for information:</b>
a.	<b>To receive parking enforcement figures for February 2013</b> Noted.
b.	<b>To discuss forthcoming Annual Parish Meeting agenda (30.4.14)</b> Broomfield Village Hall and Planning developments will be the main focus at the meeting. Councillor Jones will liaise with Kathryn Cameron (Secretary of Broomfield Village Hall) and Councillor Blake will report on Planning issues within the village. Councillors Tranquada, Garwood, Cockram and Smith will also be reporting at the meeting.
c.	<b>Re-adoption of Emergency Plan</b> This item will be placed on the April Parish Council agenda. <b>Action: Councillor Garwood to review Plan for re-adoption</b>
<b>430.</b>	<b>Any other business for discussion purposes only &amp; referral to next agenda</b>

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	<p><b>Primary School Places in Chelmsford – Proposals to increase provision from September 2015</b>          – All Councillors had received the information and were reminded that the date for responding was the 10<sup>th</sup> April.</p>
	<p><b>Footpath 23 – (Temporary Prohibition of Use) Order 2014</b>          Essex County Council will temporarily close the length of Footpath 23 from its junction with Berwick Avenue, west to its junction with Patching Hall Lane. The closure is scheduled to commence on 31<sup>st</sup> March 2014 for 10 weeks.</p>
	<p><i>The Chairman thanked Members for attending and closed the meeting at 10.35pm</i></p>

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