

## BROOMFIELD PARISH COUNCIL

The Annual Council Meeting of Broomfield Parish Council was held on Wednesday 20th May 2015 in Broomfield Village Hall, Main Road, Broomfield at 7.30pm

**Members' Present:** Councillors Barnes, Blake, Carter, Daden, Garwood, Howell, Jones, Smith, Thomson & Tranquada

**Also Present:** Mrs K Hurrell (Clerk) Mrs W Martin (Deputy Clerk) & two members of public

**Public Question Time:** No questions were raised.

1. **Election of Chairman**  
Councillor Blake proposed that Councillor Smith stand again as Chairman – this was seconded by Councillor Jones. All Members agreed and Councillor Smith was duly elected to stand as Chairman.
2. **To receive Chairman's Declaration of Acceptance of Office**  
The Chairman signed the Declaration of Acceptance of Office.
3. **Appoint Vice Chairman**  
Councillor Smith proposed that Councillor Garwood stand again as Vice Chairman – this was seconded by Councillor Tranquada. All Members agreed and Councillor Garwood was duly elected to stand as Vice Chairman.
4. **To receive Declarations of Acceptance of Office from all Councillors**  
All Councillors signed and gave the Clerk their Declaration of Acceptances.
5. **Apologies for absence**  
Apologies were received from County Councillor Aldridge and City Councillor Knight
6. **Co-option of New Councillors, if applicable**  
There are currently three vacancies and the Chairman advised Members that if anyone shows interest to them to direct them to speak to the Clerk and to attend a Parish Council Meeting. No co-option took place at the meeting.
7. **To discuss training for all Councillors – in-house or at EALC**  
It was agreed that a seminar tailored to our needs to cover a Parish Councillors' role and responsibilities are; be transparent; financial responsibilities for the Precept and ensure it is correctly accounted for; how to deal with public & press; communication; social media; confidentiality and Data Protection Act – the Parish Council as a whole will be encouraged to attend. Our Internal Auditor Mike Letch has offered to conduct a course tailored to our specific needs and all agreed that this should take place ideally in August when we do not have a Parish Council Meeting – the initial cost of £125 was agreed.  
The Chairman also advised it would be beneficial for all new Councillors to attend the EALC Roles and Responsibilities course.  
**ACTION: Clerk to circulate dates in August & liaise with ML.**
8. **To receive the minutes of meeting 15<sup>th</sup> April 2015**  
It was resolved that the minutes factually correct and were duly signed by the Chairman
9. **To receive any Declaration of Interest from Councillors**
  - a. **To review of Register of Members' Interests (*it is the responsibility of a Councillor to ensure their Register of Member's Interests are updated*)**  
The Chairman explained in detail the importance of registering Members' interests. Councillor Howell had been provided with a form to complete and return to the Clerk. Other Members were advised to inform her of any alterations to their register, if applicable.  
No declarations of interest were made for any items on the agenda.

10.	<b>Receive report from County Councillor Aldridge for items not on agenda</b> Councillor Aldridge was absent from the meeting and no report was tabled.	
11.	<b>Receive report from City Councillors for items not on the agenda</b> No City Councillors were present due to a meeting at the City Council.	
12.	<b>To elect Members to the following Committees:</b>	
a.	<b>Civic Amenities Committee</b>	Councillors: Smith; Garwood; Tranquada; Thomson; Howell
	<b>To elect Chair &amp; Vice Chair</b>	Chair: Cllr Tranquada Vice Chair: Cllr Garwood
b.	<b>Property &amp; Planning</b>	Councillors: Smith; Garwood; Blake; Carter; Jones; Thomson
	<b>To elect Chair &amp; Vice Chair</b>	Chair: Cllr Blake Vice Chair: Cllr Jones
c.	<b>Financial &amp; General Purposes Committee</b>	Councillors: Smith; Garwood; Tranquada; Barnes; Blake; Jones; Daden
	<b>To elect Chair &amp; Vice Chair</b>	Chair: Cllr Barnes Vice: Cllr Garwood
d.	<b>Personnel Committee</b>	Councillors: Smith; Garwood; Barnes; Jones
	<b>To elect Chair &amp; Vice Chair</b>	Chair: Cllr Garwood Vice: Cllr Jones
e.	<b>Broomfield Village Hall Charity Management Committee (BPC is Sole Trustee Body Corporate)</b>	Councillor Smith is Trust Chairman Councillors: Tranquada; Jones; Garwood
	<b>To elect Committee Chair &amp; Vice Chair</b>	Chair: Cllr Jones Vice Chair: Garwood
f.	<b>Communications Committee</b>	Councillors: Barnes; Carter; Daden; Smith; Garwood; Non-voting member Selina Matthews
	<b>To elect Chair &amp; Vice Chair</b>	Chair: Cllr Daden Vice Chair: Cllr Carter
13.	<b>Dispensations (Councillors seeking dispensation under Section 33 of the Localism Act 2011)</b>	
a.	<p><b>To review authority to grant dispensations by Clerk</b></p> <p>Pursuant to Section 101(1) of the Local Government Act 1972, the Parish Council delegated the function of granting dispensation requests under Section 33(2) of the Localism Act 2011 to the Parish Clerk in circumstances where so many Members of the Parish Council have Disclosable Pecuniary Interests in a matter that it would impede the transaction of business.</p> <p>Therefore, the Clerk granted dispensations to Councillors of Broomfield Parish Council to the end of the current four year term for which Councillors had been elected to enable them to participate in debates and to vote on the setting of the Precept under Local Government Finance Act 1972 notwithstanding the fact that they may have a Disclosable Pecuniary Interest, other pecuniary interest or a non-pecuniary interest in the matter being considered at a meeting of the Parish Council.</p> <p>Forms for completion will be distributed to the following Councillors who reside in Broomfield: Councillors Barnes, Blake, Carter, Garwood, Jones, Smith and Tranquada.</p> <p><b>ACTION: Forms to be distributed to Councillors, signed and returned to the Clerk</b></p>	
b.	<p><b>Councillors' to request Dispensations</b></p> <p>The Clerk gave a dispensation to Councillors Barnes, Blake, Carter, Garwood, Jones, Smith and Tranquada a dispensation to set the Precept.</p>	
14.	<p><b>To confirm Terms of Reference for Committees will be adopted at the first meeting</b></p> <p>It was confirmed that TOR's will be adopted at the next relevant Committee Meeting – to be noted that according to Standing Order 4 b) non-Councillors can be elected onto non-financial Committees but will not be able to vote.</p>	

<b>15.</b>	<b>Election of Representatives to outside bodies/Charities/other:</b>	
<b>a.</b>	<b>Woollard's Charity</b>	Councillor Garwood to stand until 2018
<b>b.</b>	<b>Emergency Planning</b>	Councillor Garwood
<b>c.</b>	<b>Passenger Transport Representative</b>	Councillor Thomson
<b>d.</b>	<b>Broomfield Hospital Liaison Committee</b>	Councillors Smith & Blake
<b>e.</b>	<b>Parish Paths Partnership (in liaison with Essex County Council)</b>	Councillor Tranquada
<b>f.</b>	<b>Chelmsford Community Forum</b>	No Councillor nominated
<b>g.</b>	<b>Broomfield Parish Councillors responsibility for specific aspects &amp; areas:</b>	
	<b>School Age Children</b> Cllr Carter/Cllr Daden	<b>Under 5 children</b> Cllr Smith
	<b>Elderly/Care Homes</b> Cllr Garwood	<b>Police</b> Cllr Garwood
	<b>Library</b> Cllr Carter	<b>History &amp; Heritage</b> Cllr Blake
	<b>Roads &amp; Paths</b> To come under the Planning Committee for reporting	<b>Public Houses</b> Cllr Carter/Cllr Thomson
	<b>Publications Co-ordinator</b>	Cllr Thomson
	<b>Football</b> Cllr Garwood & Cllr Daden	
<b>16.</b>	<b>Review of Model Code of Conduct, Standing Orders &amp; Financial Regulations</b> It was agreed that no alterations were required at the present time.	
<b>17.</b>	<b>Review &amp; Adoption of all Policies</b> <b>Current Polices:</b> <i>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</i> These Polices were all re-adopted without alteration. <b>To adopt new Policies:</b> <b>ACTION:</b> The Grants policy will be referred to F & GP Committee for fine tuning and referred back to the Parish Council for approval The Clerk will produce a Co-option Policy and additions to Social Media Policy and bring to the next Parish Council Meeting for approval	
<b>18.</b>	<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> No alterations were required to the Deeds.	
<b>19.</b>	<b>Review of Assets Register</b> The Assets Register was recently discussed between Councillor Barnes and the Clerk will be under constant review.	
<b>20.</b>	<b>Review of effectiveness of internal audit procedure &amp; re-appointment of Internal Auditor (bi-annually)</b>	

	Members reviewed the effectiveness of the internal audit procedure and there were no alterations to be made. It was resolved to appoint Mike Letch of Letchwood as the Internal Auditor to carry out two internal audits per annum.												
21.	<b>Review of General Power of Competence</b> 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 – all in favour.												
22.	<b>Review of risk assessments undertaken</b> Noted.												
23.	<b>To note Grants awarded by Broomfield Parish Council since 2012</b> Noted.												
24.	<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> Councillor Barnes had verified the Financial Reports to the Bank Statements which shows the following balances as at 30 <sup>th</sup> April 2015: <table border="1" data-bbox="188 786 1425 981"> <tr> <td>Broomfield PC</td> <td>Current Account Balance</td> <td>£ 99,280.36</td> </tr> <tr> <td></td> <td>NSB Earmarked Reserves</td> <td>£185,370.83</td> </tr> <tr> <td>Broomfield Village Hall</td> <td>Current Account Balance</td> <td>£ 7473.91</td> </tr> <tr> <td></td> <td>Deposit Account Balance</td> <td>£ 2918.74</td> </tr> </table> <p>Councillor Barnes duly signed the reports.</p>	Broomfield PC	Current Account Balance	£ 99,280.36		NSB Earmarked Reserves	£185,370.83	Broomfield Village Hall	Current Account Balance	£ 7473.91		Deposit Account Balance	£ 2918.74
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	Deposit Account Balance	£ 2918.74											
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 20 <sup>th</sup> May 2015 totalling £4,431.84.												
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 receive draft Report of the Trustees &amp; Unaudited Financial Statements for Broomfield Village Hall Charity for the year ended 31.4.15</b> Noted.												
e.	<b>To receive Internal Audit Report 6.5.15</b> The Chairman highlighted the following observations/recommendations: Accounts to be saved on a monthly basis – Clerk to implement Insurance – 2 further quotes to be obtained – Clerk in process of obtaining further quotes Chairman's Fund – F & GP to consider & make virements/precept for 2016/17 Receipts to be issued – Clerk to advise staff to issue receipts as required Precept – noted the amount to be reported to External Auditor Signatories – All Councillors signing cheques/bill payments/direct debits must ensure they initial all invoices, cheques and cheque stubs. The Parish Council were pleased with the Report and the current accounting procedure.												
f.	<b>Review of bank signatories for all Bank Accounts</b> It was resolved to remove ex-Councillor Les Steed from the signatories and to add Councillor Tranquada.												
g.	<b>Renewal of insurance policy due 1/6/2015 – renewal £1,874.46</b>												

	<p>The Clerk advised that she is awaiting two further quotations from Came &amp; Company and Zurich – Members resolved to accept an insurance quotation for the above sum or below if an identical Policy could be secured covering all the Parish Council’s requirements.</p> <p><b>ACTION: Clerk to peruse two further quotations &amp; accept whichever Policy is acceptable to our needs – not exceeding £1,874.46</b></p>
<b>h.</b>	<p><b>To acknowledge receipt of £300 donation from Woollards Charity (Broomfield United Charities) Charity towards the Pensioners’ Lunch</b></p> <p>It was noted that £300 had been gratefully received.</p> <p><b>ACTION: Clerk to reply to Woollards</b></p>
<b>25.</b>	<b>Parish Council Strategy</b>
<b>a.</b>	<p><b>To receive results from consultation at Annual Parish Meeting</b></p> <p>The Chairman thanked everybody for helping and supporting the Annual Parish Meeting – it was considered a huge success with around 200 parishioners of all ages attending and gave all the opportunity to consult. The Chairman thanked all members of staff for their hard work and thanked Councillor Daden for analysing the results. It was agreed that Councillor Blake liaise with Councillor Daden to understand and digest the figures further.</p> <p><b>ACTION: JB &amp; WD to discuss results</b></p>
<b>b.</b>	<p><b>Overall Future Strategy</b></p> <p>Councillor Blake advised that the Annual Parish Meeting produced some very useful data and this information will be analysed similarly to the data collected from the Parish Plan and he stressed the importance of reporting this information back to parishioners via Broomfield Times/Website.</p> <p>The costings of suggested facilities will need to be discussed with Chelmsford City Council Parks Department.</p> <p>It was suggested that the Village Games Day on 19<sup>th</sup> July is also used to consult/report findings to parishioners.</p> <p>It was also suggested that a five year financial plan to look at financing new facilities be looked at.</p> <p><b>ACTION: JB will look at results in depth &amp; report to next PC Meeting</b></p> <p><b>Report of results to be placed in next Broomfield Times</b></p> <p><b>Discussions to take place with CCC Parks Department</b></p> <p><b>J Barnes &amp; Clerk to produce 5 year plan</b></p>
<b>26.</b>	<b>Civic Amenities Committee to include:</b>
<b>a.</b>	<p><b>To note minutes (<i>taken as read</i>)</b></p> <p>Minutes were taken as read.</p>
<b>27.</b>	<b>Property &amp; Planning Committee to include:</b>
<b>a.</b>	<p><b>To notes Minutes (<i>taken as read</i>)</b></p> <p>Minutes were taken as read.</p>
<b>b.</b>	<p><b>CONFIDENTIAL Update re Broomfield Football Clubhouse</b></p> <p><i>It was resolved that this item was taken in confidence and public &amp; press were excluded from the meeting</i></p> <p>Further discussions took place regarding the Clubhouse – costings were awaited from surveyors before further action can be taken.</p>
<b>28.</b>	<b>Broomfield Village Hall Charity Management Committee to include:</b>
<b>a.</b>	<p><b>To note Minutes (<i>taken as read</i>)</b></p> <p>The Minutes were taken as read.</p>
<b>29.</b>	<b>Communications Committee to include:</b>

a.	<p><b>To note Minutes (<i>taken as read</i>)</b>  No minutes were circulated as the last meeting had had to be cancelled due to lack of attendance.  <b>ACTION: Date needs to be arranged for next meeting.</b></p>
b.	<p><b>Update on Broomfield Times</b>  The next edition is about to go to print and should be signed off tomorrow (Thursday). It will be delivered during the first week in June – this edition will include the Annual Report.  Thanks to Selina Matthews for putting together another issue of Broomfield Times.</p>
c.	<p><b>To receive report from Cllr Dadea re visit to Chelmer Valley High School &amp; possible Youth Council</b>  Councillor Daden had met with the Student Voice at CVHS who were very keen to be involved in setting up a Broomfield Youth Council and also a Youth Club. The Clerk had a copy of Springfield Youth Council’s Constitution and also contact details of their Chairman.  Councillor Daden was requested to produce a report on information obtained and also a budget for hiring facilities for the Youth Council and any guidance received from Springfield Parish Council.  <b>ACTION: WD to report back to next PC Meeting</b></p>
d.	<p><b>To discuss setting up of official email addresses for all Councillors</b>  The Chairman advised all Councillors that they should have a dedicated Broomfield Parish Council email address to solely be used for Parish Council business. Councillor Carter will advise Councillors of their new address and notes on how to set up with their own servers.</p>
30.	<p><b>To receive reports from Representatives to outside bodies/charities</b>  Councillor Thomson advised that copies of Country Stile have been sold at Cartridge World, May Fayre and the Library. She advised that the Sunday Saver fare on the buses is increasing shortly and she will be attending the Transport Reps Meeting in the near future.  Councillor Carter advised that the Library is holding a World Record Attempt on 11 July – he will email Members full details including help on the day.  Councillor Blake advised that the next Brumfelda meeting is on 5<sup>th</sup> June ‘Broomfield people in First World War’.  Councillor Garwood advised that the Kings Arms Public House is up for sale</p>
31.	<p><b>To receive updates on Broomfield Parish Councillor’s responsibilities, if applicable</b>  Nothing to report.</p>
32.	<p><b>To review Councillor Contact details</b>  Members were advised to review their entry and advise the Clerk of any alterations.</p>
33.	<p><b>Correspondence</b></p>
a.	<p><b>To note parking enforcement figures for April 2015</b>  Noted.</p>
b.	<p><b>Invitation to Chairman &amp; Members to attend the Annual Civic Service Sunday 7.6.15</b>  No Members will be available to attend.</p>
34.	<p><b>Any other business for discussion purposes only &amp; referral to next agenda</b>  <b>Prize for Library: costings required for a small prize for Summer Reading</b></p>
	<p><i>The Chairman thanked Members for attending and closed the meeting at 10. 15 pm</i></p>