

# BROOMFIELD PARISH COUNCIL

**A meeting of Broomfield Parish Council which was held on Wednesday 21<sup>st</sup> January 2015 in Broomfield Village Hall, Main Road, Broomfield at 7.30 pm**

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

**Also Present:** Mrs K Hurrell (Clerk) Mrs W Martin (Deputy Clerk) & 9 members of public

**Public Question Time:**

Mr Cole brought to the attention of the Parish Council the reduction in the times that the King's Arms Public House is allowed to play live music which had been agreed upon by Chelmsford City Council at their Licensing Meeting held last week. He requested that the Parish Council support the licensee and write in support to Chelmsford City Council and also write to our three City Councillors to support this local business. He stressed that the changes to the licensing hours will have a detrimental effect on the livelihood of the pub and may well have to close as a result. He advised that the Licensee will appeal against this decision and many parishioners were concerned over this issue.

The Chairman advised that the Parish Council were not statutory consultees for the licensing of Public Houses so had not been consulted and at present do not have a consensus view on the matter. However, she agreed that this matter will be placed on the Planning Committee Agenda on 4<sup>th</sup> February and the Parish Council will have to take a balanced view to represent all parishioners. She requested parishioners to email their views to the Parish Council so the Planning Committee can take on board views of all parties concerned.

**ACTION: Item to be placed on Planning Committee Agenda 4.2.15**

**326. Apologies for absence**  
No apologies were received.

**327. Declarations of Interest & receive any Dispensation requests**  
No declarations of interest were made.

**328. To co-opt new Councillor**  
Councillor Smith proposed to co-opt John Barnes onto the Parish Council and all members agreed to John Barnes to be co-opted - he was duly co-opted onto the Council.

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

**a. Broomfield Parish Council Meeting 17<sup>th</sup> December 2014 (taken as read)**  
It was resolved that the Minutes were factually correct and were duly signed by the Chairman.

**330. Receive report from County Councillor Aldridge for items not on agenda (max 10 mins)**  
No report was forthcoming.

**331. Receive report from City Councillors for items not on agenda (max 10 mins)**  
No report was forthcoming.

**332. Financial Matters**

**a. To approve Financial Reports & Bank Reconciliations for Broomfield Parish Council & Broomfield Village Hall Charity Accounts against relevant Bank Statements**  
Councillor Cockram had verified the Financial Reports which shows the following balances as at 31<sup>st</sup> December 2014:

Broomfield PC	Current Account Balance	£ 55,994.93
	NSB Earmarked Reserves	£123,81318
Broomfield Village Hall	Current Account Balance	£ 5,552.32
	Deposit Account Balance	£ 2,557.77

Councillor Cockram duly signed the reports.

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 20<sup>th</sup> January 2015 totalling £21,803.46.</p> <p>The Clerk reported she is still pursuing the appointment of an Internal Auditor and will report back to the next meeting.</p>
c.	<p><b>To receive budget figures at 31.12.14</b></p> <p>The budget figures will be available at the next Parish Council Meeting.</p>
d.	<p><b>Request from Broomfield Village Hall Charity to cover costs of health &amp; safety checks to outdoor gym equipment £720 per annum</b></p> <p>The warranty which was given to the Charity with the installation of the equipment will be looked into and Councillor Tranquada will report back to the next meeting.</p> <p><b>ACTION: TT to look into warranty requirements and report back next meeting</b></p>
e.	<p><b>Approval to pay grant (already approved min no. 167 h) for £2,427 to Broomfield Village Hall Charity for installation costs of outdoor fitness equipment before Section 106 monies received</b></p> <p>It was resolved to pay the amount of £2,427 to Broomfield Village Hall Charity for the installation of the outdoor fitness equipment – this sum will be repaid from planning contributions which will shortly be received from Chelmsford City Council.</p> <p><b>ACTION: Clerk to pay sum of £2,427 to BVH Charity</b></p>
f.	<p><b>To consider making audio copies of Broomfield Times available</b></p> <p>Councillor Daden requested that audio copies of Broomfield Times be investigated. It was agreed that the Communications Committee will look into this matter.</p> <p><b>ACTION: Refer to Communications Working Party to investigate further &amp; place item in next BT to see if there is a need</b></p>
g.	<p><b>Play Schemes 2015 to consider Easter and Summer Holidays</b></p> <p>It was agreed to fund two sessions during the Easter Holidays and five sessions during the Summer holidays – there will be no charge to attendees. The sessions cost £100 and it was agreed to pay for this and for a couple of ‘extras’ up to the cost of £1000.</p> <p><b>ACTION: Clerk to liaise with KC to arrange dates and suitable activities.</b></p> <p><b>Advertise the Easter sessions in the next edition of Broomfield Times.</b></p>
h.	<p><b>To approve and sign Legal Papers from Chelmsford City Council regarding monies to be received under Section 106 and Community Infrastructure Levy regarding Patching Hall Lane, 3 Copland Close, Parsonage Farm and Butlers Farm</b></p> <p>It was resolved to sign the Agreement for the use of planning contributions to be transferred from Chelmsford City Council to Broomfield Parish Council in the sum of £73,964.31 representing £69,801.05 from Patching Hall Lane development; £1,708.40 from Butlers Farm Main Road; £1,452.07 from Annexe, Parsonage Barn, School Lane; £1,002.79 from 3 Copland Close development. The funds are to cover costs of the refurbishment of Broomfield Village Hall; provision of outdoor gym equipment and improvements to the play equipment in Angel Meadow play area.</p> <p>The Chairman duly signed the documents.</p> <p><b>ACTION: Clerk to send the documents to CCC with Bank Account Details</b></p>
333.	<p><b>Property &amp; Planning Matters to include:</b></p>
a.	<p><b>To note Minutes (taken as read)</b></p> <p>The Chairman advised that she had attended a presentation for the artwork for the Saxon Gate development but as only two people attended it was suggested that they come to our next Parish Council Meeting to give their presentation – all agreed.</p> <p><b>ACTION: Invite to attend the February Parish Council meeting.</b></p> <p>Councillor Blake reported he had attended the Chelmsford Planning Committee meeting last night to discuss the Hollow Lane/ north Copperfield Road application. The Parish Council’s concerns</p>

	<p>were raised regarding the roads and the drainage of surface water. Broomfield Parish Council along with Chignal Parish Council and Newlands Spring Residents Association had issued a Statement of Common Ground. It was agreed that the Parish Council will have to look very carefully at the full planning application when it is received to ensure the flooding issue has been addressed sufficiently. Both planning applications were approved by Chelmsford City Council Planning Committee.</p> <p>Councillor Blake wanted to express his thanks to Councillor Pooley for attending and for following up our points which was very useful and proved he had done his homework.</p>
<b>334.</b>	<b>Civic Amenities Matters (including Allotment Site) to include:</b>
<b>a.</b>	<p><b>To note Minutes (taken as read)</b></p> <p>Councillor Tranquada reported he is investigating costs to replace wet pour in the play area. He reported the P3 walk which took place on Tuesday went up to Patching Hall Lane and to the new development and said the footpath has nearly all been tarmaced.</p>
<b>335.</b>	<b>Broomfield Village Hall Charity Management Committee to include:</b>
<b>a.</b>	<p><b>To note Minutes (taken as read)</b></p> <p>It was reported the New Year's Eve Party was a great success and support is required for the Bingo Evening on 6<sup>th</sup> March and Councillors were requested to promote the event and distribute leaflets.</p> <p>Quotes are being obtained for car park for resurfacing.</p>
<b>336.</b>	<b>To receive report from Working Parties (if any)</b>
<b>a.</b>	<p><b>To approve minutes of Communications Working Party 20.1.15</b></p> <p>The minutes were approved and it was agreed to look at the Terms of Reference to see if delegation of the minutes to this Committee be allowed. The meeting with Community Ads went well and it was agreed that they will produce the next issue and each issue will be printed in line with the seasons.</p> <p>A website meeting and meeting to discuss consultation and structure of the Annual Parish Meeting is to be arranged.</p> <p><b>ACTION: JB to peruse TOR &amp; name of Committee</b></p> <p><b>Two dates to be arranged for website and APM meeting</b></p>
<b>337.</b>	<p><b>Village Feedback i.e. liaison with Schools, Police, Parishioners etc.</b></p> <p>Councillor Thomson report on a changed timetable for Bus X30. She had also received £3.50 for the sale of Country Stile</p> <p>Councillor Blake reported that the next Brumfelda History Group meeting is on 11<sup>th</sup> February 2015 there will be a talk from a national expert on Anglo Saxon burials of the Lost Prince and the group will be organising a trip to the British Museum to see Broomfield's treasure and a talk by the Curator – this will be in March. He also thanked the Deputy Clerk for scanning in all the old photographs of Broomfield which will be on Flicker and linked to Brumfelda Facebook page eventually.</p> <p>Councillor Mullender will be putting up photographs of historical items on the walls of the Village Hall. His recent painting of Broomfield Mill was admired by Members and will be placed in the Parish Office.</p> <p>Councillor Wrenn has reported potholes in Vellacotts and Main Road</p> <p>Councillor Blake reported that the consultation on new school will be taken at our Planning Committee – although Councillor Carter said it would be difficult to comment as there were no plans supplied.</p> <p>Councillors Tranquada and Garwood are inviting local elderly people to have their Broomfield memories recorded.</p>
<b>338.</b>	<p><b>To receive reports from Representatives to outside bodies/charities (taken as read)</b></p> <p>No reports were given</p>

<b>339.</b>	<b>Correspondence</b>
a.	<b>To note parking enforcement figures for December 2014</b> These were duly noted.
b.	<b>To note meeting with Police on 10.2.15 re local policing</b> Councillor Garwood will be attending this meeting at Writtle Parish Council.
c.	<b>Local Council Award Scheme to supersede Quality Council Status which expires 31.1.15</b> The Clerk will speak to other local Parish Clerks and report back in the future.
d.	<b>Pensioners' Lunch – receipt of £100 from Broomfield Orthodontic Clinic</b> Unfortunately the Broomfield School Choir had another engagement so will be unable to perform. Councillor Carter will approach Chelmer Valley High School to see if they can provide some entertainment. Also JMS Caterers had also cancelled – this was due to an unfortunate road traffic accident. The Clerk requested suggestions for caterers as soon as possible. <b>ACTION: Clerk to seek alternative caterers and entertainment before 4<sup>th</sup> February (ticket allocation day)</b>
e.	<b>Rural Community Council of Essex (RCCE) request for support by signing ACRE Network Online petition to object to withdrawal of funding</b> The email with the link to the petition is to be forwarded to all Councillors. It was suggested a letter be send to Sir Alan Haslehurst in support. <b>ACTION: Clerk to forward petition details</b> <b>JB to help with letter to AH</b>
f.	<b>Rural Community Council of Essex (RCCE) Spring Coffee Morning 26.2.15 10-12 noon</b> <b>Training Events – Neighbourhood Planning 21.3.15 10 to 1pm</b> <b>Linking Community Led Planning to Policy Strategy 12.5.15 7 – 9.30 pm</b> The Chairman will attend the coffee morning. Councillor Blake will attend the Neighbourhood Planning session on 21 <sup>st</sup> March and also attend the Linking Community Led Planning Strategy - total cost £50 for two training courses. <b>ACTION: Clerk to confirm with JB &amp; book 2 training courses</b>
g.	<b>To receive any further correspondence/items for attention</b> Councillor Cockram reported that the car parking survey letter had been sent to residents living around Broomfield Hospital. It was noted the letter addressed to the Chairman from Mr Cole was taken during Public Question Time and will be placed on the agenda of the next Planning Meeting on 4 <sup>th</sup> February 2015.
<b>340.</b>	<b>Parish Council Strategy – consideration of future facilities:</b>
a.	<b>Overall Future strategy: to receive update document</b> Three current documents will be combined to form one document and be updated. <b>ACTION: JB to combine three documents together document to cover top priorities &amp; incorporate the City Council comments on play areas.</b>
b.	<b>Parish Consultation on Future facilities including at Annual Parish Meeting to be delegated to Communications Working Party and reported on at next full PC meeting</b> Councillors agreed upon the need to consult with different age groups in the Village to ascertain what facilities they would like to see provided in the future – the Overall Future Strategy document can form a basis for consultation at the Annual Parish Meeting. It was also suggested that a consultation sheet be provided for the Pensioners' Lunch. <b>ACTION: JB to combine all documents</b> <b>TT to produce consultation paper for Pensioners' Lunch</b> Councillor Daden stressed that this is a very important item and should not be discussed late in the meeting – she suggested that this be placed towards the beginning of future agendas. She also requested her suggestions for time management which was introduced at the last meeting be adhered to.

c.	<b>Consultation with CCC Parks department: to receive report and pictorial annex</b> Councillors Smith and Jones will meet with Chelmsford City Council on Monday and report back to next meeting with details of funding, costings etc.
341.	<b>Any other business for discussion purposes only &amp; referral to next agenda</b> No further business was discussed and the meeting closed at 9.50 p.m. The next full Parish Council Meeting is 18 <sup>th</sup> February 2015.