

BROOMFIELD PARISH COUNCIL

A meeting of Broomfield Parish Council was held on Wednesday 15th June 2016 in Broomfield Village Hall, Main Road, Broomfield at 7.30pm

Members' Present: Vice Chairman Councillor Garwood (acting Chairman)
Councillors Barnes, Daden, Jones, Hubble, Smith & Thomson

Also Present: Mrs Wendy Martin (Deputy Clerk) Mrs Kathryn Cameron (Secretary Broomfield Village Hall)
City Councillor Knight and 1 member of the public

Public Question Time:

Chris Gardiner (Speedwatch) had been in contact with the Parish Council regarding speeding traffic in Berwick Avenue and informed Members that there had previously been a speed check carried out in the area and that another would be carried out in September along with Mill Lane. It was noted that both roads had seen an increase in traffic over recent years. It was noted that the installation of speed humps was not preferred by Cllr Aldridge & Sir Haselhurst – these were known to be too damaging to cars. The acting Chairman requested that the Clerk reply to the resident of Berwick Avenue.

ACTION: Clerk to reply to email

61. Apologies for absence
Councillors Blake, Howell and Tranquada and Essex County Councillor John Aldridge

62. To receive any Declaration of Interest from Councillors
No declarations were made.

63. To receive Councillor Carter's resignation
It was reported that Councillor Carter had resigned and Councillor Barnes asked if there was any specific reason for his resignation. Councillor Garwood informed members that as far as he was aware the Parish Council was 'not for him'. Whilst he was a Councillor he had built the Parish Council a new website and had given the staff training on how to administer the site although it was noted that he was still in ownership of it - Councillors agreed that this needed to be changed to give the Parish Council sole ownership including paying for own hosting and computer expertise.
The Councillors decided that the Clerk would need to speak to Peter Carter regarding ownership of the website.
ACTION: Clerk speak to Peter Carter

64. To approve the minutes of Broomfield Parish Annual Council's Meeting 18th May 2016
It was duly resolved to approve the minutes and these were subsequently signed by the Chairman. Councillor Thomson asked that as they were confidential minutes, do they remain confidential, it was confirmed that they would and that public minutes would be published.

65. To receive report from County Councillor Aldridge for items not on agenda (max 10 minutes)
Councillor Aldridge was not present at the meeting.

66. To receive report from City Councillors for items not on the agenda (max 10 minutes)
Councillor Knight advised a brief update on the Chelmsford Local Plan, no decision has been made at the present time as it was going to be a lengthy process. In terms of information - there was nothing new to report. He advised that the next meeting will take place in October and they will come forward with the next phase, something concrete will be put forward in order for deadlines to be met. Councillor Blake and others made presentations at the committee meeting on the 9th June and it was understood that the timetable has been stretched out because of expectations.

67. Financial Matters:

a. To approve Financial Reports & Bank Reconciliations for Broomfield Parish Council & Broomfield Village Hall Charity Accounts against relevant Bank Statements

Broomfield PC	Current Account Balance	£ 75,707.23
	NSB Earmarked Reserves	£ 183,329.54
Broomfield Village Hall	Current Account Balance	£ 9,851.39
	Deposit Account Balance	£ 1,776.22

Signed: 

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Dated: 17-8-16

	<p>Councillor Barnes had duly approved and signed the Financial Reports.</p> <p>Councillor Jones had duly approved and signed the Financial Reports and these were countersigned by the Chairman.</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 31st May 2016 totalling £7,671.64.</p>
c.	<p>To approve any virements between budgets headings (if applicable)</p> <p>No virements were required at the present time.</p>
d.	<p>To consider purchase/rental of new photo copier for Parish Council Office</p> <p>Members were informed that the photocopier had been in use for a good number of years and that things were starting to go wrong. The Clerk had obtained several quotes and had found that the present provider was the most competitive. All agreed to the purchase.</p> <p>ACTION: Clerk to order refurbished photo copier at a cost of £895 & reduced copy charge of 0.6p per black copy & 5p per colour copy (to include all maintenance/parts/ink etc)</p>
e.	<p>To approve NALC 2016-2018 National Salary Award to staff backdated to 1.4.2016</p> <p>The Acting Chairman insisted that all of the Councillors present had a copy of the proposed staff salary increase. They had previously been circulated to the Personell Committee. He proposed that staff should receive a 1% increase for the next two years as per information from EALC which would be back dated from April of this year.</p> <p>All Councillors agreed that the Parish Council accept the recommendations from EALC.</p> <p>ACTION: Clerk to implement pay increase for KH, KC & WM backdated to 1.4.16</p>
f.	<p>To consider legal costs regarding recent sale of Broomfield Football Clubhouse in Angel Meadow</p> <p>It was agreed to consider legal costs and the Parish Council agreed to an amount to be spent of £250 plus VAT.</p> <p>ACTION: Chase auctioneers daily until a response had been received</p> <p>Councillor Daden to view deeds held in the office</p> <p>Write a letter to Hill and Abbott to pass to the new vendor</p> <p>Arrange a meeting as soon as possible with the new vendor once contact has been made</p>
g.	<p>To approve the running of Senior Citizens' Lunch 2017</p> <p>All Councillors agreed that as this is a well-attended event it should be held in 2017 (approximate cost in 2016 £700 to Parish Council) - all Councillors would be welcome if they wanted to come along to the lunch.</p> <p>ACTION: Clerk to book Caterers and Broomfield Village Hall</p>
68.	<p>To receive updates & to note from the following Committees:</p>
a.	<p>Property & Planning Committee</p> <p>Minutes were noted. Councillor Daden raised the item of a zebra crossing in Court Road, Councillor Smith said that this was an old request and was not currently being considered. Councillor Daden requested that this item be placed on the next planning agenda for clarification.</p> <p>It was noted that there is to be a meeting with ECC organised by Councillor Aldridge - Councillor Daden would like to take ex-Councillor Carter's place on the Parish Council Panel and be included with all further meetings regarding Broomfield Primary School. Councillor Smith suggested that this be taken to the next Planning Committee meeting for verification.</p> <p>ACTION: Court Road zebra crossing to be placed on the next planning agenda together with Cllr Daden attending forthcoming Broomfield Primary School meetings</p>
b.	<p>Broomfield Village Hall Charity Management Committee</p> <p>Minutes were noted and no questions were forthcoming.</p>
c.	<p>Civic Amenities Committee</p> <p>Minutes were noted and no questions were forthcoming.</p>
d.	<p>Communications Committee</p> <p>The next meeting will be held on 27th June 2016.</p>

Signed:..........

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e.	Personnel Committee No meeting had been held.
f.	Financial & General Purposes Committee No meeting had been held.
69.	To approve Terms of Reference for the following Committees:
a.	Property & Planning Committee The Terms of Reference were duly approved.
b.	Civic Amenities Committee The Terms of Reference were duly approved.
c.	Broomfield Village Hall Charity Committee The Terms of Reference were duly approved.
70.	<p>To ask the Clerk to research any recent Codes of Conduct on Roles, Responsibilities, Transparency etc which the Council should consider adopting</p> <p>Councillor Barnes asked the Committee to clarify that if a Councillor resigns due to a problem with the Planning Committee - does this mean that there is a problem with that particular Committee? Councillors on the Planning Committee assured those present that there was not any problem and there had been misunderstandings and the Parish Council is very transparent - that this was the way that it had operated for many years. It was stressed that any Councillors (or members of the public) can attend any meeting of the Council even if they are not on that Committee. There are Terms of Reference for all Committees - which are adhered to at all times.</p> <p>Councillor Daden said that it wasn't just the planning Committee but the way that whole Parish Council was run. Councillors present did not have enough information to comment on this matter.</p> <p>Councillors agreed that should anyone wish to join the Parish Council some type of an induction programme offering them support should be given. All Councillors agreed that this was a good idea.</p> <p>Councillor Blake (Chairman of the Parish Council) had asked the Clerk if she would look to see if we are in line with Codes of Conduct through EALC. There was no information at the present time and this item will be added to the next Parish Council agenda. Councillors felt they are transparent but would like to measure against the actual codes we must adhere to.</p> <p>Councillor Daden wished to see F&GP and Village Hall minutes on the website. She would also like to have the background of the David Smith Field on the website in the history section.</p> <p>ACTION: Place Codes of Conduct on Roles, Responsibilities, Transparency etc which the Council should consider adopting on the next Parish Council agenda</p> <p>WD to check Broomfield Times</p>
71.	<p>Overarching Strategy Document</p> <p>Councillor Smith is overseeing this and has nothing further to report at the present time. She presumed that responses/ideas received at the Annual Parish Meeting will be looked at by the Communications Committee in due course and that the input of residents will be taken into consideration.</p>
a.	Regular report and consideration of any changes (Cllr Smith) Nothing to report at the present time.
b.	Clarification of any existing items & procedure for adding new items to the Strategy Nothing to report at the present time.
72.	<p>Erick Ave/Main Road Zebra Crossing: To receive examples of crossings researched by Cllr Daden</p> <p>Councillor Daden wants Essex County Council Highways to know that there was going to be a new housing development close to the site of the Erick Avenue crossing and also requested a breakdown of the costs involved into turning the existing crossing into a puffin crossing. Councillor Aldridge was looking into this matter and the Clerk will pass on any information.</p> <p>Councillors were urged to fill in forms on line regarding the housing application and highlight any concerns that they have regarding the proposed new development.</p> <p>Once that Parish Council received the planning application then they would be able to comment.</p>

Signed:..........

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	<p>ACTION: All councillors to fill in a form and submit before the 20th June.</p> <p>ACTION: Clerk to forward any information regarding the breakdown of cost for a new crossing from Cllr Aldridge</p>
73.	<p>To receive reports from Parish Councillors' responsibilities with respect to Village Life (<i>reports to be taken as read</i>)</p> <p>A report had been circulated. Items included Councillor Hubble will be opening the fete at Chelmer Valley Care Home and the Essex Youth Bus visiting the Village Hall. If this is to continue volunteers would be required and someone to drive the bus to and from Galleywood where the bus is stored. Essex youth workers will only continue coming with a view to handing it over to volunteers.</p> <p>Councillor Hubble wanted to know if volunteers would need to be CRB checked and Councillor Daden thought that this was the case.</p> <p>Councillor Daden requested that she could fill the position of the Primary School co-ordinator after the resignation of Peter Carter and all Councillors were in agreement.</p> <p>Councillor Thomson had collected £3.50 from Cartridge World regarding sales of Country Stile.</p> <p>ACTION: Councillor Daden will be advertising in the next edition of Broomfield Times for volunteers</p>
74.	<p>To receive reports from outside bodies/meetings/courses attended (<i>reports to be taken as read</i>)</p> <p>Councillor Thomson reported she had submitted comments on the bus consultation. No outside meetings or courses had been attended by Councillors.</p>
75.	<p>To note Risk Assessments undertaken (if any)</p>
a.	<p>Vandalism to Court Road Bus Shelter Notice Board– action – removed for repair</p> <p>The notice board had been vandalised resulting in broken Perspex and the lock had been removed. A notice had been placed in the bus shelter giving the reasons for the disappearance of the notice board but this too has disappeared. The Notice board will not be replaced at the present time.</p>
76.	<p>To receive any correspondence:</p>
a.	<p>To note parking enforcement figures for May 2016</p> <p>Noted.</p>
b.	<p>To discuss Councillor Tranquada suggestion of informal meal for Councillors & Staff on 19/20/21 July at 6.30 pm</p> <p>All Councillors were in favour and agreed to email the Deputy Clerk with dates that they would be available.</p> <p>ACTION: Councillors to email Deputy Clerk</p>
77.	<p>Any other business for discussion purposes only & referral to next agenda</p> <ul style="list-style-type: none"> • Councillor Daden had picked up comments from her facebook page enquiring if the Parish Council could do anything to help people get priority with social housing? • Councillor Daden didn't feel that the Queen's 90th was represented and asked if the Parish Council would consider planting an Oak Tree for her birthday? This would need to go on a Civic Amenities agenda. <p>ACTION: Two items for future meetings</p>
	<p>The Vice Chairman thanked Members for attending and closed the meeting at 9.05p.m.</p>

Signed: 

Dated: 17-8-16