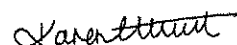


BROOMFIELD PARISH COUNCIL

You are invited to attend a meeting of Broomfield Parish Council to be held on Wednesday 19th October 2016 in Broomfield Village Hall, Main Road, Broomfield at 7.30pm



Mrs Karen Hurrell
Clerk to Broomfield Parish Council
13th October 2016

1.	To consider advice from NALC regarding Public Question Time
2.	Public Question Time
3.	Apologies for absence
4.	To receive any Declaration of Interest from Councillors <i>All members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her about it.</i>
5.	To Co-opt new Councillors – if applicable
6.	To approve the minutes of Broomfield Parish Council's Meeting 17th August 2016
	To receive report from County Councillor Aldridge for items not on agenda (max 10 minutes)
8.	To receive report from City Councillors for items not on the agenda (max 10 minutes)
9.	Financial Matters:
a.	To approve Financial Reports & Bank Reconciliations for Broomfield Parish Council & Broomfield Village Hall Charity Accounts against relevant Bank Statements
b.	To approve/ratify invoices/bill payments/direct debits/standing orders for payment up until date of meeting
c.	To receive external Auditor's certificate & report for year ended 31.3.2016
d.	To consider response to Government consultation about capping parish council rates see https://www.surveymonkey.co.uk/r/583WBQL
e.	To receive request from Broomfield Village Hall Charity to support the Adventure Cycleway project of circa £75k *
10.	Policy Matters:
a.	Communication & Transparency – to receive the amended version of the Paper agreed in principle at the last meeting and approve as a Code of Practice
b.	Recording of meetings – to continue consideration of a draft policy
c.	Internal Communication between Councillors – to consider proposals from Cllr Daden
d.	Overarching Strategy Document:
	i) To receive regular report (Cllr Smith)
	ii) To agree any changes to the current version of the Strategy
	iii) Publicity for the Strategy
11.	Parish Council Committees/Working/Steering Groups:
	To receive minutes (for information only – taken as read) or notes from the following & to consider any additional matters listed:
a.	Property & Planning Committee – proposals to: i) ask City Councillors to call Days Garage application to CCC Planning Committee ii) withdraw application to ECC re right of way from Broomhall Close to Church Av.
b.	Broomfield Village Hall Charity Management Committee
c.	Civic Amenities Committee – recommendation re adopting Angel Green phone kiosk

d.	Neighbourhood Plan Steering Group – receive notes and project plan
e.	Communications Committee – note resignation of Cllr Hubble
f.	To approve Terms of Reference for the following:
	i) Broomfield Neighbourhood Plan Steering Group – including confirmation of Parish Council members ii) Property & Planning Committee – add additional clause to allow the Committee to confirm recommendations from the Neighbourhood Plan Steering group, including on funding
g.	To consider the schedule of full Parish Council Meetings for 2017
12.	Broomfield Times – to agree items to be included in the next edition
13.	Information Matters:
a.	To receive reports from Parish Councillors’ responsibilities with respect to Village Life (<i>reports to be taken as read</i>)
b.	To receive reports from outside bodies/meetings/courses attended (<i>reports to be taken as read</i>)
c.	To update re new Councillor email addresses & note correct use of email addresses
d.	To note informal meeting re Angel Pavilion
14.	General Information & Correspondence:
a.	To receive any correspondence:
	To note parking enforcement figures for August/September 2016
b.	To note any risk assessments undertaken:
	Monthly Fire Safety & Office Risk assessments/Angel Meadow Play Area Annual Inspections
15.	Publicity – to identify items from Meeting to be placed on social media
16.	Any other business for discussion purposes only & referral to next agenda

****PLEASE NOTE – Items attached/to follow - hard copies will be available from the Office from Monday/available at the meeting***