

BROOMFIELD PARISH COUNCIL

The Annual Council Meeting of Broomfield Parish Council was held on Wednesday 21st May 2014 in Broomfield Village Hall, Main Road, Broomfield at 7.30pm

Members' Present:	Councillors Smith, Garwood, Blake, Jones, Thomson, Mullender, Cockram, Wrenn, Tranquada & Carter
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Also Present:	County Councillor Aldridge, City Councillor Pooley Mrs K Hurrell (Clerk) Mrs W Martin (Deputy Clerk)
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Public Question Time:

No members of public were present.

1.	<p>Election of Chairman Councillor Garwood proposed Councillor Smith be appointed Chairman – Councillor Smith agreed to continue as Chair and Councillor Jones seconded the proposal. All Members agreed and Councillor Smith was duly elected as Chairman. Councillor Garwood thanked Councillor Smith for her hard work over a very busy year.</p>
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2.	<p>To receive Chairman's Declaration of Acceptance of Office Councillor Smith duly signed the Declaration of Acceptance of Office.</p>
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3.	<p>Appoint Vice Chairman Councillor Smith proposed Councillor Garwood be appointed Vice Chairman – this was seconded by Councillor Blake – Councillor Garwood was duly appointed Vice Chairman.</p>
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4.	<p>Apologies for absence Apologies were received from Councillors Steed.</p>
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5.	<p>Co-option of New Councillor, if applicable The Chairman reminded all present that there were still two vacancies to fill.</p>
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6.	<p>To receive the minutes of meeting 16th April 2013 It was resolved that the minutes were factually correct and were duly signed by the Chairman.</p>
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7.	<p>To receive any Declaration of Interest from Councillors No declarations of interest were made.</p>
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a.	<p>Review of Register of Members' Interests Members were reminded to review their Register on a regular basis and to advise the Clerk of any changes.</p>
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8.	<p>Report from Essex Police No Police Officer or reports were available for the meeting. The Police are to be advised of youth nuisance on Church Green. ACTION: Clerk to advise Police</p>
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9.	<p>Receive report from County Councillor Aldridge for items not on agenda Councillor Aldridge advised Members on the following: Community Agents Scheme – approval had been given at a cost of £600k to support vulnerable and lonely people over the age of 55 in their homes – he suggested the Parish Council invite a Community Agent to attend activities i.e. Pensioners' Lunch and Village Coffee morning Defibrillator – he suggested enquiries be made into installing one in the Village Local Highways Panel – a new bus shelter for The Angel Bus Stop had been approved Essex Pension Fund – was awarded with Public Sector Pension Fund of the Year He advised that he has been appointed Vice Chairman of Essex County Council – all Members congratulated Councillor Aldridge.</p>
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	<i>Councillor Tranquada arrived at the meeting at 7.55 p.m.</i>	
10.	Receive report from City Councillors Councillor Pooley congratulated Councillor Aldridge on his new position and advised that the new Mayor of Chelmsford had been appointed. He advised he is still pursuing the City Council's strategic plan for managing highway problems around the City. The Chairman thanked Councillor Pooley for his hard work and for keeping the Parish Council updated.	
11.	To elect Members to the following Committees & Working Parties:	
a.	Committees:	
	Property & Planning Committee	Councillors: Blake Smith Garwood Jones Thomson & Carter
	Civic Amenities Committee	Councillors Tranquada Steed Wrenn Thomson Smith Garwood & Mullender
	Financial & General Purposes Committee	Councillors Cockram Smith Garwood Jones Blake & Chairman & Vice Chairman of Civic Amenities <i>(when elected)</i>
	Personnel Committee	Councillors Smith Garwood Cockram & Chairman of BVH Charity <i>(when elected)</i>
	Broomfield Village Hall Charity Management Committee	Councillors Jones Smith Garwood Tranquada & Mullender
b.	Working Parties:	
	Broomfield Communication Working Party (Facebook/Website/Newsletter)	Councillors Garwood Carter & Wrenn
	Councillor Garwood will arrange a meeting with Broomfield Times Editor Selina Matthews Councillor Carter will do a report on the options of improving the website for the next Parish Council Meeting An advert will be placed in the next edition of Broomfield Times to ask for volunteers to join the various Working Parties	
	Village & Community Events Working Party (Pensioners' Lunch etc)	Councillors Tranquada Steed Garwood & Mullender
	Village Design Statement & Parish Plan Action Working Party	Councillors Blake Smith Garwood Tranquada & Steed
	Councillor Blake will speak to VDS Group to see if any volunteers will join this Working Party	
	Parish Council Strategy/Future Facilities Working Party <i>(Name to be confirmed)</i>	All Councillors are invited to attend these meetings – <i>date of next meeting 18th June 2014 at 6 p.m.</i>
12.	To confirm Terms of Reference for Committees/Working Parties will be considered at the first meeting Agreed that these will be discussed and considered by the Committees and Working Parties and brought back to the Parish Council for adoption. A Chairman and Vice Chair will be elected at the first meeting.	
13.	Election of Representatives to outside bodies/Charities/other:	
	Woollard's Charity	Councillor Garwood has been elected until 2018
	Emergency Planning	Councillors Garwood & Steed
	Passenger Transport Representative	Councillor Thomson

	Broomfield Hospital Liaison Committee	Councillors Smith, Garwood & Blake
	Parish Paths Partnership (in liaison with Essex County Council)	Councillors Tranquada & Mullender
	Chelmsford Community Forum	Councillor Smith
	Broomfield Parish Councillors responsibility for specific aspects & areas:	
	School Age Children – Cllr Carter	Under 5's – Cllr Smith
	Elderly/Care Homes - Cllr Garwood	Football/Cricket- Cllr Garwood
	Police Liaison – Cllr Garwood	Library – Cllr Carter
	Public Houses – Cllr Carter (Kings Arms) Cllr Thomson (The Angel)	History & Heritage – Cllr Blake
	Roads & Pathways – Cllr Wrenn	Publications Co-ordinator – Cllr Thomson
14.	<p>Review of Model Code of Conduct, Standing Orders & Financial Regulations These documents were reviewed and it was noted that the Financial Regulations required updating and this will be undertaken by the Clerk and the Finance and General Purposes Committee. ACTION: Review of Financial Regulations to be undertaken</p>	
15.	<p>Review of all Policies including: Complaints/Equal Opportunities/Smoke Free/Recruitment/Data Protection/Freedom of Information/Training/Retention & Disposal of Documents/Health & Safety/Risk Management/Fire Safety/Social Media A review was undertaken and the Clerk was seeking advice from EALC on all policies required by Parish Councils and will report back progress. A Pension Policy is to be implemented and this will be brought to Parish Council for approval when appropriate. Councillor Carter requested copies of Data Protection, Freedom of Information and Social Media to be provided to him. ACTION: Clerk to request information from EALC re Pension Policy and all Policies. Provide PC with appropriate policies</p>	
16.	<p>Review of annual subscriptions It was resolved to renew the annual subscriptions for Data Protection £35; EALC & NALC £671.28; Essex Playing Fields Assoc. £25; Rural Community Council of Essex (RCCE) £40 and Open Spaces Society £45.</p>	
17.	<p>Review of deeds for Angel Meadow, Centenary Wood, Allotment Site, Glebe Crescent Land & Broomfield Village Hall Charity & David Smith Memorial Field A review of the deeds of the above was discussed and no further action is required at the present time.</p>	
18.	<p>Review of Assets Register The Parish Council's assets were reviewed and adjustments have been made.</p>	
19.	<p>Renewal of insurance policy due 1/6/2014 – renewal £2091.27 The insurance policy schedule was reviewed and adjustments will be made before renewal in line with the Assets Register.</p>	
20.	<p>Review of risk assessments undertaken Two risks were identified during the past year and action taken to resolve any risk.</p>	
21.	<p>Financial Matters</p>	
a.	<p>Receive Financial Report for April 2014 It was resolved to approve the Financial Report for April which shows the following balances as at 30th April 2014:</p>	

	Current Account: £73,950.16 NSB Earmarked Reserve A/C £141,147.32
b.	To approve/ratify invoices/bill payments/direct debits/standing orders for payment up until date of meeting It was resolved to approve/ratify the invoices, bill payments and direct debits until 21 st May 2014 totalling £12,377.55 (<i>see attached</i>)
c.	To approve & sign Annual Return for the year ended 31.3.2014 Councillor Cockram advised that advice has been received on how to account for the Public Works Boards Loan and adjustments to the income and expenditure account had been made. The Accounting Statements for the Annual Return for the year ended 31 st March 2014, Statement of Variances and Balance Statement were duly approved and signed by the Chairman and Clerk. ACTION: Clerk to submit Annual Return to External Auditors
d.	To receive Internal Auditor's Report May 2014 The Internal Audit had been carried out and report had been circulated to all Members. Councillor Cockram thanked the Clerk for her hard work in producing the end of year accounts and the Annual Return.
e.	To review effectiveness of Internal Audit & appointment of Internal Auditor A review of the effectiveness of the internal audit was perused and Members agreed that this was sufficient at the present time. The Clerk advised that Len Broadhurst, Internal Auditor had decided to retire due to ill health and the Clerk had sought advice from local Parish Councils and had approached Heelis & Lodge who advised that they would carry out an internal audit, completion of Section 4 of the Annual Return and Report at a cost of £255 per annum. The Parish Council resolved to appoint Heelis & Lodge. ACTION: Clerk to appoint Heelis & Lodge as Internal Auditors
f.	Review of Bank signatories for all Bank Accounts The current bank signatories were reviewed and it was agreed that the signatories will remain the same – with two signatures required for each cheque or payment authority.
22.	Receive report from Planning & Property Committee to include (<i>written reports to be provided – taken as read</i>)
a.	Receive report from Planning Committee Meeting 7th May 2014 Report had been received and circulated.
b.	Further reports as necessary No further reports were required.
23.	Civic Amenities Matters (including Allotment Site) to include: (<i>written reports to be provided – taken as read</i>)
a.	To receive report from Chairman Councillor Tranquada reported the fence surrounding the Angel Meadow play area was currently being replaced by Chelmsford City Council. Work had been undertaken by the P3 Group in Newland Grove Nature Reserve alongside the Public Rights of Way Officer. 500 snowdrops had been planted on Parsonage Green - whilst working on Parsonage Green it was noted that a cement mixer and debris had been placed on the grass verge of the Green – the homeowner had been approached and advised that the materials would be removed as soon as work had finished and the grass will be restored.
24.	Personnel Committee
a.	Village Attendant - end of probationary period The Parish Council were very pleased with the work that Stuart Jones had been doing during his three months' probationary period and recommended that he become a permanent

	<p>member of staff for Broomfield Parish Council.</p> <p>ACTION: Clerk to write to SJ to confirm employment</p>
25.	<p>Broomfield Village Hall Charity Management Committee to include (<i>written reports to be provided – taken as read</i>)</p>
a.	<p>To receive Minutes, Financial Report, Chairman’s Report & update on Broomfield Village Hall redevelopment</p> <p>Councillor Jones reported that a Committee Meeting had been held on Monday and Sue Shepherd of RCCE attended to review the redevelopment of the Village Hall and problems encountered. There were still ongoing problems with the building and internal doors were being replaced. Money had now been received from Sport England and the new shed had been installed but the lines were still awaiting completion on the MUGA. A CIF application had been applied for outside gym equipment – this application will be considered in September.</p>
26.	<p>To receive report from Broomfield Communications Working Group</p>
a.	<p>Broomfield Times Newsletter</p> <p>A Finalist Award had been won for a competition run by Essex Life Community Awards and RCCE – unfortunately an invite had not been received to attend the Awards Ceremony but the Certificate will be displayed in the Office and in Broomfield Times.</p>
b.	<p>Facebook Page</p> <p>The Parish Council have 17 ‘likes’ - ideas to promote the page were being planned.</p>
c.	<p>Broomfield Parish Council Website</p> <p>524 unique visitors had viewed the website during April. Councillor Carter will produce a report for the next Parish Council Meeting advising on ways to improve the website, costs, etc.</p> <p>ACTION: PC to produce report for next Parish Council Meeting.</p>
27.	<p>To receive report from Village Events & Community Engagement Working Party (<i>when applicable</i>)</p> <p>No report necessary.</p>
28.	<p>To receive report from Broomfield Parish Council Strategy Working Party</p> <p>A meeting had been held earlier in the evening – Councillor Blake will circulate notes from the meeting to all Members. Councillors were requested to email the Clerk with dates of their availability o attend regular meetings.</p> <p>ACTION: Cllrs to email availability to Clerk</p>
29.	<p>To receive reports from Councillors re areas of responsibilities (<i>if anything to report</i>)</p> <p>Councillors Thomson and Tranquada had attended the Church Fete and sold Country Stile booklets.</p> <p>Councillor Blake reported that a Brumfelda meeting will be held at 7pm at Oaklands Park.</p>
30.	<p>To receive reports from Representatives to outside bodies/charities/other</p> <p>No reports necessary.</p>
31.	<p>Correspondence Received</p>
a.	<p>Invitation to Annual Civic Service Sunday 8.6.14 to the Chairman and all Members</p> <p>No-one was available to attend.</p>
b.	<p>Information regarding Broomfield Hospital Art Project</p> <p>An approach had been made by Victoria Button who was a local artist engaging in an art project in the woods surrounding the Hospital and hoped to engage with the local community with workshops, etc. Funding was being sought and progress on the project will be provided at a later date.</p>

c.	<p>Control of Street Trading – Chelmsford City Council</p> <p>Councillors had received a copy of the letter and it was resolved that the Angel Meadow and David Smith Field be proposed as a specific area of land for exemption from the district wide designation for control of street trading as these areas are secured with locking gates and fencing and not be vulnerable to nuisance street trading. However, it was agreed not to exclude the Village Greens which could be subject to nuisance street trading and any community events which may take place will be subject to applying for a Street Trading Consent free of charge from the City Council.</p> <p>ACTION: Clerk to advise CCC of areas of exemption by 31.5.14</p>
32.	<p>To receive items for information</p>
a.	<p>To receive parking enforcement figures for April 2014</p> <p>Noted.</p>
33.	<p>Any other business for discussion purposes only & referral to next agenda</p> <p>There was no further business for discussion and the Chairman thanked Members for their attendance and closed the meeting at 10 p.m.</p>