

## BROOMFIELD PARISH COUNCIL

A meeting of Broomfield Parish Council's Financial & General Purposes Committee was held on Wednesday 20<sup>th</sup> April 2016 at 7.30 p.m. in the Parish Council Office, Broomfield Village Hall, 158 Main Road, Broomfield

Members' Present:	Chairman Councillor Barnes Vice Chairman Councillor Garwood Councillors: Blake; Daden; Jones; Smith; Tranquada
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Also Present:	Mrs K Hurrell (Clerk)
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The Chairman called for a minute's silence for ex-Councillor Gerry Cockram who sadly passed away recently.

**Public Question Time:**

No members of public were present.

<b>471.</b>	<b>Apologies for absence</b> No apologies were received.
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<b>472.</b>	<b>Declarations of Interest</b> No interests were declared.
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<b>473.</b>	<p><b>To consider purchase of Broomfield Football Club - Clubhouse</b></p> <p><i>It was resolved that this item was taken in confidence and public and press were excluded</i></p> <p>The Clerk was asked to remind Councillors that minutes of a confidential nature are kept as such.</p> <p>It was agreed that the Parish Council meet with BFC requesting that Councillor Aldridge chair the meeting, to establish the sale particulars of the land and also the condition of the building before the Parish Council can decide as to whether they will be able to make an offer.</p> <p><b>ACTION:</b> <b>Meeting to be arranged with BFC</b></p>
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<b>474.</b>	<p><b>To consider increase in rent for Broomfield Parish Council Offices</b></p> <p>Councillors Barnes and Jones had met and produced a discussion paper regarding the increase of the rent for the Parish Office to bring it in line with commercial rents charged for similar office space and parking. This was discussed and Members resolved to agree to pay Broomfield Village Hall Charity £800 per month – an increase of £7,100 per annum which will come from General Fund. All Members voted in favour of this resolution.</p> <p><b>ACTION: Clerk to advise BVH Secretary of increase agreed</b></p>
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<b>475.</b>	<p><b>To receive information from Broomfield Village Hall Charity re proposed Adventure Cycle Way for David Smith Memorial Fund</b></p> <p>Councillor Jones reported that he had just received a response from Chelmsford City Council and their Management Team confirming that they will provide the brief to design and build the adventure cycle way. Councillor Jones will update the Parish Council at the next Parish Council Meeting as to whether costs for survey, eco reports etc will be required and also advised that grants from various bodies will be applied for.</p> <p><b>ACTION: TJ to report to next meeting</b></p>
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<b>476.</b>	<p><b>To review overall financial situation including draft Accounts for the year ended 31<sup>st</sup> March 2016 &amp; Earmarked Reserves</b></p> <p>Members' perused draft figures for the final accounts as at 31<sup>st</sup> March 2016 and</p>
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	<p>Councillor Barnes and the Clerk will meet to prepare for the Annual Audit Return for the external auditor.</p> <p>The Earmarked Reserves schedule was also perused and it was noted the total of £183,329.54 was reserved for future projects/maintenance.</p> <p><b>ACTION: JB &amp; Clerk to meet to finalise end of year accounts</b></p>
477.	<p><b>To note discontinuation of LCTS Grant to parishes from Chelmsford City Council in 2017/18 &amp; subsequent years</b></p> <p>Noted.</p>
478.	<p><b>To review the effectiveness of the system of internal control of the accounting records &amp; financial management</b></p> <p>Members perused the schedule for the internal audit and the effectiveness of Broomfield Parish Council's Risk Management Schedule for 2016/17 which was approved.</p>
479.	<p><b>To review Financial Regulations, Procurement &amp; Transparency Code as advised by EALC</b></p> <p>The Clerk advised of recent changes recommended by NALC to the Financial Regulations which she had listed and it was agreed that the Parish Council's Financial Regulations will be altered accordingly.</p> <p>The Clerk advised she is awaiting confirmation from EALC as to whether Broomfield Parish Council comes below the limit for Transparency Code reporting and also has requested more details for the Procurement process.</p> <p><b>ACTION: Clerk to adjust Financial Regulations</b> <b>Advice from EALC to be actioned when received</b></p>
480.	<p><b>To review subscriptions for 2016/17</b></p> <p>The schedule showing annual subscriptions of £1082.80 for 2016/17 was perused and it was agreed to continue with all subscriptions at present.</p>
481.	<p><b>Any other business for discussion purposes and referral to next meeting</b> <b>Overarching Strategy Document for improving the Parish</b></p> <p>Councillor Blake produced and circulated an updated Over-arching Strategy Document for improving the Parish as at April 2016.</p> <p>Members perused this useful document which is broken down into three sections:- Section 1 Sports and 'Formal' Leisure Activities Section 2 Purchase of land for informal 'open space' to promote public access and protect from development Section 3 Improving the Village Environment (excluding sport/formal leisure facilities in Section 1).</p> <p><i>Councillor Daden left the meeting at 9.05 p.m.</i></p> <p>Much discussion took place on the proposals and it was agreed that the activities under Section 1 should be undertaken within the 2016/17 financial year if possible and it was resolved that a budget of £35k should immediately be made available towards the costs of these projects. Hopefully Community Infrastructure Levy payments will also be received to help fund the projects.</p> <p>Projects under Section 2 and 3 were discussed and Councillor Blake highlighted that discussions regarding Felsted Field would take place with Persimmon when the development at Broomfield Place is forthcoming.</p> <p>Projects under Section 3 were discussed and it was reported that the two new Village Gateways have now been installed and raised beds and planting around the Gateways</p>



to enhance the effect should be undertaken under a Licence to Cultivate – this to be referred to Civic Amenities Committee.

Church Green – it was agreed that Councillors Smith and Garwood liaise with the Conservation Officer at Chelmsford City Council in respect of the report that had previously had commissioned showing options to improve the whole of Church Green be re-visited and to see if there was any funding available from Highways/Chelmsford City Council for the road network and the Parish Council for enhancements to the Village Green.

**ACTION:**

**Section 1 – to put on PC Agenda to approve funds (£35k) to be spent towards these projects**

**Section 2 – to put on PC Agenda to carry out planting & enhancement to Village Gateways**

**Cllrs RS & GG to contact Conservation Officer re Church Green deterioration & plans for improvements**

**Civic Amenities Cttee – to pursue the planting under Village Gateways**

**For information:**

**Section 106 Monies & Community Infrastructure Levy (CIL)**

The Clerk reported that £975 of CIL is due to be transferred to the Parish Council in relation to the garage block development in Broomhall Close.

The Section 106 Agreement for £105,500 is still in force for the development at Broomfield Hospital Approach which is to be expended for community purposes towards the extension and enhancement of Broomfield Community Centre.

**The Chairman thanked Members for attending and closed the meeting at 9.15pm**



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